



Engaging External Speakers Policy

Purpose

This document outlines our policy for engaging external speakers at charity events.

Applicability

This policy applies to trustees and staff.

Speakers

We do not currently host charity events with external speakers. We may in the future engage external speakers, in which case they must have the necessary skills, experience and/or stature for the subject material they will be speaking on.

We shall not endorse any political party or campaign for a change in the law unconnected to our charity's purposes, by hosting a particular speaker.

We shall consider refusing a speaker if the aims of an organisation or individual's activities conflict with our charity's purposes or there is a risk of public disorder.

Decision Making

We shall take all reasonable steps to ensure that hosting a speaker is in the best interests of our charity and that the appropriate due diligence checks are undertaken. The suitability of a speaker, the subject and the proposed content shall be subject to the trustees' approval. The details, points considered, and decision(s) will be recorded in writing.

Availability

This policy is published on our website <https://www.colburymemorialhall.org.uk/> and shall be given to anyone who wishes to have a copy.

Version Control- Approval and Review

This policy shall be reviewed and approved annually by trustees, following a change in our opinion or other significant factor.

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Trustees	31.10.2025	First version approved	Annual