

| <p><b>ASHWELL VILLAGE TRUST</b><br/> Charity No. 294673<br/> Address:<br/> c/o Ashwell Parish Council, 6A Back Street, SG7 5PE<br/> Office: ☎ 743706 ✉ clerk@ashwell.gov.uk www.ashwell.gov.uk</p> | <p><b>Policy: Management and Risk Assessment<br/> (including the Cottage Garden in Swan Street, SG7 5NY)<br/> Purpose - to identify responsibilities with details of actions taken and key dates.</b></p>   |   |
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| Responsibility   | Actions   | Key dates   |
| Governance   | <p>Trustees: Graham Lee (Parish Council Chairman and, in accordance with the Trust Deed, Chairman of the Trustees), David Sims (Parish Council Trustee), Vinny Hall (Parish Council Trustee), Simon Bettany (Trustee and Hon Treasurer), Gordon Hill (Trustee), Claire Moynihan (Trustee), Liz Moynihan (Trustee), Jane Porter (Trustee, in her own right, and Parish Council Clerk).</p> <p>The trustees meet at least annually for the AGM and otherwise as necessary/agreed.</p> <p>The Clerk to the Parish Council acts as Clerk for the Trust.</p> <p><i>See also Trust Deed and the Charity Commission website.</i></p> | AGM held in January 2024.<br>Names of Trustees updated.   |
| Financial  | <p>Hon. Treasurer: Simon Bettany.</p> <ul style="list-style-type: none"> <li>(i) Presents Annual Report and accounts to the AGM.</li> <li>(ii) Makes the annual submission to the Charity Commission (CC) by deadline of 31<sup>st</sup> January following.<br/><i>See the Charity Commission website.</i></li> <li>(iii) Manages the bank account and holds cheque book (x2 signatories required) and any other investments.</li> </ul>  | Reports made to AGM and accounts to CC before the deadline of 31 <sup>st</sup> January following. |
| Premises –<br>The Cottage Garden   | The Cottage Garden is owned by the Trust and managed by volunteer working parties (see below).  |   |
|  | Insurance: Part of the Parish Council’s policy. Includes premises, volunteer and public liability.<br><i>See also Policy Schedule.</i>  | Annual review in September prior to policy renewal date of 1 <sup>st</sup> October.               |
|  | Site risk assessment: Reviewed at least annually by the leader of the volunteer group and one of the trustees.<br><i>See also Risk Assessment document.</i>   | Formal review at least annually or otherwise if needed.   |
|  | <p>Working group: meets as required, usually monthly for working parties. Leader: Martyn Hird.</p> <ul style="list-style-type: none"> <li>(i) Communicates with volunteers and organises regular working parties to maintain the garden.</li> <li>(ii) Ensures working group activities are carried out in line with the AVT Health &amp; Safety policy. <i>See Policy Statement.</i></li> <li>(iii) Responsible for working party risk assessment, briefing of participants and monitoring.</li> </ul>   | Volunteer leader to brief participants at every working party.                                    |

**This review: 31 January 2024. Next review scheduled: 12 June 2024 or earlier if agreed necessary by trustees**