

	Document Title:	CCT – Management Manual		
	Document Number:	CCT 01	Page Number:	Page 1
	Issue Date:	03.06.2025	Issue Number:	6
	Author:	PH	Authorised:	Trustees

Chesterfield Canal Trust Ltd. Management Manual

This Manual is the overall governing document for the management and operations of the Trust applicable to individuals (employees and volunteers).

1. Legal Basis

1.1 Limited Company

CCT is a registered limited company, **03403203**. The Articles of Association, Memorandum of Associate, details of company directors, and annual reports, are publicly accessible on the Companies House website. There is no Controlling Person or Beneficial Owner (a single person having a controlling interest in the entity).

The registered office of the Trust is:
Chesterfield Canal Trust Ltd.,
Hollingwood Hub,
22 Works Road,
Hollingwood,
Chesterfield, S43 2PF.

The published and amended Articles and Memorandum of Association take precedence over all other documents in the governance of the Chesterfield Canal Trust Ltd.

1.2 Registered Charity

CCT is a registered charity, **1071376**. The charity's objectives, details of trustees, other information, and annual reports, are publicly accessible on the Charity Commission website. The Charity's governing document is the Memorandum and Articles of Association of the Company.

1.3 UK Tax Registration

CCT is entirely resident for tax purposes in the UK. HMRC Charities Reference **XR29587**.

1.4 UK VAT Registration

CCT is registered in the UK for VAT. The VAT number is **345 0352 26**.

1.5 External Audit of Financial Statements

CCT maintains accrual-based accounts. The Trust accounts are examined on an annual cycle. Where the CCT does not meet the income and assets thresholds for Audit to be required, the Trustees have not chosen to have Audit.

	Document Title:	CCT – Management Manual		
	Document Number:	CCT 01	Page Number:	Page 2
	Issue Date:	03.06.2025	Issue Number:	6
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2. Trust Policies

CCT Policies are guiding principles used to set direction in the organisation. The Trust Policies are:

Number	Title	Last Reviewed
CCT 01	Management Manual (this document)	03.06.2025
CCT 02	Health and Safety Policy	03.06.2025
CCT 03	Finance Policy	25.01.2023
CCT 04	Treasury Management and Reserves Policy	25.01.2023
CCT 05	IT Policy	08.07.2024
CCT 06	Personal Data Privacy Policy	08.07.2024
CCT 07	Safeguarding Policy	08.07.2024
CCT 08	Equal opportunities Policy	08.07.2024
CCT 09	Volunteer Policy	27.11.2023
CCT 10	Volunteer Grievance Policy	08.07.2024
CCT 11	Lone Working Policy	03.06.2025
CCT 12	Restoration Policy	30.03.2020
CCT 13	Working near Water Policy	08.07.2024
CCT 14	Environmental Policy	08.07.2024
CCT 15	Social Value Policy	03.06.2025
CCT 16	Corporate Social Responsibility Policy	03.06.2025
CCT 17	Risk Management Policy	25.01.2023
CCT 20	Code of Conduct Policy	03.06.2025

3. Trust Procedures

CCT Procedures define a series of steps to be followed as a consistent and repetitive approach to accomplish a specific end result. These Procedures are:

CCT 21	Employee Grievance Procedure	12.05.2025
CCT 22	Employee Disciplinary Procedure	12.05.2025
CCT 23	Incident / Accident Procedure	04.06.2025

4. Employment Terms and Conditions

Each employee will have a set of Employment Terms and Conditions as the contractual scope and basis of their employment. CCT Policies and Procedures apply to all employees and are non-contractual unless otherwise stated.

	Document Title:	CCT – Management Manual		
	Document Number:	CCT 01	Page Number:	Page 3
	Issue Date:	03.06.2025	Issue Number:	6
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5. Volunteering

Volunteers are an essential element of the CCT, welcomed and encouraged in all aspects of the Trust's operations.

Without the leadership, commitment, and hard work of volunteers, the Trust would not exist and the aims could not be achieved.

Volunteers do not have a contractual relationship with the Trust, therefore do not have Terms and Conditions.

Volunteers are required to follow all Trust Procedures and Policies as appropriate, to the benefit of both the individual and the wider organisation. Policies and Procedures will include scope statements to define applicability.

6. Governance of the Management Manual

6.1 Review and Update

Each part of the Management Manual (including therefore subsidiary documents) shall have a defined owner (a role within CCT). Each part shall be reviewed, and updated as needed, at a maximum of 24 months intervals.

6.2 Authorisation

Each part of the Management Manual shall be issued following approval and authorisation of the Board of Trustees or a designated committee of the Board.

6.3 Accessibility

Accessible current-issue copies of all parts shall be held electronically on a CCT private shared server, accessible by Trust officers, and made available as needed to volunteers and employees. Copies of any public domain parts shall be accessible on the CCT website.