

Constitution of Kington Foodbank

1. Name

The name of the organisation shall be Kington Foodbank ("the Foodbank").

2. Purpose

Kington Foodbank exists to serve the community of Kington and the surrounding rural areas through practical action by helping to relieve poverty and hardship.

The Foodbank shall provide support to individuals and families experiencing financial hardship, food insecurity, crisis, or other forms of need.

3. Objectives

The objectives of the Foodbank are:

- To help relieve poverty by providing food and other essential household items to individuals and families in need.
- To provide practical assistance, support, information, guidance and signposting to individuals and families experiencing hardship.
- To work in partnership with churches, local authorities, charities, voluntary groups and other organisations for the benefit of the local community.
- To promote the dignity, wellbeing, health and resilience of the people and communities served by the Foodbank.
- To undertake any additional activities that further these objectives.

4. Values

The Foodbank is founded upon Christian values of compassion, kindness, generosity and justice.

Whilst operating within a Christian ethos, assistance shall be provided by and for any person without discrimination and no person shall be excluded from giving or receiving support because of their faith, beliefs, ethnicity, age, gender, disability, sexual orientation, marital status or any other protected characteristic.

No person shall be required to participate in religious activities in order to receive support from the Foodbank.

5. Powers

In furtherance of its objectives, the Foodbank may:

- Raise funds and receive donations, grants, legacies and other contributions.
- Organise fundraising activities.
- Employ staff where resources allow.
- Recruit, support and train volunteers.
- Purchase, lease or use equipment, materials and premises.
- Store and distribute food, household items and other essentials.
- Enter into partnerships with other organisations subject to agreement by CTiK
- Collect and analyse information relating to community need and organisational impact.
- Carry out any lawful activity that supports the achievement of its objectives.

6. Management Committee

The Foodbank shall be governed by a Management Committee consisting of not fewer than four members of Churches Together in Kington (CTiK).

The Committee should seek to include individuals with relevant skills, experience and community knowledge.

The Committee should include:

- Chair
- Secretary
- Treasurer

Additional committee roles will include named Safeguarding Officer and nominated member of the Operations Team. Other roles may be created as required.

Committee members shall serve for a term of one year and may be re-elected at the CTiK Annual General Meeting.

7. Duties of the Management Committee

The Management Committee shall be responsible for:

- Ensuring the organisation operates in accordance with this Constitution.
- Managing finances responsibly.
- Ensuring appropriate safeguarding arrangements are in place.
- Ensuring compliance with applicable legislation.
- Manage risks and ensure appropriate insurance.
- Appoint people to the Operations Team and oversee volunteer recruitment.
- Support and provide training opportunities for the Operations Team and volunteers.
- Develop the Foodbank's services and sustainability.
- Protecting the Foodbank's reputation and assets.

8. Operations Team

The operations team will oversee the day-to-day operations of Kington Foodbank.

The operations team will:

- Recruit and Supervise volunteers
- Implement policies and procedures
- Ensure compliance with applicable legislation
- Record activity
- Undertake stock control to avoid wastage
- Record and report any issues/ incidents to the management team

The operations team may:

- make payment of expenses incurred by volunteers acting on behalf of the Foodbank. This may include reimbursement of business insurance cover for volunteer drivers.
- purchase essential items to provide for those in need, including special dietary requirements and items for babies, these not exceeding £400 in total in each calendar month. In all other cases, authorisation should be obtained from treasurer.

The operations team will consist of at least 3 individuals and report to the management team quarterly.

9. Volunteers

Volunteering shall be open to persons aged 18 years and over who support the aims and values of the Foodbank.

The Operations Team shall have the authority to accept or refuse applications from volunteers where there is a legitimate reason to do so.

Volunteers shall:

- Support the aims of the Foodbank.
- Conduct themselves in a manner consistent with its values and adhere to policies and procedures.
- Attend mandatory training

10. Stakeholders

The location of Foodbank is to be agreed by CTiK

The Foodbank is required to register as a Food Business with the Local Authority and abide by Food Safety and Hygiene Regulations. This includes having food safety management procedures in place.

11. Meetings

The Management Committee shall meet at least four times each year. A quorum shall be four committee members. Decisions shall normally be made by simple majority vote, in the event of a tied vote, the Chair shall have a casting vote.

Minutes shall be recorded and retained.

12. Annual General Meeting

An Annual General Meeting (AGM) shall be held each year.

The AGM shall:

- Receive a report on the Foodbank's activities.
- Receive a financial report.
- Elect the Management Committee.
- Consider any constitutional amendments.

At least 14 days' notice shall be given.

13. Finance

The Foodbank shall operate on a not-for-profit basis.

Any income received by the Foodbank shall be applied solely towards achieving its objectives.

No surplus income shall be distributed to volunteers, Operations Team or Management Committee except for reasonable reimbursement of approved expenses.

The Foodbank may hold reserves where necessary to support sustainability, continuity of services and future development. All funds shall be held in a bank account in the name of Kington Foodbank.

Payments from the account should normally be authorised by two unrelated persons, only one authorised signature is required for cheques.

Accurate financial records shall be maintained.

14. Property and Assets

Any property, equipment or other assets acquired by the Foodbank shall be used only for the furtherance of its objectives.

A record of significant assets shall be maintained.

15. Safeguarding

The Foodbank recognises its responsibility to safeguard and promote the welfare of children, young people and adults at risk.

The organisation shall maintain and regularly review appropriate safeguarding policies and procedures.

All volunteers, members of the Operations Team and Management Committee shall act in a manner consistent with those policies.

16. Data Protection and Confidentiality

The Foodbank shall comply with all relevant data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The organisation may collect, retain and process personal information where necessary for:

- Delivering services.
- Understanding community need.
- Monitoring and evaluating impact.
- Reporting to funders and stakeholders.
- Safeguarding responsibilities.
- Volunteer management.
- Legal and regulatory compliance.

All personal data shall be handled lawfully, fairly and securely.

The Foodbank shall maintain an appropriate Data Protection Policy and Privacy Notice.

The Management Committee, members of the Operations Team and volunteers shall respect confidentiality and only access personal information where necessary for their role.

17. Equality and Inclusion

The Foodbank shall strive to provide a welcoming, inclusive and respectful environment for all.

No individual shall be treated less favourably because of a protected characteristic as defined by equality legislation.

18. Conflicts of Interest

All persons involved in the provision of Foodbank must declare any actual, potential or perceived conflict of interest.

Where a conflict arises, the person shall withdraw from related discussions and decisions unless the remaining committee members determine otherwise.

A record of declared interests shall be maintained.

19. Amendments to the Constitution

This Constitution may be amended by a two-thirds majority of members present and voting at a General Meeting.

Proposed amendments must be circulated to members at least 14 days before the meeting.

No amendment may be made that would fundamentally alter the not-for-profit nature or primary objectives of the Foodbank.

20. Dissolution

If the Foodbank is dissolved, any remaining assets, after settlement of liabilities, shall be transferred to one or more organisations with similar charitable purposes, preferably serving the people of Herefordshire.

No assets shall be distributed amongst members.