

Braunston Village Charity Distribution Group

Terms of Reference

1. Purpose

- To organise the distribution of all gifts etc agreed by the Trustees
- To exercise any authority delegated to it by the Trustees to make specific gifts
- To advise the Trustees of any possible recipients of gifts that members become aware of
- To receive, where appropriate, evidence of the correct use of any Gifts
- Any further tasks that are mutually agreed with the Trustees

2. Membership

- A minimum of three residents of the village nominated by the Trustees
- Trustees can be members of the Distribution Group
- Members can recommend additional members as they deem necessary to the Trustees for ratification
- Duration of membership is not time-limited
- Members can resign at any time
- The Trustees can require a member to stand down if they believe their continued membership is not conducive to the good of the Charity
- *For reasons of transparency and good governance, only one member of family can be a member of the Distribution Group at any one time.*

3. Process

- The Distribution Group will be allocated a sum of £100.00 in order to fulfil its Purpose above, providing monthly details of any expenditure to the Treasurer using the agreed form so that it can be reimbursed accordingly
- The Distribution Group will establish its own internal processes that will be ratified by the Trustees
- The internal processes will cover issues including frequency and method of meeting, how they will be recorded, quoracy, method of distribution of gifts etc

4. Accountability

- The Distribution Group will record their meetings which will be made available to each meeting of the Trustees
- The Distribution Group will provide a report to each meeting of the Trustees of gifts distributed, evidence of correct usage obtained and any other issue it deems to be of relevance

5. Review date: 07.11.21