

Bishop's Waltham Care Group
(a not-for profit community group)

Constitution

(September 2026)

OBJECT

The Object of the Bishop's Waltham Care Group ("The Group") is to provide transport in private cars for local residents who are unable to find other transport to nearby hospitals or medical surgeries / practices.

The Group also provides certain services for the Bishop's Waltham Lunch Clubs.

TASKS

In furtherance of the Object, The Group:

- Receives requests from residents for transport and allocates drivers
- Collects financial contributions and reimburses drivers at a fixed rate
- Works with the Lunch Clubs to provide limited support
- Manages itself as an independent organisation subject to external scrutiny

GOVERNANCE

The Group is part of The Good Neighbours Network that can provide expertise, parking permits and limited training. An annual report to the Network provides the opportunity for formal oversight of The Group.

The Group is managed by a committee comprising:

Chairperson
Secretary
Treasurer
Transport Coordinator Representative

The committee may be supported by:

Monday Lunch Club Organiser
Thursday Lunch Club Organiser
Safeguarding Officer (for DBS)

MEMBERSHIP

Care Group drivers, coordinators and those filling the appointments above are Group members.

AREA OF INTEREST

The Group serves primarily the residents of Bishop's Waltham Parish. It may occasionally serve residents from neighbouring parishes if they cannot get assistance from nearer their home.

INSURANCE

The Group must have an insurance policy to cover public liability, employer's liability, personal accident and loss of money.

FINANCE

The Group must have a bank account with two committee signatories.

- Income will be generated from contributions from passengers, donations and grants.
- Expenditure is permitted on drivers' expenses (at HMRC approved mileage rate), assessments, blue badges, administrative expenses, one social gathering a year and support for lunch clubs on specific projects. Capital purchases may be made for mobile phones or other equipment with the express approval of the committee.
- Profit over each year should be aimed to be no more than 10% of total assets.

The Treasurer must keep an account of all income and expenditure and submit examined and validated accounts to the Group at the AGM.

RULES AND PROCEDURES

The Group should have the following documents, to be reviewed and approved at each AGM:

- Risk Assessment
- Health and Safety Policy
- Guidance for Drivers
- Guidance for Transport Coordinators

The Constitution should be reviewed and approved by the Committee every 5 years.

LUNCH CLUBS

The Lunch Clubs are semi-autonomous and self-financing. The Group may provide public liability insurance and an overview of their reports, accounts and food hygiene certification.

MEETINGS

Members must be invited to the Annual General Meeting and any Extraordinary General Meetings. The procedure for these meetings is at Annex A.

The Committee should meet at least 4 times a year.

COMMUNICATION

The Group should use on-line media for internal communications and, where acceptable to all, innovative applications to simplify processes.

External communication should use a website for general information about the Group and both publications and social media for specific topics.

DISSOLUTION

In the event that The Group becomes unviable, a final AGM must be held in which the final accounts will be presented and a decision made on the dispersal of all assets to a formally constituted charity or community organisation with a purpose similar to that of The Group.

Bishop's Waltham Care Group

“Members must be invited to the Annual General Meeting and any Extraordinary General Meetings”

The Annual General Meeting (AGM) of the Bishop's Waltham Care Group is a yearly meeting that allows members to:

- Review The Group's financial statements and performance.
- Ask questions and raise concerns.
- Vote on the appointment of committee members

The AGM should be held in mid-summer, no more than 15 months since the previous AGM.

A calling notice, together with a draft Agenda, should be distributed to all members at least 3 weeks before the proposed meeting. It must include a request for items to be included under “Any Other Business”.

The final Agenda must be distributed at least 1 week before the meeting together with a request for any apologies to be offered.

Only in exceptional circumstances may an AGM be held as a virtual meeting on-line.

The AGM must be chaired by the Group Chairperson or, in their unavoidable absence, by a committee member.

The agenda must include:

- Attendance and apologies
- Acceptance of the previous minutes and review of actions taken
- Reports from:
 - Chairperson
 - Secretary
 - Treasurer
 - Lunch Club organisers
 - (Coordinator Representative and Lead Recruiter – if required)
- Election of committee members
- Any other business

If a vote is called for, the resolution should be passed with a simple majority. The Chairperson can vote and also has a casting vote.

The AGM should formally close after the consideration of any other business as included on the agenda, though discussions can continue unminuted.

An Extraordinary General Meeting (EGM) may be called by a quorum of the committee (3 members) in the event of:

- A need to revise the constitution
- A need to introduce a major change of procedure

The rules for managing an EGM should be the same as those above for managing an AGM.