



CYNGHRAIR SEIRIOL ALLIANCE
Cynllun Tro Da Seiriol Good Turn Scheme
Steering Committee Terms of Reference



1. The Service being run by the Steering Committee is the Seiriol Good Turn Scheme (SGTS). The SGTS will cover the whole of the Seiriol Ward area as outlined in the Cynghrair Seiriol Alliance (CSA) constitution.
2. The purpose of the SGTS is to meet the needs of the community by providing a range of services for persons residing within the Seiriol area who may be in need of such services. The services provided by the SGTS are based on the principle of members of the Seiriol communities doing “good turns” to help individuals with identified needs. These good turns will include the following:
 - Providing transport such as to take clients to hospital or other appointments, shopping, prescription collection from the pharmacy
 - Regular befriending home visits to lonely housebound people
 - Supporting people to access community social events, exercise classes, clubs, talks, interest groups etc
 - Help with dog walking and looking after other pets in times of need
 - Support individuals to develop digital skills such as internet access and social media, thereby tackling isolation
 - Gardening
 - Changing library books

This list isn't exhaustive but the intention is that these good turns will be undertaken by volunteers giving up their time free of charge although reasonable expenses such as private car use will be re-imbursed.
3. In addition to providing a framework supporting “good turns” in the community, the SGTS will also be a point of reference for people to access information about local events and activities, and local reliable service providers including tradespersons and other charities working in the area.
4. In order to carry out its purposes, the SGTS has the power to:
 - Raise funds and invite and receive contributions from any person or persons or organisations by way of subscription, donations and otherwise, provided that the committee shall not undertake any permanent trading activities in raising funds for its primary charitable objects
 - Apply funds to carry out the work of the SGTS
 - Co-operate with and support other groups with similar purposes.
 - Do anything which is lawful and necessary to achieve the group's purposes.



5. The SGTS Steering Committee is responsible for overseeing the development, organisation, and day to day running of the SGTS. Its responsibilities will include the adoption of working procedures, governance, policies, management, support of volunteers, and other matters to ensure effective and safe running of the SGTS.

6. The SGTS Steering Committee will consist of

Executive members:

- Chair
- (Vice-chair)
- Secretary
- Treasurer
- Client Assessment Officer
- Volunteer Co-ordinator
- Fundraising and Social Activities Co-ordinator

Non-executive members:

- Volunteer Representative
- Client Representative

All members of the SGTS Steering Committee will be members of the Seiriol Alliance, and bound by the Seiriol Alliance Constitution. The members may also be members, but not necessarily so, of the CSA Board or Trustees of the CSA.

Membership of the SGTS Steering Committee will be agreed by consent or by election at a CSA General Meeting or CSA Annual General Meeting.

7. A General Meeting of the members of the SGTS Steering Committee will usually be held once a month, but at least nine times per annum. A General Meeting of the members may also be called at any time by the Chair or a majority of the members. All members must be given 14 days notice. A meeting may be called by shorter notice if the circumstances require a meeting to be convened urgently. The notice shall specify the date, time and place of the meeting and any special matters to be discussed.
8. The quorum for the transaction of business at any meeting of the SGTS Steering Committee shall be a minimum of 3 Executive members. In the absence of the Chair at any meeting, a Vice-Chair will be elected to chair the meeting by those present at the meeting.
9. Decisions of the SGTS Steering Committee shall be made by a majority vote. The chair shall have a second and casting vote in the event of an equality of votes.
10. Minutes of the meetings of the SGTS Steering Committee will be produced and shared in a timely manner with all members of the Steering Committee. Following approval by all members, the minutes will then be shared with the CSA Board. At least one member of the SGTS Steering Committee will attend every CSA Board meeting and a report from the SGTS Steering Committee will be a standing item on the CSA Board meeting agenda.



11. The financial governance of the SGTS will be undertaken by the Steering Committee through the good offices of the Treasurer with the following guiding principles:

- The SGTS has the right to administer funding in order to further its' aims and objectives as outlined above.
- The Treasurer of the SGTS shall keep accounts of all monies received and expended by the SGTS.
- The Treasurer of the CSA may act as the Treasurer of the SGTS.
- The monies raised and spent by the SGTS will be subject to scrutiny by the Steering Committee and those monies will be clearly identified and accounted separately by the CSA Treasurer.
- A banking account shall be maintained in the name of the SGTS.
- Cheques drawn on the account shall require the signatures of at least two Officers of the SGTS Steering Committee. Other payment transactions such as BACS transfers require authorisation by two Officers of the SGTS Steering Committee before payment.
- The Treasurer will provide a financial update or report at every General Meeting.
- Accounts must be independently checked and approved yearly and a report submitted to the CSAAGM.
- Robust evaluating and monitoring processes will be established by the SGTS Steering Committee in order to ensure that they are able to provide the necessary feedback and reports to external funders.
- Funds cannot be used to pay Steering Committee members except to refund legitimate expenses.
- Funds and property must only be used for the purposes of the SGTS.
- The financial year of the SGTS shall run from 1st April to 31st March.

12. The SGTS is bound to the CSA Constitution through the SGTS Steering Committee and will submit an annual report and accounts to all members of CSA at the CSA Annual General Meeting.