

## **CONSTITUTION OF THE ST IVES FOODBANK**

**As approved by All Saints Parochial Church Council (PCC) 2<sup>nd</sup> March 2021**

1. The St Ives Food Bank (SIFB) is a charitable activity of All Saints, St Ives PCC in the Diocese of Ely. The PCC's Registered Charity Number is 1188642. The SIFB's principal address is C/O The Vicarage, Westwood Road, St Ives, Cambridgeshire. PE6 2DH

### **2. PURPOSE**

2.1 The purpose of SIFB is the provision of emergency food assistance to people in need and the alleviation of poverty.

2.2 In addition, the Management Committee may, at its discretion, use funds or other assets allocated to SIFB to:

- a. support other locally-based food banks;
- b. provide assistance, whether practical or financial, to other local charities and non profit making organisations with similar objectives;
- c. facilitate the provision of money management, housing or other relevant courses and advice to clients requiring assistance;
- d. refer clients to other organisations and statutory bodies that are able to assist with advice or practical support.

2.3 The services provided are available, without discrimination, to anyone regardless of their faith/ beliefs.

Approved local organisations and service providers will refer potential recipients of support to SIFB.

The Operations Team, at its discretion, will determine where support will be provided and the period over which assistance will be given. In the case of any disagreement over provision of services by the Operations Team, Referring Agency or a client the advice of the Management Committee will be sought and their decision will be binding.

2.4 The area of operation of SIFB is St Ives and the surrounding villages; residents from outside this area may be also supported, at the discretion of the Operations Team.

### **3. MANAGEMENT**

3.1 The management of SIFB shall be conducted by Management Committee which shall comprise the PCC Standing Committee, currently the Vicar (Chair), the Churchwardens and the Treasurer, together with any persons whom the PCC may appoint in addition or substitution therefore.

3.2 The day to day operation of the SIFB shall be conducted by the Operations Team, which shall comprise the Vicar, or in his/her absence a Churchwarden, the Operations Manager, the Stores Manager together with any persons whom the Management Committee may appoint in addition.

- 3.3 All volunteers office holders on the Operations Committee will serve for a term of three years, and not more than six years consecutively, subject to the provisions of paragraph 3.4 herein.
- 3.4 Notwithstanding the provisions of paragraph 3.3 above, the Management Committee may authorise a volunteer office holder to remain in post beyond two consecutive three year terms, to be subject to an annual review.
- 3.5 The Management Committee may make payments for services provided by individuals or organisations.
- 3.6 All such individuals shall be subject to the Churches Safer Recruitment Policy including such DBS or other checks as may be specified by the Diocese of Ely.
- 3.7 SIFB shall comply with the policies of the PCC and be subject to the direction of the PCC's Safeguarding Officer

#### 4. **FUNDS**

- 4.1 SIFB shall have no funds of its own. Funds donated to or accumulated by the SIFB shall be received by the PCC and retained for the SIFB's purposes in a separate bank account.
- 4.2 The Operations Team may approve:
  - a. the payment of expenses incurred by individuals acting on behalf of the SIFB. This may include reimbursement of business insurance cover for volunteer drivers subject to prior approval by the Operations Manager.
  - b. expenditure on essential items to provide for those in need, including special dietary requirements,  
these not exceeding £250 in total in each calendar month without further authorisation. In all other cases, authorisation should be obtained from the Management Committee: Payments exceeding £1k must be ratified by the PCC
- 4.3 The Stores Manager and Chair of the Management Committee will hold Debit Cards in the name of SIFB to facilitate such payments. Any such purchases must be notified to the Church Treasurer with receipt, preferably by electronic means.

#### 5. **REPORTING**

The SIFB Management Committee shall report on the proceedings of the SIFB to the PCC not less than twice a year, including at the Annual Parochial Church Meeting.

#### 6. **VOLUNTEERS**

- 6.1 All volunteers for the SIFB shall be referred in the first instance to the Operations Manager who will assess their suitability. If deemed suitable a referral will be made to the Parish Safeguarding Officer who will implement the Safer Recruitment Process on behalf of SIFB.

6.2 Any volunteer who feels they have a grievance or received unfair treatment may, in the first instance, seek a decision of the Operations Manager. The volunteer may seek a review of this decision by the Management Committee.

6.3 Training may be given to volunteers including:

- a. personal safety, including goods handling and the management of distressed clients;
- b. safeguarding;
- c. procedures for the distribution of food;
- d. care and strategies in perceiving and receiving client need;
- e. handling confidential information that is verbally communicated by clients.

6.4 Drivers

All personnel using their own vehicles on behalf of SIFB must have business insurance and ensure their vehicle is in a roadworthy condition. Copies of relevant insurance and licences should be produced to the Operations Manager who may retain a copy in a secure manner.

## 7. **RECORDS**

SIFB will not maintain confidential data in written record or electronic print, concerning its clients or volunteers and shall confine itself to only necessary information which identifies a person, their address and the proceedings of the administration of food. However, where confidential material is received from an Agency, SIFB will keep such paper or electronic communication in a secure place for a period not exceeding three years

## 8. **PREMISES**

SIFB shall operate from such premises as are provided by the PCC and may be required to account to the PCC for the costs thereof

## 9. **DISSOLUTION**

In the event that the PCC ceases to operate SIFB, the PCC, as charitable trustees, shall dispose of any remaining assets at their discretion in accordance with Purposes of SIFB set out in paragraph 2 herein.