Internal processes have been put in place for Charity Appointments following the call-in to the appointment to Laleham Charities – Village Hall and Recreation Ground at the Council meeting in February 2023. The Call-in highlighted there was no right of reply for the charity if alternative nominations were proposed at the meeting.

The following actions will now be undertaken when seeking appointments for Charity Trustees:

- Six weeks before an appoint expires, the Charity's secretary will be contacted to ask whether the incumbent seeks re-appointment, or if they are retiring, a nomination for a replacement. Details as to why the person is considered suitable for the position will be requested, as well as asking the charity to demonstrate how their nominee(s) were chosen. They will be encouraged to advertise the vacancy.
- At the same time, ward councillors will be informed of the vacancy as well as the deadline for nominations alongside the Charity's governing document and any criteria that applies to the appointment.
- When all nominations are received, the secretary of the Charity and the Ward Councillors will be advised of the nominations and the procedure to speak in support of their nomination at Committee.
- All nominee's names and suitability details (with personal information redacted) will be in a report to Committee, and the Charity's governing document will be attached as an appendix.
- At the Committee, the Chair will invite the Charity and relevant ward councillor to speak in support of their nominee for no more than 3 minutes. A proposer and a seconder for an appointment will be sought if there is more than one candidate. The matter will be debated in closed session if there is more than one candidate. If there is more than one appointment to be filled, the process will repeat for each appointment.
- Following the Committee, the secretary of the Charity will be informed of who is appointed, and relevant contact details will be provided if it is the ward councillor's nomination. The Ward Councillors will be copied in to the communication.