

Governance Policies

Trustees

The Declaration of Trust dated 27 April 1992 sets out their role and responsibilities. The Chairman gives new trustees an induction pack including the Declaration of Trust and the Deed of Variation dated 14 December 1995, the Charity Commission publication “The Essential Trustee: An Introduction”, references to the BEARR and Charity Commission websites and minutes of the last two meetings of trustees. Trustees are not remunerated, but may claim reasonable out of pocket expenses from Anna Morgan against receipts. They are appointed for three years, renewable by agreement.

Conflict of interest

Any relevant personal interest should be declared by the trustee and recorded on a file kept for this purpose. If a trustee has a personal or family interest in a decision, he/she should declare this and not take part in making that decision.

Volunteers

Volunteers should have clear roles, induction, training and regular support sessions. Each volunteer should report to a named trustee or trustees. Volunteers may claim reasonable out of pocket expenses from Anna Morgan against receipts.

Monitoring and review

- Trustees: minutes of meetings, regular reviews of how well they work together and occasional external governance review.
- Small grants scheme: reports by grantees; use of known UK and regional NGOs; visits to a selection of projects by trustees or third parties.
- Conferences: evaluation forms.

Financial controls

- Budget: prepared by Treasurer for approval by trustees at October meeting.
- Objectives: prepared by Chairman for approval by trustees at December meeting.
- Report and accounts: prepared by Nicola Ramsden for approval by trustees at April meeting. Accounts are checked by an independent examiner. Report and accounts are submitted to the Charity Commission and put on the BEARR website.
- Financial reports: prepared by Treasurer and submitted to trustees at each meeting.
- Bank reconciliation: done by Treasurer

Patrons: The Duchess of Abercorn, Vladimir Ashkenazy, Elena Bashkurova Barenboim, Lady Ellen Dahrendorf, Myra Green OBE, Professor Geoffrey Hosking, Sir Roderic Lyne KBE CMG, Sir Jonathan Miller, Rair Simonyan, Sir Andrew Wood GCMG

Trustees: Robert Brinkley CMG MA (Chairman), Megan Bick BA (Russian) MA, Janet Gunn CMG BA, Daryl Ann Hardman BA (Russian) MA, Her Honour Judge Marcia Levy, Ann Lewis CMG BA, Nicola Ramsden MA MBA, Michael Rasell BA MA PhD, Robert Scallan MA, Michael Simmonds

- Cheques and online transactions require two signatures or two online authorisations. Signatories are Nicola Ramsden, Ann Lewis and Robert Scallon. Anna Morgan is authorised to use a debit card linked to a separate CAF account which is credited for authorised transactions.
- Cash transactions are kept to the minimum.
- Insurance: Nicola Ramsden ensures that BEARR has up to date and appropriate cover.

October 2015