



HYTHE CIVIC SOCIETY

Registered Charity 283177

NEW TRUSTEES INFORMATION PACK

- 1 When new trustees are appointed by the annual meeting or are co-opted by the Executive Committee each are given:
 - Annual report and accounts
 - Annual budget with latest monthly management accounts
 - Last 3 months of Executive Committee minutes
 - Charity Commission guidance (CC3) – “The essential trustee: what you need to know, what you need to do”.
 - Charity Commission guidance (CC3a) – “Charity trustee: what’s involved. Find out what being a charity trustee involves, if you can claim expenses and where to get help and advice.”
 - Charity Commission guidance – “Charity purposes and rules - Find out about the rules you must follow to govern your charity*"

REVIEW

- 2 This document will be reviewed annually.

APPROVAL

- 3 This policy was adopted by the Executive Committee at its September 2024 meeting.

hcs policy new trustees information pack adopted 24 09