

# AGENDA ITEM No. 6

**From:** Gerry Cano <[Gerry.Cano@chsgroup.org.uk](mailto:Gerry.Cano@chsgroup.org.uk)>  
**Sent:** 07 November 2019 15:39  
**To:** 'gerry.cano@gmail.com' <[gerry.cano@gmail.com](mailto:gerry.cano@gmail.com)>  
**Subject:** CHS Timebanks announcement

Dear Stakeholder

For the past eight years, CHS Group's Timebanks in Cambourne and Littleport & Ely have been harnessing people's assets to strengthen the communities they live in. The Timebanks have brought people together to take part in activities, increasing their local connections, and improving their health and wellbeing.

Timebank members have told us of the positive difference Timebanking has made to their lives, reporting improvements in resilience and wellbeing, and feeling more confident and connected to their local communities.

Over the past eight years, our Timebanks have been externally funded and our current funding, from the National Lottery's Building Connections Grant, runs until the end of December this year. We are writing to inform you that unfortunately it has not been possible to secure further funding to continue running the Timebanks from January 2020.

The feedback we received from the National Lottery was that the Timebanks are well established and thriving, so it is now time to hand them over to their communities to run.

Our Timebank Coordinators, Caline and Laura, have informed their members and are exploring whether it is viable for the Timebanks to be volunteer-run. Both communities have confirmed that they are keen to continue running them.

Over the next few weeks, Caline and Laura will provide relevant training to members including the use of Time Online 2 (Timebanking UK's online tool to record exchanges) and will support members to formally constitute the Timebanks as independent charities.

CHS Group has committed to financially support the Timebanks for the first year after the handover (2020) with the cost of Public Liability insurance and subscription to Timebanking UK.

CHS Group would like to thank all the members, stakeholders and those who have supported the Timebanks and have helped to make them the successful schemes they are today. We would also like to thank Caline and Laura for the amazing work they have done in their communities.

If you have any further questions, please contact Gerry Cano on 0300 1113555 or email [Gerry.cano@chsgroup.org.uk](mailto:Gerry.cano@chsgroup.org.uk)

Andrew Church

Head of Community Investment and Support

Gerry Cano  
CLAS Project Manager  
CHS Group

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## Cambourne Timebank

### Extra-ordinary General Meeting Minutes

Saturday 23<sup>rd</sup> November 2019 11am-1pm

The Hub Meeting Room, High Street, Cambourne CB23 6GW

**Attendees:** Laura Papanikolaou, Gareth Wiseman, Chris Soanes, Darcy Simpson, Shrobona Bhattacharya, Sujit Bhattacharya, Payal Priyadarshini, Geoffrey Hunt, Janet Leonard, Sarah Kidson, Zeena Thompson, Effie Zhang

Item	Subject
1	<p><b>Introduction by Coordinator</b></p> <p>Laura explained the history of CHS setting up the Timebank and that the National Lottery don't want to fund a paid Coordinator to run the Cambourne Timebank any more so this meeting is to decide how to go forward volunteer-run.</p>
2	<p><b>Open discussion about the future of the Timebank</b></p> <p><b>Timebank Volunteer Role Suggestions:</b> Coffee Morning Organiser – Melissa Jordan/Chris Soanes Facebook – Sarah Kidson &amp; Doroteja Maklin TOL2 – Sarah Kidson/Chris Soanes/Gareth Wiseman Website – Payal Priyadarshini, Gareth Wiseman Befriending – Janet Leonard Email – Doroteja Maklin Treasurer – Effie Zhang, Antonia Storer Fundraising – Shrobona Bhattacharya Community Projects Organiser – Shrobona Bhattacharya Newsletter – Madhuparna Datta, Darcy Simpson, Gareth Wiseman Network &amp; Natter – Jess Lydon (Shrobona suggested Doroteja) (Network &amp; Natter = quarterly meeting with councillors and various charities to network) Chair – Janet Leonard</p> <p>Management Committee to meet quarterly, Town Clerk has offered room for free.</p> <p>Timebank printing expenses to be taken out of a communal pot of money. If secretary doesn't have a printer or laptop, these could be purchased. Could apply for a grant from the South Cambs Community chest. South Cambs District Council also have an initiative called 'Let's Get Moving Cambridgeshire' and there may be some support for Timebank through this. Timebank members can raise money through holding an event like a cake stall. CHS has a small neighbourhood grant scheme as well which Timebank can apply to.</p> <p>Cambridgeshire Timebanking Partnership can give some time to help if we need advice.</p> <p>Contact details on leaflets etc need to be changed from Laura to a new general Cambourne Timebank email account, which someone will set up and a few members will have access to login. Could buy a mobile phone with a contract...could be a hot phone.</p>

	<p>CHS will pass gazebo and any left-over materials to us. Ask Town Council about storage for gazebo.</p> <p>Time Credits are given to us by the Cambridgeshire Time Credits/Tempo. This is free but every quarter we need to report to them how many Time Credits have been earned via an online form and request a new batch of Time Credits.</p> <p>There are 19 organisations that are members of Cambourne Timebank. CamCare UK, 19 the Coffee House and Cambourne Crier are the main three. Friends of South Cambs Child and Family Centres, Bourn Windmill, Big Squiggle, Cambourne Sports and Fitness Centre and Tea Parties are also active and the others are more dormant.</p>
<p><b>3</b></p>	<p><b>Finances</b></p> <p><b>Costs:</b> coffee morning drinks, insurance, membership of Timebanking UK, website, DBS checks, printing, laptop, phone. Members could pay for their own drinks at coffee morning. Chris will ask 19 the Coffee House if they would give us tea/coffee for free at the coffee mornings.</p> <p>Insurance – very important to cover any scenarios. CHS have committed to paying this for us for 2020. Town Council said we might be covered under their public liability insurance (will check).</p> <p>Membership of Timebanking UK = £150 per year. Paid until 31<sup>st</sup> October 2020. This gives us access to TOL2 the online database, which is very useful.</p> <p>Website hosting, domain and SSL certificate = £150 but may be able to get cheaper. Paid until Feb/March 2020. Website <a href="http://www.cambournetimebank.org.uk/">http://www.cambournetimebank.org.uk/</a> was set up by Laura &amp; Gareth. Could be improved by Payal and Gareth. Laura could provide application forms, case studies and photos to go on the website.</p> <p>DBS checks – Town Council said we might be able to do this through them. Maybe through an organisation on timecredits.com</p> <p>The Cambourne Timebank <b>bank account</b> with Cambridge Building Society contains <b>£990</b>. Two signatories are needed to access it; Louise Walpole and Eva Alldritt who used to be co-ordinator are the current signatories, this needs to be changed because Eva Alldritt has left the Timebank. If we take the minutes of this AGM, showing who has been elected to the management committee with responsibility for the bank account, into the Cambridge Building Society with those people, they will give us access to the account.</p>
<p><b>4</b></p>	<p><b>Safeguarding</b></p> <p>Safeguarding is about keeping people safe, particularly children and vulnerable adults who may be at risk because they have a health or social care need e.g. an elderly person with dementia, or an adult with a learning disability. Timebank needs a safeguarding policy. Laura can provide one for the committee to approve or adapt. New members need to be reference-checked when they join. Shrobona will take responsibility for references. DBS checks are only needed if you are spending time alone with a person who is vulnerable or at risk. Cambridgeshire County Council provides free Safeguarding</p>

	<p>training for volunteers, Laura can provide details. Cambridge Council of Voluntary Services provides resources and guidance on Safeguarding, check their website.</p>
<b>5</b>	<p><b>GDPR</b></p> <p>In May 2018 a more stringent data protection law came in: The General Data Protection Regulation (GDPR), it covers the processing, storage and destruction of personal data about an individual e.g. name, address, phone number, email, next of kin details, doctor's phone number. A lot of this info is collected on the Timebank Application form and it's highly confidential. Needs to be kept secure. Will be breaking the law if not. When we send an email out to everyone, we need to put email addresses in the BCC. Papers with members' personal details need to be secured in a locked cupboard/drawer. On phone, PC or laptop it needs to be protected by a password. Everyone who has access to members personal details needs to sign a data protection and confidentiality agreement. Might need to buy a filing cabinet if no-one has one. Can destroy the paperwork once it is inputted online but it needs to be shredded.</p> <p>TOL2 online database has all the personal information on it. The members can't see each other's info but the administrator does. With exchanges the person organising needs to ask each person before passing on contact details.</p>
<b>6</b>	<p><b>Appointment of Officers</b></p> <p><b>All of the below have been elected at this AGM. Officers will stand until the next AGM. If anyone need to stand down before that the Management Committee can appoint someone else who can fill the role until the next AGM.</b></p> <ol style="list-style-type: none"> <li>1. Chair – Janet Leonard</li> <li>2. Secretary – Madhuparna Datta</li> <li>3. Treasurer – Effie Zhang</li> <li>4. Deputy Treasurer - Antonia Storer</li> <li>5. Time Credits Banker – Chris Soanes</li> <li>6. Fundraising Lead – Shrobona Bhattacharya</li> <li>7. Community Projects Organiser – Shrobona Bhattacharya</li> <li>8. Website Administrator – Payal Priyadarshini</li> </ol>
<b>7</b>	<p><b>Constitution</b></p> <p><b>Approved</b> All agreed with this plus the following amendments:</p> <ol style="list-style-type: none"> <li>1: At the end of the sentence add 'hereafter referred to as Timebank'.</li> <li>5c: (Objectives) was changed to 'To improve personal wellbeing through providing recreational, social, learning and volunteering opportunities.'</li> <li>6. Add a bullet point 'To operate an Equality and Diversity Policy'.</li> <li>7. Membership: add 'monetary' between 'no' and 'payment' in the first sentence.</li> <li>9. Remove 'A maximum of 15 members of the Timebank shall participate and assist in the general running of the scheme.' Add 'or EGM' after every mention of AGM in this clause.</li> <li>10. Change the quorum to 5 instead of 8 and remove 'or 5% of the current membership, whichever is greatest.'</li> <li>12. Remove 3-15 limit on committee members</li> <li>13. The second Bank account signatory will not be the Chair – it will be the treasurer and deputy treasurer so remove 'by the Chair and' and add 'and' after Treasurer.</li> </ol>

	<p>14. Remove 'of 70%' and add 'simple' before 'majority of members present to vote in favour.'</p> <p>15. Add 'Management Committee members will not be personally liable for any debts owed.'</p> <p>17. Add a clause on virtual meetings: 'AGMs, EGMs and management committee meetings can be held virtually, or members can call in to the meeting through technology if necessary.'</p> <p>We have signed this constitution and Laura will update the electronic copy with these amendments and get it dated and versioned</p>
<b>8</b>	<p><b>Training</b></p> <p>Laura will pass on details to members who are interested in training on Safeguarding and GDPR or any other relevant training via email.</p>
<b>9</b>	<p><b>Date of next meeting</b></p> <p>Laura will arrange this via email.</p>

## **CAMBOURNE TIMEBANK CONSTITUTION**

1. The **name** of the organisation shall be 'Cambourne Timebank', hereafter referred to as 'Timebank'.
2. Cambourne Timebank is a 'not for profit' voluntary community organisation.
3. The area of benefit is Cambourne in Cambridgeshire, and the surrounding villages.
4. **Aim:** To involve local communities in an informal and inclusive network of people and organisations, who are willing to share their skills to help others.
5. **Objectives:**
  - a) To help people who participate in the Timebank to gain confidence and skills and so take part in activities.
  - b) To undertake activities which strengthen the informal neighbourhood support systems within Cambourne and promote community cohesion
  - c) To improve personal wellbeing through providing recreational, social, learning and volunteering opportunities.

### **6. Powers**

The Timebank shall have the following powers to facilitate the fulfilment of the above objectives:

- Provide an effective structure through which local people of all backgrounds and abilities can be involved in the exchange of time and skills.
- Ensure that people who are socially excluded are valued as productive individuals with a unique contribution to make within the community.
- The income and property of Timebank shall be used for the promotion of the objectives of the Timebank in the constitution. No money shall be paid to members of Timebank, except for out of pocket expenses.
- To open and operate bank account
- To involve people other than Management Committee members.
- To arrange insurance for the Timebank.
- To liaise and co-operate with other organisations and bodies who may benefit the Timebank.

- To do anything which is legal and necessary to achieve the purposes of the Timebank.
- To operate a Safeguarding policy, which may require participants to provide references and have a DBS check.
- To operate a Health and Safety policy, which may require risk assessments to be carried out for events or potentially high risk exchanges.
- To operate a Data Protection policy inline with data protection laws.
- To operate an Equality and Diversity policy.

## **7. Membership**

Volunteers and recipients of services receive no monetary payment for their involvement. Such volunteers and participants are referred to as 'members'. There is no qualifying membership fee. Membership is open to any resident of the area of benefit. There is no obligation for any member to accept an exchange for which they consider they have an inappropriate skill level or they are unavailable. Costs of materials incurred by the fulfilling of exchanges shall be paid for by the recipient of services. The concept of 'one hour' equals 'one credit' is detailed in the Timebank Handbook. Participating members are encouraged to read the Timebank Handbook. All members can attend the AGM, they can speak, vote and stand for election as Management Committee members at the AGM.

Timebank reserves the right to expel/exclude or limit the activity of any person(s) who is/are seen to be:

- (i) A risk to others (especially people who are vulnerable).
- (ii) Acting against the aims, objectives or standards of care of the organisation.
- (iii) Bringing the Timebank into disrepute.

## **8. Equal Opportunities**

The scheme does not discriminate against someone because of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation, in accordance with the Equality and Diversity Act 2010.

## **9. Structure**

All members are encouraged to be involved in the Timebank by contributing ideas, time and skills. Members of the Management Committee will be elected

at the AGM (or EGM). They will all retire at the next AGM (or EGM) but may stand for re-election. The Timebank scheme shall be administered by members of the Management Committee. The positions are unpaid (refunds of reasonable out-of-pocket expenses are acceptable). A Chair, a Secretary and a Treasurer shall be appointed from within the members. In between AGMs (or EGMs) the Management Committee can appoint any other officers they see fit but these temporary appointments can only be made permanent at the following AGM (or EGM). The Timebank will subscribe to be a member of the nationally recognised and accredited 'Timebanking UK'. The Timebank is a member of the Cambridgeshire Timebanking Partnership.

#### **10. Annual General Meeting (AGM)**

An Annual General Meeting of the members of the Timebank shall be held every year for the purposes of receiving the annual report of the Management Committee, of considering the accounts, and of electing members of the Management Committee. Any member can stand for election to the Management Committee. A quorum for an annual general meeting shall be 5 members.

#### **11. Extra-ordinary General Meetings (EGM)**

The Chairperson or two members of the Management Committee may call an extra-ordinary general meeting. The Secretary shall call an extra-ordinary general meeting within fourteen days of receiving a written request to do so by the members who must state the reason for their request.

#### **12. Management Committee**

The Management Committee consists of members including the Chair, Secretary and Treasurer, and will meet quarterly to make decisions about the future running of the Timebank. Consensus decision making will be adopted - we will discuss an idea and try to find a solution that is satisfactory to everybody present by working it through together. Where consensus cannot be reached or for any other reason a vote is required or called for the vote will be decided by 50%+1 or by the Chair's vote if equal numbers. Any member of the management committee may call for a vote. Only persons of 16 or over may serve on the Management Committee. The Management Committee may invite any person to attend Management Committee meetings but any invitee shall not have the right to vote. At least 3 committee members must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting. If committee members have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided.



### **13. Finances**

The Treasurer will be responsible for keeping the accounts in order and keeping the group informed of the situation by quarterly reports. Financial responsibility for Cambourne Timebank remains a collective responsibility of the Management Committee. The Treasurer or another appointed Officer can keep a small amount of Petty Cash not exceeding £100. The Timebanks chosen Bank Account will be managed by the Treasurer and another Officer appointed by the Management Committee - two signatures are required.

### **14. Alterations to the Constitution**

The Constitution may be amended at any Annual General Meeting of the Timebank or at an Extraordinary General Meeting called for such purpose, provided that 7 days' notice of the amendment is given to the Secretary in writing and similarly to the members by the Secretary. Decisions to do so require a simple majority of members present to vote in favour.

### **15. Dissolution Clause**

If the Management Committee decides that the Timebank shall be dissolved, it shall call an Extra-ordinary General Meeting of the Timebank by giving 14 days' notice in writing to each member stating the terms of Resolution to be proposed at the meeting. If it is decided at the extra-ordinary general Meeting by a simple majority of those present and voting that the Timebank shall be dissolved, the Committee shall wind up the Timebank's affairs. All debtors will be paid and any remaining money and assets after audit will be donated to a similar voluntary non-profit making organisation. Management Committee members will not be personally liable for any monies owed.

### **16. Setting up the organisation**

This constitution was adopted on 23<sup>rd</sup> November 2019 by the people whose signatures appear below. They are the first members of the Management Committee and will remain so until the AGM, which must be held within one year of this date.

### **17 Virtual meetings**

AGMs, EGMs and Management Committee meetings can be held virtually or members can call in to the meeting using technology, if necessary.

