

Trumpington Stitchers

Constitution, Policies and Procedures

Introduction

We have been established formally for just over two years and Trumpington Stitchers has evolved and grown as part of our local community. We have an enthusiastic Steering Group with some key people who put in a lot of work to make sure things run smoothly.

We have recorded our decisions and plans along the way, and although we do not need to register as a formal group, we do need to set out our structures and policies in order to steer decision making in the future, and to clarify the roles to be fulfilled as people move in and out of the group. When applying for grants we may be required to demonstrate that we have a structure and agreed policies, including financial procedures and data protection.

We do not fulfil the criteria for a charity, and we are not a profit making group. The technical term for our kind of group is an **'unincorporated association'**. This fits with our idea of a 'pay as you go - drop in'. **'Stitchers'** willing to share contact details will be kept up to date with news etc, and those who wish to attend regularly may choose to pay an annual fee and a reduced weekly fee.

The Steering Group consists of **'Members'** who are proposed, volunteer or persuaded from the wider group of stitchers. The Steering Group shares responsibility for overseeing our finances, booking the venue, organising the hosting rota, managing the Time Credit scheme, organising our stocks of material, machines and arranging workshops, fundraising and work contributed to various charities.

We need to have a constitution setting out the aims of Trumpington Stitchers, what we do and how we are organised. We need to set out our financial procedures and some policy statements about such things as photo consent, equality and diversity, health and safety and safeguarding.

This document was agreed and formally adopted at our AGM 9th July 2018

Trumpington Stitchers : Constitution, Policies and Procedures

1.Name

The name of the group is Trumpington Stitchers

2.Aims

To encourage, teach and share while fostering mutual support and friendship across 'old' and 'new' Trumpington. Activities cover a wide range of stitching, including knitting, crochet embroidery, dressmaking, patchwork /quilting and a range of stitch related crafts.

3.'Membership'

We welcome anyone who shares our aims, and although based in Trumpington, we welcome others who are willing and able to travel from further afield. We do not have a formal category of membership, but operate on a drop in basis. Those agreeing to share have their details recorded on our database and can be kept informed of news and any upcoming stitch related events. We refer to them as 'Stitchers'

4.Meetings

Trumpington Stitchers meet from 6.30 to 9.00pm on Monday evenings at the Trumpington Pavilion in Anstey Way. We ask for a contribution of £3 per session to cover hire costs, refreshments and access to our stores on request. Stitchers who attend regularly may choose to pay an annual fee of £10 with a reduced weekly fee of £2.

Stitchers bring along projects they are working on and we help each other with our projects. There are a number of starter packs, and help is available for anyone wishing to learn to knit or sew. Stitchers also undertake production of items for charities such as Knit for Peace and local community groups. From time to time we organise peer-led or external workshops for which there may be an additional fee.

5.Organisation

There is a Steering Group whose members share the responsibility

- to provide opportunities for collaboration and learning about all forms of stitching
- to ensure a warm, welcoming inclusive environment for the Trumpington Stitchers
- to ensure financial viability for the Trumpington Stitchers

The Steering Group membership is drawn from the wider group of Stitchers and should not exceed 12 (currently 10)

- Key roles are the Chair, Deputy Chair, Treasurer and Membership Secretary.
- In the absence of any one of these, another member may be asked to deputise.
- These and other roles are detailed on a following page
- The usual term for membership of the steering group is 3 years, but members are annually offered the opportunity to stand down or for others to join.
- Those in key roles may be asked to stay in post for a longer term to provide continuity
- The steering group meets three times a year, hosted by volunteers from the group.
- A meeting is quorate providing the Chair or Deputy and at least four other members are present
- Regular reports are required from the Treasurer and Membership Secretary
- Sub committees, or time limited task groups may be set up to oversee certain functions
- Decisions are generally by consensus, or in the event of a vote, the Chair has a casting vote

- Responses to external requests and queries are recorded as 'custom and practice' for future reference.

Steering Group Roles

Chair	<ul style="list-style-type: none"> • Coordinate dates and venues for meetings • Coordinate agenda and reports for meetings • Chair meetings • Manage the Time Credit scheme 		
Deputy Chair	<ul style="list-style-type: none"> • Support chair to prepare for meetings • All the duties of the Chair when Chair unavailable • Manage the website/social media and be the named person for administration purposes 		
Treasurer	<ul style="list-style-type: none"> • As set out in the financial procedures 		
Fundraising	<ul style="list-style-type: none"> • Look for opportunities and discuss with steering group • Organise people and materials for fundraising events • Coordinate the production of materials for sale • Complete grant applications • Delegate tasks above as appropriate 		
Membership Secretary	<ul style="list-style-type: none"> • Manage the contact database • Oversee collection of fees and maintain weekly register • Welcome new stitchers with an email or letter and provided appropriate information • Coordinate weekly rota for unlocking and hosting as set out in key holder procedures 		
Publicity	<ul style="list-style-type: none"> • Develop relationships with other groups who may help with publicity • Create written publicity materials for activities and workshops (in liaison with Jimmy Holloway - graphic design consultant) • Identify opportunities to promote the Stitchers and discuss with the steering group 		
Stores manager	<ul style="list-style-type: none"> • Organise materials and equipment • Keep record of loans and returns • Report to steering group any needs to be replaced or purchased • Overseeing maintenance of sewing machines ('machine monitor', may be a role carried out by a separate individual) 		
Workshops organiser	<ul style="list-style-type: none"> • Agree with steering group what workshops to run , either as free 'peer 'workshops or external providers of 'paid for' workshops • Work with publicity manager as relevant to promote workshops • Manage numbers, organise venues, materials and other practical needs 		
Meeting Secretary	<ul style="list-style-type: none"> • Take notes and make records of meetings that include topics discussed decisions, actions and who is responsible 		

General Members	<ul style="list-style-type: none"> • Contribute to meetings • Volunteer to help with activities which support the purpose of the Steering Group. 		
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6. Annual General Meeting

- The annual general meeting is held in June or July
- It takes place as part of a regular Monday evening
- All those on the database are informed and invited to attend
- Membership of the Steering Group will be reviewed, renewed and confirmed
- Stitchers willing to volunteer should contact the chair beforehand
- The treasurer and membership secretary will report on the last year

As Trumpington Stitchers is run as a drop in without formal membership, the responsibility for management rests only with the members of the Steering Group. The purpose of the Annual General Meeting is therefore to inform the wider constituency of progress in the organisation of the group, to receive comments and share ideas. Any amendments to the constitution will be discussed and agreed at the AGM.

7. Financial Procedures

- A bank account is maintained on behalf of the group as agreed by the steering group
- There will be at least three signatories to the account approved by the bank
- Each transaction requires one signature
- Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting
- An annual statement of accounts will be presented to the annual general meeting
- All money raised by Trumpington Stitchers will be spent solely on the aims laid out in the constitution
- Fees collected at each meeting are recorded in the register and cash passed directly to the Treasurer by the host

8. Weekly Meeting Key Holder/Host Roles

The key holder

- Has to be registered for security purposes and is entitled to one Time Credit
- Is responsible for unlocking the Pavilion and coordinating the setting up the room and getting out equipment for a start at 6.30**
- Brings the milk
- Is not required to stay, but a key holder is responsible for coordinating the clearing away** and locking up by 9.00
- Ensures that the following week's key holder has access to key.

***preparing and clearing the room entails moving chairs and folding and storing tables. This requires anyone present who is able, to help. The tables are heavy and should only be handled by those who are happy they are fit enough to lift them, and only after they have been shown how to fold them safely*

The host

- Should arrive by 6.30 and greet and introduce new people to the group and give them relevant paperwork (Welcome to Our Monday Meeting and Contact Information sheet)
- Should be aware of the location of First Aid box and the 'fuse board'
- Ensures the collection of weekly fees and passes cash on to the Treasurer
- Informs the Membership Secretary of any annual fees (to record renewal dates) and details of new Stitches wishing to have details recorded on the database (asking that person to complete the Contact Information form in the Host pack)
- Helps those needing assistance, or identify someone else to do so
- Takes responsibility for initiating action in response to any untoward incident
- Is entitled to two Time Credits

Mentors are those willing to teach new skills and can also claim time credits (1 for each hour of teaching)

Volunteers make drinks and wash up

9. Custom and practice

From time to time we may receive requests potentially falling outside our agreed remit. We maintain a list of decisions reached for future guidance

- We will provide links on our website to businesses that provide resources for our members, but not for businesses and individuals purely for the purpose of selling their made goods
- We do not provide a service for the public to undertake stitching and mending jobs for money. If someone requires a specialist bit of sewing which coincides with our wish to run skills development we will consider undertaking the work as part of a workshop for an agreed donation to Stitches funds.
- Within our capacity we will assist anyone who wishes to undertake a mending repair task, but not do it for them.
- We will set aside time to make things that other charities need. Hats for Winter Comfort, toys and blanket squares for Knit for Peace, ponchos for refugees are all such examples.
- We may sometimes be able to make things for other local community groups, as agreed by the Steering Group

10. Equality and Diversity

- Trumpington Stitches does not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age .
- Any offensive behaviour, including racist or inflammatory remarks will not be permitted. Anyone behaving in an offensive way should be asked to apologise by the host and if an apology is not given or the behaviour is repeated, a verbal warning may be given that the Chair and Deputy Chair will be consulted. A decision may be taken by the Chair and Deputy Chair to ask the person not to attend further meetings.

11. Safeguarding (children and vulnerable adults)

- We welcome young children accompanied by a parent, who must take responsibility for their safety and entertainment. Older children may be helped to learn to sew or knit. Teenagers from the age of 14, may come to work on a project, initially with a responsible adult, but subsequently unaccompanied (but with parental permission).

- In accordance with our aim of fostering mutual support and friendship, we are able to welcome vulnerable adults who are interested in suitable stitching activities.
- Any concerns about safety of children or vulnerable adults should be reported to the host and discussed with the Chair or Deputy Chair.
- If deemed necessary, concerns about child safety may be reported by phone to 0345 045 5203 (office hours) 01733 234 724 (out of hours) or by email to MASH.C&F@cambridgeshire.gcsx.gov.uk. Further information about child safety can be found at <https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection/>.
- Any concerns about Vulnerable Adults may be reported by phone to 0345 045 5202 8am to 6pm weekdays, 9am to 1pm Saturday or by email to referral.centre-adults@cambridgeshire.gov.uk. For out of hours emergencies call 999.

12. Health and Safety

- Trumpington Stitches aim to maintain a safe and healthy environment for our meetings and all those who attend.
- The Steering Group has identified few potential risks relating to equipment, (eg sewing machines, iron) and attendees are given appropriate training and supervision by the host.
- **Sewing Machines** -All stitchers who use machines (and the iron) MUST receive instruction on their safe use and visual checking of the cable/plug. They are then required to sign the disclaimer notice held in the host pack. Any faults or problems should be reported to the host in the first instance.
- Stitchers are advised to take care with needles and sharp scissors, and volunteers who prepare hot drinks are advised to take care, especially as water from the tap is very hot.
- No one is expected to move furniture they do not feel confident to manage.
- The duty of care is the responsibility of the Steering Group, and the member who is acting as host will be expected to coordinate a response in the event of any unsafe behaviour or an accident.

13.Photo Consent

- We may take photographs of the group at work, or at when we are working at public events.
- It is important that if these are to be used in ongoing publicity, online or for publication in local press, that it is with consent of the individuals concerned including individuals who are in the picture, but who are not part of Stitches.
- We seek consent from adults and record in writing any negative responses. We ask a responsible adult for written permission for children under 16.
- The photographs will only be used for the stated purpose, and copyright remains with the photographer.

14. Data Protection

DATA PRIVACY NOTICE TRUMPINGTON STITCHERS

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Trumpington Stitchers is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Trumpington Stitchers keeps your data on the paper form completed by you, held by the Membership Secretary. This information is also held electronically on a Google document that is accessible by members of the Steering Group.

Trumpington Stitchers complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public as specified in our constitution (all policies including the constitution are available on the website, see below);
- To administer membership records;
- To fundraise and promote the interests of Trumpington Stitchers;
- To manage our volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities run by Trumpington Stitchers;

4. What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can keep you informed about news, events and activities.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Trumpington Stitchers in order to run activities and events. We will only share your data with third parties outside of the organisation with your explicit advance consent.

6. How long do we keep your personal data¹?

Until you request it be deleted, at any time. You will be explicitly invited to request deletion from the database each time you receive an update from the Steering Group, usually three times a year.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Trumpington Stitchers holds about you;
- The right to request that Trumpington Stitchers corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the the Chair of Trumpington Stitchers via the Contact Form on the website www.trumpingtonstitchers.net.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

9th JULY 2018

To be reviewed July 2019