

KCS Procedure for management of The Shrewsbury Arms, Kingstone

Version 1.3

Date (valid only on day of printing)

Author Alisdair Cumming

Note 1

The purpose of this document is to formalise the way the members of the KCS committee should manage the asset (the Shrewsbury Arms) to ensure the long term viability of the physical structure and the relationship with the tenants.

Note 2

The KCS have decided to run the Shrewsbury Arms through the tenancy route. If at a future date it is decided to run the Shrewsbury Arms directly or through a manager, then a new set of procedures should be developed.

Model Rules

The KCS will adopt and follow the model rules of the Plunket Foundation, including annual reporting of social impact matrix of community activities and benefits society

Code of Conduct

Annually, each member of the KCS committee will sign the Code of Conduct by the new committee, to set out the standard of personal behaviour and conduct required of the committee members

Reporting

The KCS will report annually to Key Fund on the community deliverables of the Society, to substantiate for the provision of the community loan provided.

Tenancy

The choice of tenants must be ratified by the full Kingstone Community Society (KCS) committee. All must vote on this choice, even if it is via email or an abstention.

The Tenancy must include a fully signed contract. Any changes to the contract must be ratified by the full KCS committee.

The KCS and the tenants must hold regular meetings to ensure continued alignment with the aims of the KCS and to ensure the KCS are fully aware of any and to approve any changes to the building that the tenants need to make. This meeting should involve a sub set of the KCS committee, minutes must

be created and distributed to the rest of the committee. Any decisions made at the tenant meeting must be ratified by the full committee at the next meeting.

Insurance

The building must be insured against all risks and for a full rebuild cost.

The tenant must insure themselves against all 3rd party risks and employer liability

Inspections

At regular intervals the KCS must perform a safety walk and documentation inspection to ensure compliance with the relative legislation, especially with respect to all risks that could cause an incident in the building. These inspections should include but not be limited to

- Electrical safety certificate
- Fire alarms
- Emergency lighting
- Log burning stoves and chimney sweeping
- Fire extinguishers certification and ensure they are in place
- Food safety certification
- Kitchen extraction cleaning, inspection and flow
- Gas safety certification for the kitchen appliances
- Gas safety certification for the LPG tank
- Gas safety certification for the boiler
- Inspection of roof (from ground) to evaluate if any tiles are loose or missing
- Inspection of building structure to ensure there are no structural issues

Finances

The KCS committee should ensure that there is always money available for emergency repairs to the building and to be able to run the asset if the tenants decided to leave the tenancy. Annually, the committee should agree the amount this should be.

Engagement with the tenants

The KCS should assist the tenants in the promotion of their events and to encourage footfall to the Shrewsbury Arms, this can be through direct email to shareholder, use of social media, newsletter etc .

Additionally the KSC will assist the tenants where possible if help is requested.

Dealing with complaints from shareholders or members of the public

Any complaints should be brought up at the next available KCS committee meeting. The committee should then decide on the appropriate action to take. The complainant will be informed of the decision.

Employees of the Shrewsbury Arms

All employee issues are to be dealt with by the tenants. The KCS will not become involved with these activities unless they threaten the reputation of the KCS or the ability of the tenants to continue the tenancy.

Improvements to the Shrewsbury Arms

The KCS committee should keep a record of the current state of the building, and use KCS funds, or go for external grants to make improvements to the fabric of the building to ensure the ongoing viability of the Shrewsbury Arms .

KCS accounts

The KCS will keep a set of accounts to demonstrate sound management. These will be annually reviewed by an external accountant. These will be available to all shareholders on request.

For all other circumstances not covered above please refer to the signed tenancy contract. The above procedure do not create any additional liability on the KCS that is not covered within the signed tenancy contract .

The tenancy contract overrides any procedures list here

Date: 8/4/24

Signature (Chair)



Signature (Secretary)

