

Clean Earth Trust

Meetings

Trustee Meetings

Trustee Meetings shall be held quarterly.

The purpose of Trustee Meetings is for Trustees, Employees and other interested parties (as appropriate) to review the Trust's progress against its objectives; and plan and agree upon decisions regarding governance, policy, strategy and operations.

Quorum

All Trustees and Employees should make every effort to attend Trustee Meetings; and a Quorum of 1 Trustee, and 2 Employees; or 2 Trustees, and 1 Employee, is required.

Other stakeholders including Volunteers, and representatives from other interested parties and partnerships where appropriate, may also be invited.

Dates, Times and Locations

Trustee Meetings shall be held at a time convenient for, ideally, all parties; however the Trust acknowledges that unanimous availability is unlikely to be achieved when planning every Meeting. So long as the Quorum is met, a decision shall be made by those available.

All parties are required to make known any specific times and dates that they are unlikely to be unavailable, in order to assist scheduling.

The location of the Trustee Meeting shall be agreed amongst attendees; and shall, where possible, be available online via Microsoft Teams or another platform, to enable remote attendance.

Invitation and Apologies

Sufficient notice, and as a minimum, 2 weeks' notice shall be given to all parties in order to enable as many as possible to attend. Invitation shall be sent via email, or another appropriate channel.

Once a date is agreed, the acting Secretary shall schedule the meeting in the Trust's Calendar.

Any person unable to attend must submit their apologies in advance of the Meeting, and as promptly as possible; and their absence shall be recorded in the Minutes.

Agenda

All parties are invited to contribute to the Agenda but it shall, as a minimum, include:

1. Record of Attendance
2. Apologies
3. Declaration of any conflict of interest
4. Review of Trust Objectives
5. Overview of the progress made against those Objectives in the previous Quarter
6. Planning for the next Quarter
7. Summary of Accounts
8. Confirm recording of Votes made during the Meeting
9. Any other business
10. Suggested date of next Trustee Meeting

An Account Statement or Summary shall be made available to Employees and Trustees in advance of the Meeting to allow sufficient time for review.

A full set of Accounts is not required for a Trustee Meeting.

The acting Secretary is responsible for distributing the Agenda and the Account Summary 1 week prior to the Trustee Meeting; plus any other associated documents.

Chairman or Meeting Lead

The Chairman shall be responsible for leading each Trustee Meeting; or in his absence, an appointed Lead.

Minutes

Minutes of Meetings shall be taken by an acting Secretary, and distributed to all relevant parties within 1 week of the Meeting, via email or in an appropriate format.

All action points shall be clearly listed, and an Owner and priority/deadline assigned to each action.

The Minutes shall remain available, and protected from editing, within the Trust's Document System.

Annual General Meetings

The Trust's Annual General Meeting (AGM) will be held every 12 months.

The purpose of the AGM is for Trustees, Employees, Volunteers and other interested parties (as appropriate) to review the Trust's progress against its objectives, approve the appointment of new Trustees, confirm the resignation of retired Trustees, and approve its Accounts.

Quorum

All Trustees, Employees and Volunteers should make every effort to attend the AGM; and a Quorum of 2 Trustees, including the Chairman, and all Employees is required.

Other stakeholders including representatives from other interested parties and partnerships, shall also be invited.

Prospective Volunteers and Trustees are also welcome.

Date, Time and Location

The AGM shall be held at a time convenient for, ideally, all parties; however the Trust acknowledges that unanimous availability may not be possible. So long as the Quorum is met, a decision shall be made by the Employees and Trustees.

All parties are required to make known any specific times and dates that they are unlikely to be unavailable, in order to assist scheduling.

The location of the AGM shall be agreed amongst Trustees and Employees; and where possible attendees shall meet in person.

If required, the AGM shall be made available online via Microsoft Teams or another platform, to enable remote attendance.

Invitation and Apologies

Sufficient notice, and as a minimum, 4 weeks' notice shall be given to all parties in order to enable as many as possible to attend. Invitation shall be sent via email, or another appropriate channel.

The acting Secretary shall schedule the AGM in the Trust's Calendar, and shall make these details publicly available via the Trust's social media channels, and its website.

Any Trustee or Employee unable to attend must submit their apologies in advance of the AGM, and as promptly as possible. If their absence means the Quorum cannot be met then an alternative date must be agreed.

All absences shall be recorded in the AGM Minutes.

Agenda

The AGM Agenda shall be agreed by all Employees and Trustees.

The Agenda shall include, as a minimum:

1. Record of Attendance
2. Apologies
3. Declaration of any conflict of interest
4. Review of Trust Objectives
5. Overview of the progress made against those Objectives in the previous year
6. Approval of Accounts
7. Retiring Trustees
8. Approval of the appointment of new Trustees
9. Confirm recording of Votes made during the AGM

A copy of the Trust's Accounts should be made available in advance of the meeting to allow sufficient time for review.

The acting Secretary is responsible for distributing the AGM Agenda, and the Trust's Accounts 1 -2 weeks prior to the AGM; plus any other required documents.

Chairman

The Chairman shall be responsible for leading the AGM.

Minutes

The Minutes of the AGM shall be taken by the acting Secretary and distributed to all relevant parties within 2 weeks of the AGM.

The Minutes shall remain available, and protected from editing, within the Trust's Document System.

EGM's

Extraordinary General Meetings (EGM) shall be called in order to discuss, and vote on, non-recurring business that significantly affects or changes the strategy of the Trust, the Trust's policies, or the apportionment of funds.

Any Employee or Trustee may call an EGM.

Quorum

The EGM shall be conducted as per an AGM; with a Quorum of 2 Trustees, including the Chairman, and all Employees. If appropriate, other affected parties may be invited.

Date, Time and Location

Attendees should be given as much notice as possible, although this will depend upon the urgency of the matter requiring discussion.

So long as a Quorum can be met, attendees should promptly agree a date, time and location.

Any Trustee who cannot attend should submit their apologies in advance, which will be recorded in the Minutes.

Agenda

The Agenda of the EGM will be determined by the matter requiring discussion, but shall as a minimum, include:

1. Record of Attendance
2. Apologies for Absence
3. The matter to be discussed
4. Record of Voting

The acting Secretary shall distribute the Agenda, and any other associated documents, to all attendees as soon as possible and in advance of the Meeting.

Chairman

The EGM shall be led by the Trust Chairman.

Minutes

The acting Secretary shall record the meeting, and distribute the minutes to all Employees, Trustees and affected parties as soon as possible after the EGM.

All action points shall be clearly listed, and an Owner and priority/deadline assigned to each action.

The Minutes shall remain available, and protected from editing, within the Trust's Document System.

Guidance taken from:

<https://www.gov.uk/government/publications/charities-and-meetings-cc48/charities-and-meetings#date-and-time-of-the-meeting>