



Constitution

1. Purpose and Objectives

The Braunston Community Café Steering Group was initially formed to give separation between management of the Braunston Community Café trading as Your Café and the grant making process. Your Café closed due to Covid on 13th March 2020 and a decision was made by the Steering Group to cease trading permanently in July 2021. The purpose of the Steering Group now is to distribute the remaining funds raised from the operating surplus of the Braunston Community Café as grants to Braunston community groups and projects.

2. Overview

The Braunston Community Café trading as Your Café opened in December 2014 with a Café Manager, management team and volunteer (unpaid) staff. Funds from the operating surplus provided grants for Braunston community projects. During the period the café was trading £18,475 was given to projects. The three people representing the Café Manager and management team stood down in December 2020. In the absence of anyone coming forward to be the voluntary Café Manager it ceased trading in July 2021 and all incomings and outgoings were settled by 19th August 2021 when the bank balance stood at £10,969. This is the amount now available to distribute as grants.

3. Purpose of the Steering Group

- To set up an application process for grants (maximum single grant of £1000).
- To gather sufficient information from applications to ensure value for money and appropriateness.
- To publicise the application process on the Braunston Village website.
- To keep records of all applications and decisions made.
- To distribute monies fairly across the range of groups and projects within the village.
- To inform village residents of village projects that have been allocated money.
- To do anything that is lawful and just, which will help it to fulfil its purpose.

4. Steering Group

- The Steering Group will comprise a minimum of 4 individuals, at least two of whom must represent the Parochial Church Council and one of whom the Parish Council.
- The Chair of the Steering Group will be the Vicar of All Saints Church, Braunston.
- The representative/s from the Parish Council will be agreed by the Parish Council
- The Officers of the Steering Group shall be the Treasurer and the Secretary. These will be agreed at the first meeting of the Steering Group.
- The Steering Group may co-opt onto the Group up to two individuals, in an advisory capacity, that it feels will help to fulfil the purpose of the Group.
- The Steering Group shall meet at least twice a year.



- At least three Steering Group members must be present for a meeting to be quorate with at least two representatives from the Parochial Church Council and one representative from the Parish Council.
- Voting at Steering Group meetings shall be by a show of hands.
- Voting on grant applications shall be by email when there is no meeting scheduled.
- In the event of there being a split decision on a grant application the Chair will have a casting vote.
- The Steering Group shall have the power to remove any member of the Group for good and proper reason when the Parochial Church Council or Parish Council, as appropriate, will be asked to nominate a new representative.
- The Steering Group will decide the allocation of the remaining funds as grants for Braunston village projects as per its purpose section out in section 3 above.

5. The Duties of the Officers of the Steering Group.

The duties of the Chair shall include:

- Prepare the agenda for Steering Group meetings with the Secretary and
- Chair meetings of the Steering Group

The duties of the Secretary shall include:

- keep a membership list of the Steering Group
- prepare in consultation with the Chair the agenda for meetings of the Steering Group
- take and keep minutes of all meetings

The duties of the Treasurer shall include:

- ensure proper accounts are kept and are independently examined.

7. Finances

- The Steering Group shall oversee the existing Bank Account in the name of “Braunston Community Café” and name the Main Officials to act on behalf of “Braunston Community Café”. The Braunston Community Café bank account number is 65745423; sort code 089299.
- The accounts are to be independently examined every year.
- Individual members of the Steering Group will not be personally responsible for any debts incurred by the Braunston Community Café.

8. Dissolution.

- The Steering Group will be wound up when all monies have been allocated or when 3 years have passed from the date this constitution has been adopted.



- In the event of winding up, any assets remaining after all debts have been paid shall be given proportionally (50/50) to the PCC and the PC.

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