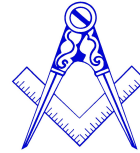


KNOWLE MASONIC CENTRE



Summary Policy statements – detail in subordinate documents

KMC Corporate Governance and Regulatory Policy

1. There shall be a minimum of 8 Board meetings per year legal details of which are governed by the Articles of Association. Board meetings shall discuss progress on operational matters as well as reviewing KMC policy presented by each Director according to the Annual Board timetable.
2. Board meetings shall be minuted and such minutes be available for review for all members to see via request through the secretary. Minutes to be produced within 5 days and displayed 2 days later. The Board will have 24 hours to approve.
3. At least three times a year the Board shall report to the members in the form of a liaison meeting – Early September (pre-season), October (including AGM) and February.
4. The Chairman shall maintain and publish an agreed list of responsibilities for each director.
5. Each director shall consider and regularly propose to the Board a succession plan for their own role which shall be presented to the Board.
6. The Board shall issue to all members or their representatives each year as follows:
 - Annual Budget, forecasts and anticipated rentals next season –
February/March
 - ‘Next season details’ (to include) - **June**,
Catering Pricing Matrix
Temple Rental Pricing matrix
7. The company shall be run in accordance with all Regulatory and Compliance requirements and to best practice standards. Adequate insurance cover shall protect all creditors, directors and members of the company. The Board shall appoint an adequately qualified professional to the Board to advise the board on such matters. The Regulatory and Compliance Director will be responsible for all health and Safety and Hygiene matters at the temple as well as all regulatory approvals..
8. Directors are appointed to the Board at their own risk, financial or otherwise. It is policy to appoint directors of good financial standing and this excludes individuals subject to undischarged bankruptcy orders or the like.
9. It is policy of SMT Ltd to trade as and ensure all branding is in the name of Knowle Masonic Centre (KMC)

KMC Financial and Temple rental Policies

1. The Board shall appoint an appropriately qualified Finance Director.
2. The KMC facility shall at all times be run on an actual and predicted solvent basis.
3. The Finance Director shall maintain adequate financial records in accordance with all UK corporate, accounting and tax law and protocol. Accounting policies are listed in the annual accounts. Changes to accounting policy shall be submitted to the board before being adopted. Annual tax declarations are required for any regularly appointed subcontractors who are also directors.
4. The Finance Director is responsible for ensuring adequate systems of Financial Control exist over all Temple activities including cash handling, stocktaking, and temple assets and liabilities.
5. All regulatory returns such as the annual accounts and all Tax returns shall be submitted to the authorities within prescribed deadlines.
6. The Finance Director should keep adequate forecast data to enable the future financial position of the company to be ascertained with reasonable accuracy and at the request of the board.
7. It is the policy of KMC to pay its suppliers within terms set with each supplier which are at the discretion of the Finance Director
8. The Board shall approve a financial Budget and 5 year profit and cash flow forecast each year in accordance with the annual Board Timetable. The same shall also be presented to members accordingly. The financial budget shall be presented on a lifecycle consumption basis and rentals set across the cycle. There should be appropriate balance between long term balances and short term budget.
9. The Rentals charged to members and third parties using the Temple facilities shall be charged in accordance with the 'Temple Pricing Matrix' which shall be updated each year in accordance with the Board Timetable. For the purposes of this document such matrix shall be a constituent part of this policy. The Matrix shows a clear delineation between the different charges for different meeting types and attendees. All bodies meeting at the temple shall sign and agree a 'Lodge Rental Contract' in the standard form. Details included in that document form part of KMC Policy. It is policy to charge extra amounts for temple rentals not received within 30 days of 1.10 each year. Equally this may take the form of early payment discounts. It is policy to set rentals to Lodges each year to cover the ongoing overhead running costs with extra income from third parties, bar takings and flat rental set to build long term cash balances for major projects.
10. All directors shall annually declare any financial interest from their activities in the temple and also whether any corporate or financial conflicts of interest so arise. This shall be in accordance with the Annual Board timetable.

KMC Building and Facility policies

1. A Director will oversee the maintenance of the building, facility and grounds.
2. The Facilities director shall keep a record of all authorised sub-contractors who are authorised to deliver and provide maintenance work on the building. Only these parties may perform this work. All such contractors shall possess adequate insurance and comply with all aspects of national and local regulation – including inter alia health and safety, trade body regulation and local building regulation. The facilities director is responsible for the agreement of such contracts, performance thereunder and allocation of tasks..
3. Building maintenance shall be split into two categories i) regular maintenance for which on-going maintenance contracts will be entered into and for which work will take place on an annual cycle and ii) the annual revolving summer upgrade programme which will be agreed according to the annual board timetable and budget and presented by the Facilities Director. It is the policy of the Board to ensure the building is maintained at all times to present a professional facility attractive to third party hiring and also to ensure regular maintenance ensures adequate long term prevention of degradation.
4. KMC equipment shall all be maintained by regular maintenance agreements with approved suppliers only. All KMC equipment shall only be run with supplier approved consumables.
5. No personal items may be stored on the premises and grounds other than for a one week transitory period.
6. An accident Book shall be clearly and visibly maintained and accessible as will all first aid equipment.
7. The building shall have all appropriate fire and other safety equipment such as extinguishers and safety emergency exit lighting as required, regularly maintained and checked. Safety instructions shall be read out prior to any temple meeting.
8. The building shall be kept clear of all miscellaneous effects and all items to be stored shall only be kept in the 5 designated storage areas (Sheds, Cellar, Cleaner Cupboard, maintenance cupboard and loft) and bar stocks in the bar store. All temple equipment shall be kept in the temple and all Lodge owned equipment in their own storage locker provided by SMT.
9. Any sharp edges, dangerous floors, equipment or other hazards shall be clearly marked at the earliest convenience to avoid health and safety issues for any occupants. These shall be logged in the Accident and Safety book upon identification together with details of evading action taken.
10. The updating of the Unit Honors Boards are the responsibility of each unit and not the temple.
11. The building is a non-smoking building.

Maintenance continued.....

12. A key safe shall contain a key to all rooms in the temple and grounds. Every director shall have access to any room, cupboard or area of the building by accessing the key cupboard set accordingly. No other person shall have access to the combination key safe, save the caterer.
13. Car parking at the facility must be made in accordance with the legal requirements of the lease and details of parking and times are shown on the KMC notice Board. No parking is permitted on grass areas nor on pebbled areas. Office block parking is only available from 5.30pm -7.00am each day.
14. The security of the building is the responsibility of the sub-contractor. It is the policy of KMC for the building to be locked and alarmed each evening after being checked for signs of danger.
15. The Provincial Changing Room shall be lockable at the discretion of the Provincial team in question. A key for the room should be kept hung on the reverse of the door for their use at all times and be adequately signed.
16. The Maintenance Store Cupboard is located in the large meeting room and the operation of the cupboard shall be the responsibility of the maintenance director. The store cupboard shall be used to store miscellaneous maintenance tools and effects.

KMC Catering Policies

1. KMC shall offer catering facilities for all social events held at the temple. Bookings for these can only be made through the Bookings Director who will inform PDCS of all events and the nature of them ie Lodge, third party, etc. Once informed the caterer will then arrange for all payments, bookings and other arrangements. Only the caterer and the Bookings Director can book and agree such events.
2. The Board shall appoint a Director responsible for the catering provision and all feedback and catering matters should be channelled through that director.
3. At the proposition of the Catering Director, KMC shall annually appoint a caterer who shall be the sole exclusive caterer for the time being at the temple. The caterer is required to possess all necessary insurances to the satisfaction of the regulatory director and all relevant qualifications for the position. The caterer is outsourced and provides his own staff for serving, bar when required under policy and for table/room set up.
4. KMC shall provide all cooking facilities, cleaning facilities, crockery, and effects for the caterer including gas heat light and electricity.
5. The caterer shall contract with each dining party in question directly – the provision of which shall be entirely in accordance with the KMC catering Matrix and which shall be re-approved every year in line with the annual policy review timetable. Prices as well as menus for the ensuing year shall be set in June each year when agreeing the Catering Pricing Matrix. KMC are not directly part of the food chain. The caterers staff shall at all times maintain the highest hygiene standards and also wear the provided KMC aprons. The Catering Pricing Matrix shall form part of this Policy. The caterer will provide Menus commonly known as 'A B C D' for Lodges plus 4 exclusive 'Culinary menus' for third party events. The Director responsible for the Web facility will, ensure such menus and prices are displayed on the website.
6. No food except that prepared by the Caterer shall be made or consumed on the premises or its grounds.
7. Payment for Lodge bookings should be made on the evening direct to the caterer. Payment for member/Lodge socials is also on the evening. Payment for Third party social events requires a deposit of £100 with balance payable on the evening or before. Cancellation details are included on the booking form.
8. The caterer shall be responsible for the setting up of tables and dining room, cleanliness of the kitchen, clearing of the grease traps and keeping all KMC equipment and effects in good order and clean. The caterer will ensure all crockery and pan ware is clean and hygienic to use. It is policy for the kitchen and bar areas to be deep cleaned every 6 months at the expense of the KMC. This will be by subcontractor organised by maintenance director.
9. The caterer shall keep all cooking records in accordance with regulation and to ensure the facility maintains its 5 star Solihull rating. A 5 star Solihull catering rating is the stated intention of the KMC Company. To this end Non-catering staff shall not be permitted in the kitchen.
10. Adequate catering supplies shall always be maintained to cater up to 100 covers.

KMC Bar Policies

1. KMC shall provide a bar facility for all social events meeting at the temple. No other persons other than KMC may provide bar facilities, sell any alcohol at this location or consume alcohol not purchased here. The licence is held as a club licence for SMT Ltd.
2. The Bar should be run according to all relevant national and local regulation – Health and Safety, Bar licensing, Local authority requirements.
3. The Board Has subcontracted the running of the bar to PDCS, the temple caterer, who is responsible for running the bar to Board policy and legal regulation and ensuring the bar is appropriately provided for all uses. This role is on an annual renewal contract.
4. Staffing and running of the bar is the responsibility of the caterer and shall be in accordance with the Catering Pricing Matrix which shall be agreed once per year according to the Board policy review timetable. The bar manager is responsible for ensuring any bar staff/tenders are adequately trained and the bar fully prepared for any use. The Catering Pricing Matrix forms part of this policy.
5. The contracted Bar manager will provide bar training to all bar users.
6. Drink Supply is to be via a single wholesaler and stock is purchased solely by the caterer on behalf of the temple. The Temple will offer a reasonable range of drinks balancing feedback with economy. It is policy to provide sufficient Diet and other drinks to deal with medical requirements.
7. Drink pricing shall be agreed once per year. In accordance with the Policy review timetable. Such pricing shall be based on three levels – i) Lodge meetings ii) member/lodge socials iii) third party socials
8. Bar prices shall be clearly shown in the bar for all customers to observe and review. As bar prices differ according to event type the relevant prices should be shown for each event. This will be colour coded – Lodge Nights (White tariff), Social Nights (Blue Tariff), and Third Parties (Yellow tariff) The responsible drinking policy shall at all times be visible to all drinkers in the bar area.
9. A monthly stocktake shall be performed. Stock shall be stored only in the designated bar storage area. Details of all stock movements and invoicing shall be by computer record and be the property of SMT. Such data should be transferred to the on line storage facility on a weekly basis.
10. Lodges will be invoiced for drinks at the end of each evening. The invoice is payable on presentation – normally cheque on the evening or by direct transfer within 48 hours.
11. Adequate and up to date bar and stock records shall be maintained and kept in the temple on line storage facility.

12. An incident book shall be maintained behind the bar showing all occasion when drinks were refused or incidents which could be useful in showing licencing audit trail. This also to be used for suggestions and complaints or requests for work to be completed.
13. Bar cleaning will take place after each use with more detailed cleaning on a weekly basis. Glasses will be cleaned in the dishwasher.
14. All empty cans and bottles shall be emptied into the large refuse bins provided for the purpose which shall be two during the period September to April and then one at all other times unless two are deemed required.
15. Bar tenders shall have open access to anti-bacterial soap and shall be encouraged to wash hands thoroughly throughout the evening.