

# **SELSEY COMMUNITY WATCH**

## **CONSTITUTION**

### **Introduction**

1. Selsey Community Watch is led by an association of professional, voluntary and other local organisations; its purpose is to work together to provide practical support and befriending activities to those in the local area who might be in need. By working together, these organisations aim to efficiently and effectively draw into the local community those people who might be lonely or isolated. In addition, Selsey Community Watch supports initiatives which might fill gaps in the services and activities available locally.

2. Selsey Community Watch is part of the Selsey Community Forum and is guided and advised by regular meetings attended by representatives from a variety of interested local organisations as well as SCW volunteers. The principal functions of Selsey Community Watch are currently:

- a. Raising funds to meet planned activities.
- b. Responding appropriately to referrals of individuals in need of support.
- c. Providing support to local functions such as Movies for Memories, Respite Sunday Teas, Christmas Lunch and other, occasional, entertainments.
- d. Organising regular Games Afternoons at Lapwing Court.
- e. Running Good Morning Selsey, a telephone contact service.
- f. Publishing Senior Selsey News.
- g. Co-operating with and supporting other organisations with similar purposes. In particular, acting as a conduit into Selsey for outside organisations seeking to run events in the town.

These principal functions will change from time-to-time.

### **SCW Meetings**

3. Meetings should be held as required (currently, each month) with suitable notice and an agenda being sent to all local organisation representatives and SCW volunteers. At least five attendees must be

present to make decisions, which will be by simple majority vote; if required, the Chairman will have a casting vote. Notes should be kept and circulated to all those attending each meeting and to the Selsey Community Forum Management Committee to facilitate its charitable oversight responsibilities.

4. Every year, one of the SCW monthly meetings will be held as an Annual General Meeting (AGM). The Chairman, Coordinator and Administrator should present reports on the year's activities in their area of interest. The meeting will then elect or re-elect a Chairman, Coordinator and Administrator for the forthcoming year.

### **Financial Management and Insurance**

5. Selsey Community Forum has charitable status and provides financial management as well as public liability and personal insurance cover for SCW under its own policies and procedures. However, the SCW Chairman will be responsible for raising funding bids to support the planned activities of SCW; any funds raised will be passed to the Selsey Community Forum Treasurer and be 'ring-fenced' for use by SCW.

6. In some circumstances, it might be possible to reimburse expenditure on items relating to SCW activities; volunteers wishing to seek reimbursement must seek prior agreement to the expenditure from the Chairman, Coordinator or Administrator and, subsequently, submit a written claim with relevant receipts through them to the Selsey Community Forum Treasurer.

7. All physical items purchased for or donated to SCW should be recorded in a property book maintained by the Administrator.

### **Winding-Up**

8. If, for any reason, it is decided to wind-up SCW, any 'ring-fenced' money or property remaining after settlement of all outstanding debts must be given to Selsey Community Forum or to a charity or other organisation with similar purposes to SCW.

### **Amendments**

9. This constitution can be amended at any time if agreed by an SCW meeting. In addition, the Chairman should ensure that, together with the organisation, activities, policies, procedures and guidance, this constitution is kept up-to-date on a regular basis.