THE ZONE
COMMUNITY HEALTH AND WELLBEING HUB
MANAGEMENT GROUP
TERMS OF REFERENCE

OCTOBER 2024

1.NAME

The name of the group shall be:

ZONE COMMUNITY HEALTH AND WELLBEING HUB MANAGEMENT GROUP

2. THE OBJECTIVES OF THE CIO

To be carried out for the public benefit in Downderry, Cornwall and the surrounding area, are:

1) The preservation and protection of good mental and physical health and wellbeing through the provision of such activities, therapies, advice and support as the trustees shall determine.

2) To provide or assist in the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

In furtherance of these objects but not otherwise, the trustees shall have power:

To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

3. POWERS

In order to achieve its aims, the management Group may:

a) Establish subgroups or work streams, subject to clause 14, to cover the following areas;

1. **Strategic Development**
2. **Finance**
3. **Property**
4. **Community Engagement**

b) Raise funds & apply for, invite, obtain, collect & receive contributions, grants & fees.

c) Open bank accounts

d) Take out insurance

e) Lease premises

f) Employ any paid worker or consultants to assist in the achievement of their aims

g) Organise programmes of activities, courses and events

h) Work with similar Groups and exchange information and advice with them

g) Do anything that is lawful which will help it to fulfil its aim

4. OFFICERS & COMMITTEE

a) The Group shall comprise of not less than five and not more than 8 individuals nominated by the community and approved at the Group's Annual General Meeting (A.G.M.)

b) The Officers of the Management Group shall be: the Chairperson, the Treasurer and the Secretary.

c) The Management Group may co-opt to the Group, up to four individuals, in an advisory and non-voting capacity that it feels will help to fulfil the aim of the Group.

d) The Management Group shall meet at least six times per year.

e) At least five Management Group members must be present, including by electronic communication, for a full meeting to take place.

f) Voting at the Management Group meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.

DUTIES OF OFFICERS

CHAIR The duties of the Chairperson shall be to:

a) **Chair meetings of the Management Group.**

b) **Represent the Group at functions/meetings as appropriate.**

c) **Act as the spokesperson of the Group when necessary.**

SECRETARY The duties of the Secretary shall be to:

a) **Keep a list of current Management Group members.**

b) **Prepare in consultation with the Chairperson, the agenda for meetings of the Group.**

c) **Take and keep minutes of all meetings.**

d) **Collect and circulate any relevant information within the Group.**

TREASURER The duties of the Treasurer shall be to:

a) **Supervise the overall financial affairs of the Management Group**

b) **Take responsibility for banking or reconciling all income.**

c) **Keep accounts of all transactions to provide regular updates to the Management Group.**

5. FINANCE

a) **All monies received by or on behalf of the Management Group shall be applied to further the aim of the Group and for no other purpose.**

b) **Any bank accounts opened for the Group shall be in the name of the Group at a bank agreed by the Committee.**

c) **Four cheque signatories will be nominated by the group (These may include the Chair, Treasurer and Secretary)**

d) **The signatories must not be related nor members of the same household.**

e) **All payments will be authorised by two of the signatories.**

f) **For cheque payments, the signatories will sign the cheque.**

g) **For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories**

h) **Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.**

i) **The Group shall ensure that its accounts are audited or independently examined every year.**

j) **The Group may pay reasonable out of pocket expenses including travel, childcare and meal costs to Management Group members if appropriate.**

6. MEETINGS

6.1. Annual General Meetings

a) **An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.**

b) **All members will be notified in writing at least 21 days before the date of the meeting, giving the venue, date and time**

The business of the A.G.M. shall include:

a) **Receiving a report from the Chairperson & project leaders on the Group's progress over the year**

b) **Receiving a report from the Treasurer on the finances of the Group**

c) **Considering any other matter as may be decided.**

d) **At least 6 members must be present for the Annual General Meeting and any other General Meeting to take place.**

6.2 Special General Meetings

a) **The Secretary will call a Special General Meeting at the request of the majority of the committee giving a written request to the Chair or Secretary stating the reason for their request.**

b) **The meeting will take place within twenty-one days of the request.**

c) **All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.**

6.3 Committee Meetings

a) **Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.**

7. RULES OF PROCEDURE FOR MEETINGS

a) **All members attending meetings will treat others with courtesy and respect at all times. Anyone not following these guidelines may be asked to leave the meeting.**

b) **All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement to which everyone present can agree.**

c) **If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote**

8. AMENDMENTS TO THE TERMS OF REFERENCE

a) **Amendments to the Terms of Reference may only be made at a General Meeting or a Special General Meeting.**

b) **Any proposal to amend the Terms of Reference must be given to the Secretary in writing.**

c) **The proposal must then be circulated with the notice of meeting.**

d) **Any proposal to amend the Terms of Reference will require a two thirds majority of those present and entitled to vote.**

9. DISSOLUTION

a) **If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.**

b) **If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be distributed to groups within the local community with similar Aims and objectives.**

These terms of reference were agreed at the

A Meeting of Downderry Zone Management Group on:-

Date …02/10 /2024…………

Name and position in group

Adrian Douglas Kemp…Chairman………….

Signed ..A D Kemp**…………………………………………**

Name and position in group

Amanda Ratsey…Bursar………………………………………….

Signed Amanda Ratsey**…………………………………………….**

02/10/2024