



**Annual General Meeting of The Over Day Centre Association
19.30pm – Wednesday 14th October 2020
Hybrid meeting at the Over Day Centre and via Zoom**

PRESENT

Steve Couper (SC)	Chairman and Ordinary Member
Shona Johnstone (SJ)	Vice-Chair and Ordinary Member
Nigel Poulter (NP)	Treasurer and Ordinary Member
Hayley Smith (HS)	Day Centre Manager and Ex Officio Staff Member
Bill Handley (BH)	District Councillor and Ex Officio Member
Adrian Tranter (AT)	Parish Councillor and Ex Officio Member
Graham Waters (GW)	Ex Officio Staff Member
Sally Hunt (SH)	Ordinary Council Member
Cecilia Tredget (CT)	Ordinary Council Member
David Barker (DB)	Ordinary Council Member
Halina Szulakowska (HSz)	Minutes Secretary

Six members of the Over Day Centre Association

APOLOGIES

Peter Hudson (PH) County Councillor and Ex Officio Member

1. APOLOGIES

Apologies were received and accepted from PH, due to prior commitments.

2. APPROVAL OF MINUTES OF THE LAST ANNUAL GENERAL MEETING – 20th of June 2019

The minutes were approved and passed as a true record.

3. CHAIRMAN'S REPORT

SEE APPENDIX A

There were no questions for the Chairman.

4. TREASURER'S REPORT

SEE APPENDIX B

NP highlighted that interest on investments was increasing in spite of the Covid-19 pandemic.

The 2019/2020 accounts have been completed in compliance with Charity Commission standards and have been independently inspected and approved by Sarah Rutherford.

The adoption of the accounts was accepted unanimously.

5. CENTRE MANAGER'S REPORT

SEE APPENDIX C

There were no questions for the Centre Manager.

6. APPOINTMENT OF INDEPENDENT EXAMINER

Sarah Rutherford was proposed as the 2020-2021 Independent Examiner by Nigel Poulter, seconded by Shona Johnstone and accepted unanimously.

7. COUNCIL MEMBERSHIP

a) TO REPORT THE NAMES OF THE FOLLOWING EX-OFFICIO MEMBERS

- i. County Councillor for Over - Peter Hudson
- ii. A District Councillor for Over - Bill Handley
- iii. A Parish Councillor for Over - Adrian Tranter
- iv. Up to three Staff Members – Hayley Smith and Graham Waters (with one vacancy)

b) TO ELECT SIX ORDINARY MEMBERS

SH nominated Steve Couper, Nigel Poulter, Cecilia Tredget, Shona Johnstone and David Barker.

SJ nominated Sally Hunt.

HSz nominated Sheena Bridgeman (present) and Dave Raven (who sent apologies for his absence due to prior commitments).

All members of the Over Day Centre Association, who were present, had six votes to elect the Ordinary Members.

The voting was cast as follows:

Shona Johnstone - 13
Steve Couper - 12
Nigel Poulter - 15
Cecilia Tredget - 14
Sally Hunt - 15
David Barker - 14
Sheena Bridgeman - 10
Dave Raven – 1

Steve Couper, Nigel Poulter, Cecilia Tredget, Shona Johnstone, David Barker and Sally Hunt were elected as the six Ordinary Members.

9. INTRODUCTION OF A NEW CONSTITUTION BASED ON THE CHARITY COMMISSION MODEL FOR A CHARITABLE INCORPORATED ORGANISATION

SEE APPENDIX D FOR CHAIRMAN'S REPORT ON CHANGING THE CONSTITUTION and APPENDIX E FOR THE PROPOSED NEW CONSTITUTION

The Chairman was asked by an Association member how applications for membership would be vetted. *(The proposed draft Constitution was displayed for all to read using the ODC projector, and the section on membership was discussed by those present).* SC replied that anyone would be allowed to become a member, but that there were regulations in place for the termination of a membership, thereafter, should the Council need to employ such a measure.

SC asked everyone their views on setting a quorum for the ODC AGM. (The Charity Commission states that this should either be a set number of members, or a percentage of the membership). Following a discussion, it was unanimously agreed that the quorum will be set at six.

10. FOOD SCHEME

SEE APPENDIX F

SC took the opportunity to thank all the staff, especially the cook, Karen Croxon for volunteering to help with the scheme.

11. REOPENING OF THE DAY CENTRE

SC underlined that ODC would monitor the Covid-19 situation carefully for guidelines on re-opening the Centre.

The Chairman explained that a survey had been sent out to existing clients asking them if/when they would like to return. Whilst replies from some had been reticent, the majority had been keen to return as soon as the Centre is able to re-open.

The re-opening will focus on half-day sessions (of 2.5hrs) both in the mornings and afternoons Monday to Friday. Minibus transportation will be limited due to social distancing measures.

Planning for the re-opening needs to take into account staff wages, especially as the Furlough Scheme draws to an end. Trustees have met to discuss the issue before calling a staff meeting to inform employees as to how the Day Centre will move forward, taking into consideration the financial situation.

12. ANY OTHER BUSINESS

Denise Jackson presented ODC with a cheque for £2500.00 from the sale of face masks that she has been making and selling locally. The Chairman thanked Ms. Jackson on behalf of everyone involved with ODC.

13. MEETING CLOSURE

The meeting was formally closed at 20.45.

Minutes taken by Halina Szulakowska, Minutes Secretary

APPENDIX A: CHAIRMAN'S REPORT

WHAT ARE WE PROVIDING?

- Day care for frail and older people to promote and maintain their quality of life through social contact, recreation and informative activities.
- A focal resource through which appropriate medical and social services can be provided.
- Relief for carers.
- A focus through which local people can take an active part in care in the community.

WE WERE DOING OK...

Everyone seemed happy and our Clients really enjoyed coming.

BUT... Then the virus came and we had to close down in March for a totally unknown period.

SO, WHAT WAS THE FINANCIAL IMPACT?

Many will recall the major cuts in County Council support over the last few years (due to their budget problems) and our commitment to only raise client fees gradually to keep them affordable for those with limited funds. This means we still have to use some Reserves to balance the books.

THE PLAN WAS TO:

- increase fees from £19 per day to £21 from April 2019.
- use £16,000 from Reserves.

What went wrong?	What went right?
Having to close down from the 17th March and furlough our staff	80% Government Grant to partly offset staff costs after closedown
Some reductions in client numbers during the rest of the year.	Expenditure savings during the year
NET IMPACT = WE ONLY HAD TO USE £12,000 from Reserves	

GREAT! ... BUT part of our Reserves are held in a Unit Trust and the valuation at 31 March was significantly lower due to the impact of the virus. They fell by £18,600... BUT by the time I wrote this report they had regained more than half of the loss.

WE WOULD NOT BE IN AS GOOD FINANCIAL POSITION IF IT WERE NOT FOR:

- **VOLUNTEERS**
What would we do without you? You help in so many ways which all help to keep us affordable, whether it is escorting on the bus, making tea, washing up or fund raising. What's even better is that you all seem to enjoy doing it which rubs off on both the clients and the staff making the Day Centre such a happy place to be.
- **STAFF**
Our staff are extremely professional and committed. They all seem to have endless patience which can be very important at times and this, and their sense of humour, keeps us all smiling.
- **THE PUBLIC**
Fundraising is a significant element of our income and there would be little point in volunteers organising events if nobody came! However, you do come in significant numbers particularly for

the annual Five Pubs Challenge, Meridian Meander and, new for last year, the Bike Ride. It gives such a great feeling when everyone is so supportive of “their” Day Centre.

- **PARISH COUNCILS, CHARITIES AND SOUTH CAMBS DISTRICT COUNCIL**

We get a number of grants each year from Parish Councils and local charities. This is a significant sum of money and critical to us ensuring affordable day fees.

South Cambs built the Day Centre and gave us a rent-free lease for 999 years which is fundamental to our very existence.

- **TRUSTEES**

Trustees can be very useful to any Charity and ours are no exception. In a way they are just another sort of volunteer but, at the end of the day, they are willingly accepting a major responsibility for the operation and development of the Centre. When they are not creating plans and budgets or monitoring their achievement, they can often be found with their sleeves rolled up helping in a variety of practical ways.

WHY DO WE ALL GIVE OUR TIME SO ENTHUSIASTICALLY?

We know the isolation that many older people face, particularly if they have lost their partner and their family are living far away.

We all know people with dementia and can scarcely imagine the pressures their carer may face 24/7.

By doing what we do, we are helping to combat loneliness and provide respite for carers, making this world a happier place to live in.

WHAT COULD BE MORE WORTHWHILE?

APPENDIX B: TREASURER'S REPORT

In the year to March 2020 we lost the last two weeks and are in line to lose about £12,000 which was better than the budget. We were also in line to increase our investments by £12,000 to just over £120,000. The over next 7 weeks the investments fell by £40,000 before bouncing back to just over £90,000. This is slowly coming back but is likely to be a while.

The loss was £12,416 still less than budget and a loss on investment of £18,621.49.

On the credit side we received £12,098.66 from Cambridgeshire County Council as a grant.

The income included:

Client Fees	£88,257.00
Over Parish Council	£5,000.00
Willingham Parish Council	£3,000.00
Thomas Galon's Charity (Swavesey)	£1,000.00
Over Town Land Trust	£1,100.00
Swavesey Parish Council	£ 500.00
Girton Town Charity	£3,000.00
Cycle Ride	£3,200.00
Xmas Fair	£1,100.00
Donations (Including Sponsored Walk, etc)	£9,752.68
Interest on Investment (Epworth)	£ 800.33
Interest on Cambridge Building Society	£ 12.34
Interest on Barclays Accounts	£ 79.58
Interest on Redwood Bank (4 months)	£ 912.43

The legacy has been invested in unit trusts as this brings in more interest than the bank but it carries a risk as it can go up or down. In November 2018 we switched £67,000 to Redwood Bank from Cambridge Building Society as the interest rate was better and £912.43 was received in the year.

Fees received were slightly up at £88,255 an improvement of £2,627.

Currently the Centre costs about £3,900 per month whilst the Centre is closed, although this will start going up in August. Prior to this it while costing £2,900 per week.

This is made up of:

Wages	£100,288	(68%)
Food Costs	£ 11,421	(8%)
Gas and electricity	£ 5,281	(4%)
Diesel, repair and insurance for minibus	£ 4,993	(4%)
Depreciation (excluding Minibus)	£ 3,586	(2%)
Depreciation of Minibus	£ 5,311	(3%)
General Insurance	£ 2,361	(1%)
Office Costs and Household Expenses	£ 6,211	(4%)
Activities	£ 2,492	(2%)
Miscellaneous	£ 6,074	(4%)

There was £10,839.38 which was raised for the minibus but was not required. The amount left will go towards a Minibus when the existing bus needs replacing.

Finally, I would like to thank all staff and volunteers who do such a wonderful job with the clients and fundraising and we always seem to outperform the budget but this time whilst cost were below budget the collapse in investments and the closure in early March meant we did not outperform the income side.

DRAFT

APPENDIX C: CENTRE MANAGER'S REPORT

Over Day Centre continues to provide a high quality of care to our clients from Over and surrounding villages. This year we have had the privilege of welcoming older people from twelve towns and villages across Cambridgeshire.

In order to cater to the varied tastes and interests of our clients, we have booked a wide range of entertainers. There have been singers, guest speakers, craft activities, visits from local community groups, as well as chair-based exercises and informal services held by local pastors. Talks have ranged from the history of the Great Fen Flood of 1947, to the history of Fireworks and how professional displays are staged, to a photographic tour of the Antarctic, and a presentation on the archaeology conducted during the widening of the A14 (with a display of excavated artefacts).

Staff also provided social, daily activities: quizzes, bingo, puzzles, crosswords, scrabble, and mini Olympics involving props (such as balls) to encourage clients to move and stretch.

Our 30th Anniversary was a major event in the autumn of 2019 that, not only involved our clients, but also our volunteers and people from community groups and associations that support our charity (such as Parish Councils, WI groups, and local British Legion branches). I know that I speak on behalf of the Day Centre staff when I say that we are very proud of our charity, and that we hope it continues to grow from strength to strength.

Although Covid-19 prevented the annual 5 Pub Challenge and Bike Ride fundraisers to take place (due to concerns over social distancing), other events were held prior to lockdown. These included – to name but a few - our annual Quiz Night, a Swishing Evening, and our Christmas Raffle that raised over £1,000 due to the fabulous prizes donated by local businesses. A big thank you to the donors, organisers and everyone who took part in the events.

Over the years our charity has been incredibly lucky to be supported by many volunteers who perform a variety of tasks. It would be impossible to name everyone, but I would like to take this opportunity to thank them all for their dedication. I would also like to extend my thanks to all the staff who continue to show such commitment to our clients.

APPENDIX D: CHARIMAN'S REPORT ON CHANGES TO THE CONSTITUTION

A new Constitution is required for a number of reasons:

1. The current constitution (7 pages) is somewhat outdated and has a number of fundamental omissions. For example it makes no reference to:

- Trustees
- The Charities Act 2011
- What happens if the Charity goes bust (No it's not likely!)
- Electronic communications

2. The Objectives need refining

3. Our constitution is based on having councillors from the County, South Cambs and Over Parish Council on the Day Centre's Council (Committee). Councillors are often asked to serve on charities but some Councils warn them against doing so if the Councillor could be financially liable if the Charity were to go bust.

4. Limiting Membership to the residents of Over seems unfair when we have clients and volunteers from neighbouring villages.

5. Whilst we get fantastic support from many volunteers we struggle to get the necessary 10 members which are required for our AGM. We had 10 last year. We are therefore proposing reducing this to 6. The Charity Commission notes say *"We suggest that the quorum should be 5% (or three) of the members. You may choose a different figure. If it is set too high, any absences may make it difficult to hold a valid meeting; if it is too low, a small minority may be able to impose their views unreasonably."*

Our first step was to look at the Model Constitutions that The Charity Commission publish. The one that deals best with the financial issue is called a "Charitable Incorporated Organisation" (19 pages) which includes the option for the Associations Members (all of us) to have no financial liability if the worst did happen. Very many charities have now converted to this model. We then have quite a bit of scope to tailor the Model to our particular requirements.

There are a number of aspects where the result is different to the current Constitution and I will highlight what I believe to be the most significant ones:

OBJECTIVES

The proposed new objectives are to:

- *Maintain and enhance the quality of the lives of those frail and older people living in Over and other Cambridgeshire villages, in order to combat loneliness and provide respite to their carers thus extending the time that they can continue to live happily and safely in their own home or community, by providing: o affordable Day Care that is both enjoyable and stimulating.*
- *Provide transport to the Day Centre, where possible, in the Association's own minibus which is adapted to assist those who have mobility problems.*
- Provide other support services.
- *Provide opportunities for local people to volunteer to support the above objects in order to enhance community support and spirit.*

The current objectives are:

To establish a Centre to provide day care for the frail or elderly of OVER and surrounding villages, to promote and maintain the quality of life for them through social contact, recreation and informative activities, to provide a focal resource through which appropriate medical and social services can be provided, to provide relief for carers, to provide a focus through which the people of OVER and surrounding villages can take an active part in care in the community.

MEMBERSHIP

Proposed new Membership is:

Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

Current Membership is:

All residents of the Civil Parish of OVER who are of voting age.

CHARITY TRUSTEES

Proposed

Minimum of 6 and Maximum of 9 to be elected by the AGM or a General Meeting of Members. If vacancies arise then the remaining Trustees can appoint new Trustees until the following AGM. Each year 1/3rd of the Trustees will resign but can be re-appointed.

In addition there will be Trustees representing the County Council, South Cambs and Over Parish Councils.

Current

No reference to Trustees but the AGM or a General Meeting of Members elects 6 Members and the representatives of the County Council, South Cambs and Over Parish Councils to form its Council (Committee). There is no constitutional requirement for these Council members to be Trustees but they have usually taken on the role of Trustee as well.

WHAT HAPPENS NEXT?

If you wish to look at the details, both the existing and proposed constitutions are on the website. I have highlighted in yellow the key parts of the proposed constitution.

Assuming this AGM is supportive of the proposed constitution we will apply to the Charity Commission for a new charity to be set up based on this. It will have the same name as the existing charity i.e. The Over Day Centre Association.

It can take months for this to be approved by the Commission. Once it is established, we will be advised by the Commission as to whether we need a Special General Meeting to approve the transfer of the existing charity's assets and liabilities to the new charity.

APPENDIX E: PROPOSED CONSTITUTION

Constitution of a Charitable Incorporated Organisation with voting members other than its charity trustees

Date of constitution: (blank until registered)

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is
The Over Day Centre Association

2. National location of principal office

The principal office of the CIO is in England.

3. Objects

The objects of the CIO are to:

- Maintain and enhance the quality of the lives of those frail and older people living in Over and other Cambridgeshire villages, in order to combat loneliness and provide respite to their carers thus extending the time that they can continue to live happily and safely in their own home or community, by providing:
 - affordable Day Care that is both enjoyable and stimulating.
 - transport to the Day Centre, where possible, in the Association's own minibus which is adapted to assist those who have mobility problems.
 - other support services.
- Provide opportunities for local people to volunteer to support the above objects in order to enhance community support and spirit.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable.

4. Powers

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO's powers include power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of those clauses;

- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO. This does not prevent a member who is not also a charity trustee receiving:
 - (a) a benefit from the CIO as a beneficiary of the CIO;
 - (b) reasonable and proper remuneration for any goods or services supplied to the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to charity trustees and connected persons

(1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO;
- (d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause, or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting trustees' or connected persons' benefits

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit this way.

- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
- (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
- (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
- (f) The reason for their decision is recorded by the charity trustees in the minute book.
- (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

- (4) In sub-clauses (2) and (3) of this clause:

- (a) "the CIO" includes any company in which the CIO:
 - (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more directors to the board of the company;
- (b) "connected person" includes any person within the definition set out in clause 30 (Interpretation);

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Membership of the CIO

(1) Admission of new members

(a) Eligibility

Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause.

A member may be an individual, a corporate body, or an organisation which is not incorporated.

(b) Admission procedure

The charity trustees:

- (i) may require applications for membership to be made in any reasonable way that they decide;

- (ii) shall, if they approve an application for membership, notify the applicant of their decision within 21 days;
 - (iii) may refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so;
 - (iv) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and
- (v) shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

(2) Transfer of membership

Membership of the CIO cannot be transferred to anyone else.

(3) Duty of members

It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

(4) Termination of membership

- (a) Membership of the CIO comes to an end if:
 - (i) the member dies, or, in the case of an organisation or corporate body that organisation or corporate body ceases to exist; or
 - (ii) the member sends a notice of resignation to the charity trustees; or
 - (iii) any sum of money owed by the member to the CIO is not paid in full within six months of its falling due; or
 - (iv) the charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect.
- (b) Before the charity trustees take any decision to remove someone from membership of the CIO they must:
 - (i) inform the member of the reasons why it is proposed to remove him, her or it from membership;
 - (ii) give the member at least 21 clear days notice in which to make representations to the charity trustees as to why he, she or it should not be removed from membership;
 - (iii) at a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership;
 - (iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and

- (v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

10. Members' decisions

(1) General provisions

Except for those decisions that must be taken in a particular way as indicated in sub-clause (3) of this clause, decisions of the members of the CIO must be taken by vote at a general meeting as provided in sub-clause (2) of this clause.

(2) Taking ordinary decisions by vote

Subject to sub-clause (3) of this clause, any decision of the members of the CIO may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting.

(3) Decisions that must be taken in a particular way

- (a) Any decision to remove a trustee must be taken in accordance with clause 15(2).
- (b) Any decision to amend this constitution must be taken in accordance with clause 28 of this constitution (Amendment of Constitution).
- (c) Any decision to wind up or dissolve the CIO must be taken in accordance with clause 29 of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the CIO to one or more other CIOs must be taken in accordance with the provisions of the Charities Act 2011.

11. General meetings of members

(1) Types of general meeting

There must be an annual general meeting (AGM) of the members of the CIO. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report, and must elect trustees as required under clause 13.

Other general meetings of the members of the CIO may be held at any time.

All general meetings must be held in accordance with the following provisions.

(2) Calling general meetings

- (a) The charity trustees:
 - (i) must call the annual general meeting of the members of the CIO in accordance with sub-clause (1) of this clause, and identify it as such in the notice of the meeting; and
 - (ii) may call any other general meeting of the members at any time.

- (b) The charity trustees must, within 21 days, call a general meeting of the members of the CIO if:
 - (i) they receive a request to do so from at least 10% of the members of the CIO; and
 - (ii) the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the member(s) making the request.
- (c) If, at the time of any such request, there has not been any general meeting of the members of the CIO for more than 12 months, then sub-clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%.
- (d) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.
- (e) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.
- (f) Any general meeting called by the charity trustees at the request of the members of the CIO must be held within 28 days from the date on which it is called.
- (g) If the charity trustees fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.
- (h) A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.
- (i) The CIO must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the charity trustees to duly call the meeting, but the CIO shall be entitled to be indemnified by the charity trustees who were responsible for such failure.

(3) Notice of general meetings

- (a) The charity trustees, or, as the case may be, the relevant members of the CIO, must give at least 14 clear days notice of any general meeting to all of the members.
- (b) If it is agreed by not less than 90% of all members of the CIO, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause (3c) of this clause have not been met. This sub-clause does not apply where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations.
- (c) The notice of any general meeting must:
 - (i) state the time and date of the meeting;
 - (ii) give the address at which the meeting is to take place;
 - (iii) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and

- (iv) if a proposal to alter the constitution of the CIO is to be considered at the meeting, include the text of the proposed alteration;
 - (v) include, with the notice for the AGM, the annual statement of accounts and trustees' annual report, details of persons standing for election or re-election as trustee, or where allowed under clause 22 (Use of electronic communication), details of where the information may be found on the CIO's website.
- (d) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.
- (e) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CIO.

(4) Chairing of general meetings

The person nominated as chair by the charity trustees under clause 19(2) (Chairing of meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the CIO who are present at a general meeting shall elect a chair to preside at the meeting.

(5) Quorum at general meetings

- (a) No business may be transacted at any general meeting of the members of the CIO unless a quorum is present when the meeting starts.
- (b) Subject to the following provisions, the quorum for general meetings shall be six members.
- (c) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.
- (d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must either be announced by the chair or be notified to the CIO's members at least seven clear days before the date on which it will resume.
- (e) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.
- (f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

(6) Voting at general meetings

- (a) Any decision other than one falling within clause 10(3) (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting. Every member has one vote.
- (b) A resolution put to the vote of a meeting shall be decided on a show of hands.
- (c) In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.
- (d) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

(7) Representation of organisations and corporate members

An organisation or a corporate body that is a member of the CIO may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of the CIO.

The representative is entitled to exercise the same powers on behalf of the organisation or corporate body as the organisation or corporate body could exercise as an individual member of the CIO.

(8) Adjournment of meetings

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

12. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) Every charity trustee must be a member of the CIO.
- (c) No one may be appointed as a charity trustee:
 - if he or she is under the age of 18 years; or
 - if he or she would automatically cease to hold office under the provisions of clause 15(1)(f).
- (d) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(3) Number of charity trustees

(a) There should be:

A maximum of 2 ex officio charity trustees

A maximum of 1 nominated charity trustee

Not less than 5 nor more than 9 elected charity trustees.

- (b) There must be at least 5 charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (c) The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause. No trustee appointment may be made in excess of these provisions.

(4) First charity trustees

The first charity trustees of the CIO are –

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13. Appointment of charity trustees

(1) Elected charity trustees

- (a) At the annual general meeting following registration and every subsequent annual general meeting of the members of the CIO, one-third of the elected charity

trustees shall retire from office. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity trustee, he or she shall retire;

- (b) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;
- (c) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (d) of this clause;
- (d) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause 15 (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause 12(3) on the number of charity trustees would not as a result be exceeded;
- (e) A person so appointed by the members of the CIO shall retire in accordance with the provisions of sub-clauses (a) and (b) of this clause. A person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment, and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.

(2) Ex officio charity trustees

The following office holders will be eligible to accept the position of "ex officio" charity trustees:

- The Cambridgeshire County Councillor representing the village of Over.
- One of the South Cambridgeshire District Councillors representing the village of Over.

If unwilling to act as a charity trustee, the office holder(s) may:

- (a) before accepting appointment as a charity trustee, give notice in writing to the trustees of their unwillingness to act in that capacity; or
- (b) after accepting appointment as a charity trustee, resign under the provisions contained in clause 15 (Retirement and removal of charity trustees).

(3) Nominated Charity Trustees

(a) The following bodies ("the appointing bodies") may each appoint one charity trustee:

- Over Parish Council.

- (b) Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.
- (c) Each appointment must be for a period reflecting their remaining term as a member of the appointing body.

- (d) The appointment will be effective from the date on which the CIO is informed of the appointment.
- (e) The person appointed must be a member of the appointing body representing the area of the Parish of Over.
- (f) A trustee appointed by the appointing body has the same duty under Clause 12(1) as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

14. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of this constitution and any amendments made to it; and
- (b) a copy of the CIO's latest trustees' annual report and statement of accounts.

15. Retirement and removal of charity trustees

- (1) A charity trustee ceases to hold office if he or she:
 - (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
 - (c) dies;
 - (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
 - (e) is removed by the members of the CIO in accordance with sub-clause (2) of this clause; or
 - (f) is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- (2) A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause 11, and the resolution is passed by a two-thirds majority of votes cast at the meeting.
- (3) A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal

from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.

16. Reappointment of charity trustees

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.

17. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
 - a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
 - the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve by the defined deadline, being not less than 14 days after the circulation date.

18. Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they must determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements –
 - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
 - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
 - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

19. Meetings and proceedings of charity trustees

(1) Calling meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is 4 charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the chair shall have a second or casting vote.

(4) Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

20. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:
 - who was disqualified from holding office;
 - who had previously retired or who had been obliged by the constitution to vacate office;
 - who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

- (1) The CIO shall execute documents by signature.
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

22. Use of electronic communications

(1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

(2) To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

(3) By the CIO

- (a) Any charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.
- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website –
 - (i) Provide the members with the notice referred to in clause 11(3) (Notice of General Meetings);
 - (ii) give charity trustees notice of their meetings in accordance with clause 19(1) (Calling meetings); and
 - (iii) submit any proposal to the charity trustees for decision by electronic resolution in accordance with the charity trustees powers under clause 17.

(c) The charity trustees must:

- (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal;
- (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

(4) Meetings

The charity trustees may hold their meetings electronically and, in exceptional circumstances, may decide to hold an annual general meeting or a general meeting electronically.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and charity trustees.

24. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;
- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity trustees including:
 - the names of the trustees present at the meeting;
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution.

Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by clauses 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the CIO.
- (2) Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of any resolution altering the constitution, together with a copy of the CIO's constitution as amended, must be sent to the Commission within 15 days from the date on which the resolution is passed. The amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - (a) at a general meeting of the members of the CIO called in accordance with clause 11 (General Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting;
- (2) Subject to the payment of all the CIO's debts:
 - (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.

- (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
- (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO;
 - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
 - (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

In this constitution:

“connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
 - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –

- (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
- (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations.

“charity trustee” means a charity trustee of the CIO.

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APPENDIX F: FOOD SCHEME

The Food Scheme is an initiative run by South Cambs in association with Over Day Centre to provide meals for vulnerable people living in the County, and is partly financed through a £10,000 grant received by the Council from Developers Countryside.

The scheme began on Wednesday the 10th of June, initially providing one meal a week for 40 older people living locally to Over village (and including clients from Over and Cottenham Day Centres). It proved so successful, however, that a second meal was soon added on Fridays. Meals were also provided for children, who are entitled to free school lunches, during the summer holidays.

Over Day Centre staff run the scheme as volunteers: giving of their own free time whilst the Centre was closed due to lockdown. All meals are cooked in the kitchen of the Day Centre, which normally caters for client lunches Monday to Friday. The meals are then delivered by local volunteers who follow strict social distancing guidelines.

It is hoped that, even when we re-open in November, the Food Scheme can continue to be run in tandem.

I would like to take this opportunity to thank the Day Centre staff for their help with the scheme, and the team at South Cambs for their support and vision.