



GOOD NEIGHBOUR SCHEME

VOLUNTEER HANDBOOK



CHINNOR

Good Neighbour Scheme

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1 Introduction

We have designed this **Volunteer Handbook** to help you in helping our clients. It will not cover everything, so please let us know how we can improve it.

This handbook contains information relating to various aspects of the volunteer's role, and examples of the main forms that you will need. We have tried to keep form-filling to a minimum, but some really is needed – sorry! Please let us know if you need replacements, and whether you would like them posted or emailed; the Scheme's elected officers with their contact details are:

Chairman:	Martin King
Scheme Co-ordinator:	David De Val
Scheme Secretary:	Liz Folley
Treasurer:	Richard Bourne

General Scheme contact details:	Tel No:	01844 353500
	Email Address:	chinnorgns@gmail.com
	Website:	chinnorgns.co.uk

Please note that some of our clients may not be able to acknowledge your help, and/or assistance, due to their particular difficult circumstances; **do not** be put off by this, remember one day we could find ourselves in similar circumstances!

Thank you once again.

PS If things change and you do want to stop volunteering at any time then please let us know; and it would be appreciated if you could return your ID badge, handbook, and any car signs to the Chinnor Parish Council Office.

2 General Guidance

- Always carry your CGNS photo ID, and always produce it for clients; also on first contact with a new client give them a copy of the Client Introduction Note (see Appendix 3.1); the Scheme Co-ordinator will tell you when this is necessary.
- Where you are helping a client, with something other than transport, and have a relevant qualification, please indicate this to the client for their peace of mind.
- Confidentiality **must** be maintained at all times to ensure no breach of trust between volunteer and client. Any worries or concerns should be shared with the Scheme Co-ordinator. Exceptions to this confidentiality can occur if you are concerned about possible abuse or criminal activity; if you have concerns, please speak to the Scheme Co-ordinator immediately.
- Volunteers should treat the clients with respect, politeness, kindness and honesty.
- Any concerns you have about your voluntary work should be reported to the Scheme Co-ordinator.
- Volunteers **must not** assist a client by giving any medication, including for example placing tablets in a client's hand. Prescriptions can be collected for a client, but it is the client's responsibility to access/use them if required.
- If a client asks you to buy shopping for them then write down how much they have given you on a piece of paper (to be kept in the client's house); ensure that you have a full receipt for the shopping and upon returning to the client enter the change given on the piece of paper and sign it (if possible you should get the client to sign as well). You should avoid requests to buy alcohol.
- If a client lacks mobility and you are asked to help them in moving then you **must not** put either yourself, or indeed the client, at any risk of injury.
- You should not accept monetary gifts other than donations to the scheme – any donations should be of nominal value and handed in to the Scheme Secretary at the Parish Council Office (see Section 6).
- We do not expect you to incur any personal costs while helping our clients; however, everyone has different resources, and if you do not want to claim expenses, that's very generous of you, and thank you (see Section 7). But so that we can keep track of the real costs of running the scheme please claim and make a donation back to the scheme.
- Please keep the Scheme Co-ordinator informed of periods when you are not able to help for one week or more, eg holidays etc.
- Because of the nature of the scheme it is not required to be registered under the Data Protection Act. The basic personal data held for clients are name, address and telephone number; while volunteers may in addition have information held relating to car registration, qualifications, etc. The information will only be used in administering the scheme, it will not be disclosed outside of the scheme, and it will be deleted in a timely manner once the individual has ceased to be involved with the scheme.

3 Dealing with Emergencies

Accidents and Injuries

CALL 999 IMMEDIATELY and **ONLY** follow instructions from the Ambulance Service on looking after the patient until the ambulance crew arrives.

If you find a client on the floor please **do not** attempt to lift them; reassure them and make them as comfortable as possible, again following instructions from the Ambulance Service on looking after the patient until the ambulance crew arrives; this is for your own safety and that of the client.

No Answer at the Client's Home Address

If you can make a visual check through the ground floor windows, just have a look in case the doorbell has not been heard, or in case of a fall or injury in the home. Call the Scheme Co-ordinator if there is a problem, **BUT** if you believe the client is in distress then **CALL 999** and tell them that you cannot gain entry to the property. Do not worry if things turn out to be OK, it is always better to **err on the side of caution**.

Vehicle Breakdowns

Ensure that all passengers are secure, and if that requires them to be outside of the vehicle, then find a safe place to assemble. It is suggested that volunteer drivers should, if possible, carry a fully charged mobile phone for such eventualities.

4 Safety Issues

Please note that the function of the CGNS is to facilitate person-to-person help, but please remember you are responsible for your own safety; Risk Assessments for volunteer befriending and volunteer driving are given in Appendix 4. We will be as helpful as we can, so please give us feedback on improvements we can make to our guidance notes.

General

- At all times ensure that you are working safely, and if you have any doubts about this you should ask for advice before placing yourself or anyone else at risk of injury, or risking damage to property. Please note that this includes lifting safely, eg manhandling wheelchairs and/or clients in and out of vehicles.
- Never give out any personal contact details; all contact should be through the Scheme Co-ordinator or Secretary.
- If at any time with a client you feel uneasy or unsafe, make an excuse and leave. Your priority is your own safety, and we will support your judgement, please inform the Scheme Co-ordinator as soon as possible and follow this up with a completed (signed and dated) Incident / Complaint Report form (see Appendix 3.5).
- It is advisable for you to inform a family member, or friend, of your whereabouts when volunteering.

Food Preparation

When cooking for clients from fresh, you **must** hold a current Food Hygiene certificate. This does not preclude the making of hot drinks or the warming up of pre-prepared food.

Practical Activities

- When using power tools, for DIY or gardening types of activity, always wear the appropriate protective gear.
- Ensure that the power supply to the tool has a Residual Circuit Breaker – either at the ‘fuse box’, or on an extension lead.
- Ensure that you take appropriate protective measures (eg gloves, goggles, face/breathing masks, etc) when handling any cleaning or gardening products.

Providing Transport

We cannot refer any clients to volunteers offering lifts until they have completed the Driver Declaration form. We would love you to help so please register with us, see section 5 Providing Transport for more information.

5 Providing Transport

All volunteer drivers will have completed a Driver Declaration form which will confirm to the CGNS that they are legally licensed and insured. Please note that if you change your car insurance to a different company then you **must** get confirmation from your new insurer that your policy covers voluntary driving (please contact our Scheme Secretary if you would like a pro-forma Insurance Letter to send to your insurer).

It is the volunteer driver's responsibility to ensure that both they and their vehicle meet the legal requirements for being on the road; they **must** inform the Scheme Secretary, or Co-ordinator, immediately if for any reason they no longer meet legal driving requirements.

Volunteer drivers can be supplied with:

- OCTA Badges – these are *Oxfordshire Community Transport Accessibility Badges* and can in theory be used for free parking, in designated spaces, at Oxford hospitals; BUT please note that their usefulness is very limited and they do not always provide free parking. Please ask the Scheme Secretary if you would like more information.
- Magnetic car signs 'Community Transport Oxfordshire' are available from the Scheme Secretary; they can be useful, especially when providing transport to hospitals (Oxfordshire and Buckinghamshire), in demonstrating that the volunteer driver is bona fide.

Please note that the above car signs and badges do help make our volunteer drivers look more official/recognisable as effectively 'hospital cars', and generally allow drivers to use 'Ambulance Car' spaces to drop off, or pick up clients; cars can then be parked in appropriate parking spaces. The car signs and badges **do not** allow parking in disabled parking spaces, these should only be used when the client has, and can display, a Blue Disability Badge.

It is suggested that volunteers should:

- Carry a fully charged mobile phone when providing transport for clients.
- Ensure that clients meet safety/legal requirements, eg the wearing of seat-belts.
- In case of a vehicle breakdown ensure that all passengers are secure, and if that requires them to be outside of the vehicle, then find a safe place to assemble.

We pick up transport requests from clients directly, or from their GP, and then put out a request to our volunteer drivers to see who may be able to help.

We do not charge clients for this service, but donations are appreciated. The co-ordinator makes the client aware of the suggested level of donation (see section 6 Donations from Clients).

Volunteers are entitled to claim for expenses incurred at 40p per mile (the prevailing rate set by HM Revenue & Customs is currently 45p per mile), and where necessary car parking charges, please see section 7 Personal Expenses for more information.

6 Donations from Clients

As CGNS does not make any charges for the services provided, any donations that a client wishes to make are very welcome, and very much appreciated.

The main area where CGNS will incur costs is through providing transport, and the table below gives recommended levels of donations for extended return journeys from Chinnor:

- Amersham / Great Missenden	£10 to £15
- Aylesbury / Stoke Mandeville	£10
- High Wycombe	£15
- Oxford	£15
- Thame or Princes Risborough	£5
- Local	at the client's discretion

BUT please note that these figures are purely advisory (and generally average out at less than 40p per mile for a return journey), and the amounts do not reflect any 'waiting time'.

The Scheme Co-ordinator will make the client aware of the recommended donation for the journey when making the booking. However, we also need to be aware that clients may not have the ability to pay and that donations are voluntary.

On receipt of a donation the recipient may complete either or both:

- A Receipt – Client Copy (see Appendix 3.2) which is given to the client at their request.
 - A Receipt – Office Copy (see Appendix 3.3) which is given to the Scheme Secretary along with the donation if the volunteer wishes.
- please note the use of these forms is not mandatory, but rather at the wish of the client and/or volunteer.

7 Personal Expenses

Volunteers are not expected to be out of pocket for the work they do, eg they can claim for mileage and car parking charges.

Claims for mileage can be made up to the prevailing rate set by CGNS of 40p per mile; for your information the maximum currently permitted by HM Revenue & Customs is 45p per mile.

When making a claim for expenses you must complete the 'Expenses Claim Form' as given in Appendix 3.4. Please complete as much information as possible, and include any relevant mileage. It would be appreciated if forms could be completed and handed in on a regular basis (eg monthly) to make it easier to keep the accounts up to date and review the jobs/mileage against donations.

Even if you do not wish to claim some or all of your expenses it would be appreciated if you would complete an 'Expense Claim Form' for the full amount (ie based on 40p per mile) and then make a donation back to the scheme if you so wish; this is the only way that we can keep a comprehensive record of the real running costs of the scheme.

The form must be signed and dated and handed in to the Scheme Secretary for reimbursement (at the Chinnor Parish Council Office).

Useful Contact Numbers

For client enquiries please give them the CGNS telephone number:

01844 353500

Local Organisations:

Cross Keys Surgery 01844 344488

Wellington House Surgery 01844 351230

Hospitals (Main Reception):

Amersham 01494 434411

Churchill 01865 741841

John Radcliffe 01865 741166

Merlin Centre (High Wycombe) 01494 555200

Nuffield 01865 741155

Stoke Mandeville 01296 315000

Thame Community 01844 212727

Wycombe 01494 526161

Other Organisations:

Age UK Oxfordshire 01235 849400

Community Mental Health Team 01865 741717

NHS Direct 111

Police 101

Out of Hours GP 0300 130 3035

Social Services 0845 050 7666

Social Services (Out of Hours) 0800 833408

Directions to Local NHS Facilities

1. Amersham Hospital

For Sat Nav users: Whieldon Lane, Amersham HP7 0JD.

Approximate mileage / time: 18 miles /30 minutes.

- Follow the B4009 East, and at Longwick roundabout take 2nd exit staying on the B4009
- Take the second right, after a mile or so, signposted Askett
- At Askett roundabout take 2nd exit onto Cadsdean Lane and follow over the hills, via Longdown Hill
- At T junction turn right onto Missenden Road which changes to Rignall Road as you approach Great Missenden
- At T junction turn right onto High Street
- At mini roundabout take 1st exit staying on High Street
- At next mini roundabout take 1st exit onto Link Road / A4128
- At roundabout take 2nd exit onto the A413 and continue on this road going straight across the next two roundabouts (on the Amersham bypass)
- At next roundabout take 2nd exit onto A404 signposted High Wycombe
- After about 140 yards turn left onto Whieldon Lane going back under the bypass
- Hospital is on your left

2. Aylesbury - Stoke Mandeville Hospital

For Sat Nav users: Mandeville Road, Aylesbury HP21 8BD.

Approximate mileage / time: 11 miles / 22 minutes.

- Follow B4009 East, and at Little Kimble go under railway bridge and turn left onto A4010
- At Terrick roundabout take 1st exit onto A4010 Risborough Road
- At next roundabout follow signs for Stoke Mandeville and turn left onto B4443 Lower Road
- Hospital is on your right

3. Great Missenden Eye Clinic

For Sat Nav users: 108, High Street, Great Missenden HP16 0BG.

Approximate mileage / time: 16 miles / 30 minutes.

- Follow the B4009 East, and at Longwick roundabout take 2nd exit staying on the B4009
- Take the second right, after a mile or so, signposted Askett
- At Askett roundabout take 2nd exit onto Cadsdean Lane and follow over the hills, via Longdown Hill
- At T junction turn right onto Missenden Road which changes to Rignall Road as you approach Great Missenden
- At T junction turn right onto High Street
- At mini roundabout take 1st exit staying on High Street
- At next mini roundabout take 2nd and continue along High Street
- The Practice (Prospect House Eye Clinic) is on the right before the George Inn; there is limited on-site parking, or road side parking up to an hour.

Directions to Local NHS Facilities (continued)**4. High Wycombe – Wycombe Hospital**

For Sat Nav users: Queen Alexandra Road, High Wycombe HP11 2TT.

Via M40 (approximate mileage / time: 16 miles / 25 minutes):

- Exit M40 at Junction 4, follow A404 High Wycombe
- At next roundabout follow A40, go down Marlow Hill
- At roundabout take 1st left into Queen Alexandra Road
- Hospital is on your left

Via A40 Oxford Road (approximate mileage / time: 12½ miles / 25 minutes):

- Continue on A40 into town centre
- At roundabout follow A40 (East), taking 3rd exit onto flyover (Abbey Way)
- At next mini-roundabout take 2nd exit (ie turn right)
- At next mini-roundabout take 2nd exit into Queen Alexandra Road
- Hospital is on your left

5. High Wycombe – Mid and South Buckinghamshire NHS Diagnostic Centre (Merlin Centre)

For Sat Nav users: Unit 2, The Merlin Centre, Cressex Business Park, Lancaster Road, High Wycombe HP12 3QL

Via M40 (approximate mileage / time: 16 miles / 28 minutes):

- Exit M40 at Junction 4, then at Handy Cross roundabout take the 2nd exit onto Marlow Road (Cressex Business Park)
- At mini-roundabout continue forward onto Marlow Road
- Turn left into Desborough Avenue
- Turn left into Lancaster Road
- Merlin Centre (Cressex Business Park) is on your right

Via A40 Oxford Road (approximate mileage / time: 12½ miles / 25 minutes):

- Continue on A40 towards town centre
- Turn right onto A4010 (Chapel Lane), signposted M40 and Marlow
- At mini-roundabout take 2nd exit (towards M40 and Marlow), into New Road (A4010)
- At next mini-roundabout take 1st exit, staying on New Road (A4010)
- Turn left into Turnpike Road
- Turn left into Coronation Road
- Continue on Coronation Road until it changes to Lancaster Road (after Lincoln Road on your left)
- Merlin Centre (Cressex Business Park) is on your left

Directions to Local NHS Facilities (continued)**6. Oxford - Churchill and Warneford Hospitals**

For Sat Nav users: Roosevelt Drive, Oxford OX3 7LJ.

Approximate mileage / time: 17½ miles / 30 minutes.

- Exit M40 junction 8, then merge onto the A40 signposted Oxford, Cheltenham
- At Headington Roundabout take the 2nd exit onto the A420 signposted City Centre
- At traffic signals turn left onto Windmill Road - B4495 signposted Nuffield Hospital
- Continue along Windmill Road to the traffic lights and turn right onto Old Road
- Turn left onto Churchill Drive
- Turn right onto Roosevelt Drive
- Churchill Hospital is on your right
- Warneford Hospital is on your left

7. Oxford - John Radcliffe Hospital

For Sat Nav users: Headley Way, Oxford OX3 9DU.

Approximate mileage / time: 18 miles / 30 minutes.

- Exit M40 junction 8, then merge onto the A40 signposted Oxford, Cheltenham
- At Headington Roundabout take the 3rd exit onto the northern bypass (still the A40)
- Exit bypass at first slip road
- At T junction turn right onto Marsh Lane the B4150
- At staggered crossroads turn left onto Headley Way the B4495
- At mini-roundabout turn left into the John Radcliffe Hospital

8. Oxford - Nuffield Hospital

For Sat Nav users: Windmill Road, Oxford OX3 7LD.

Approximate mileage / time: 17 miles / 30 minutes.

- Exit M40 junction 8, then merge onto the A40 signposted Oxford, Cheltenham
- At Headington Roundabout take the 2nd exit onto the A420 signposted City Centre
- At traffic signals turn left onto Windmill Road - B4495 signposted Nuffield Hospital
- Hospital is on your right

New Client Introduction Note



Dear Client

Thank you for using our Good Neighbour Scheme, we hope that you find it of benefit. Any future arrangements for using the Scheme should be made through our Co-ordinator and not with your Volunteer, in order to keep our records up to date.

Your Volunteer should always carry a CGNS photo ID card to prove who they are.

As the Scheme does not make any charges for the services provided, any donations that you wish to make are very welcome, and very much appreciated, especially for the provision of transport. Most of the work carried out by Volunteers does not cost the Scheme money, but where transport is provided costs to cover mileage and car parking fees can accrue (eg a round trip to the Nuffield Hospital in Oxford could cost the Scheme £13.60 plus any parking charge).

Donations can be given to your Volunteer, the Co-ordinator, or the Secretary (Liz Folley at the Parish Council Office); all donations go into the Scheme's funds to keep it running.

If you encounter any problems with the Scheme please inform our Co-ordinator.

Thank You

David De Val
CGNS Co-ordinator

Tel No 01844 353500



CHINNOR
Good Neighbour Scheme

Expenses Claim Form

Volunteer Name:

Date	Client	Description (eg To/From)	Miles	£ p
Total Amount Claimed				

NOTE: mileage claims can be made at 40p per mile.

Signed by (Volunteer): Date:



CHINNOR
Good Neighbour Scheme

Incident / Complaint Report

Client Name: Volunteer Name:

Details of Incident / Complaint:

Location:	
Date:	Time:
Description:	

Signed by (Volunteer): Date:
(Continue overleaf if required, but you must re-sign and date at the end)

Risk Assessments for Volunteer Befrienders & Clients

TASK	HAZARD	ADDRESSING THE RISK	CONTROL MEASURES
Lone Working	Volunteer Befrienders may experience stress and/or injury from verbal abuse, and/or assault, from Clients and others.	<ol style="list-style-type: none"> 1. Volunteer Befrienders give polite, high quality service. Befrienders should give the Client as much personal space as possible. In the event of an aggressive situation, they should try to stay calm, speak slowly and clearly, be aware of their body language and their own feelings and try not to let these affect their approach to the situation. 2. All initial befriending opportunities are pre-booked and Volunteer Befrienders advised of Client's address and telephone number. At the initial meeting, both the Volunteer Befriender and Client agree to follow up meeting times and duration. 3. Volunteer Befrienders are given advice about dealing with Clients, eg being non-confrontational. 4. Volunteer Befrienders are advised to carry a mobile phone with them while volunteering. 5. Volunteer Befrienders are advised to consider their own safety at all times. 6. All Volunteer Befrienders have regular DBS checks to guarantee Client's security. 	<p><u>Volunteer Befrienders</u></p> <p>The CGNS Co-ordinator will brief the Volunteer Befriender regarding the Client's request / requirements prior to the first visit; and the volunteer is given the Client's contact details. The Volunteer then confirms the visit with the Client, and it is the responsibility of both Volunteer and Client to contact the CGNS Co-ordinator if either is not happy to continue with further visits. Volunteer Befrienders should then keep the CGNS Co-ordinator apprised of any further visits. Volunteer Befrienders are advised that they can speak to the CGNS Co-ordinator if they have any concerns about their safety, or that of a Client.</p> <p>Volunteer Befrienders must report any instances of aggression, abuse or any other difficult experience encountered with a Client to the CGNS Co-ordinator.</p> <p><u>Clients</u></p> <p>Clients are advised that they can contact the CGNS Co-ordinator any time if they have concerns.</p>
Slips and Trips	Volunteer Befrienders risk injuries such as fractures and bruising (eg if they slip on icy surfaces or trip over objects)	Volunteer Befrienders are advised that they should pay due care and attention to their environment	<p><u>Volunteer Befrienders</u></p> <p>Volunteer Befrienders are advised to contact the CGNS Co-ordinator should they have an accident.</p>

Risk Assessment for Volunteer Drivers & Clients

TASK	HAZARD	ADDRESSING THE RISK	CONTROL MEASURES
Lone Working	Volunteer Drivers may experience stress and/or injury from verbal abuse, and/or assault, from Clients and others.	<ol style="list-style-type: none"> 1. Volunteer Drivers give polite, high quality service. 2. All transport is pre-booked & drivers advised of Client's address and telephone number and destination as well as expected length of appointment. 3. Volunteer Drivers are given advice about dealing with Clients; eg being non-confrontational. 4. Volunteer Drivers are advised to carry a mobile phone with them while volunteering. 5. Volunteer Drivers are advised to consider their own safety at all times. 6. All Volunteer Drivers have regular DBS checks to ensure Clients' security. 	<p><u>Volunteer Drivers</u></p> <p>Volunteer Drivers are advised that they can speak to the CGNS Co-ordinator if they have any concerns about their safety.</p> <p>Volunteer Drivers <u>must</u> report any instances of aggression, abuse or any other difficult experience encountered with a Client to the CGNS Co-ordinator.</p> <p><u>CGNS Clients</u></p> <p>Clients are advised that they can contact the CGNS Co-ordinator any time if they have concerns or comments.</p>
Motor Vehicle Accidents	Volunteer Drivers, Clients and others may risk potentially serious injury from road accidents.	<ol style="list-style-type: none"> 1. Volunteer Drivers are expected to do regular vehicle tests (eg lights, etc). 2. Volunteer Drivers are expected to always follow the Highway Code. 3. Volunteer Drivers are expected not to drive under the influence of drink, drugs or certain medications. 	<p><u>Volunteer Drivers</u></p> <p>It is the volunteer driver's responsibility to ensure that both they and their vehicle meet the legal requirements for being on the road; they must inform the CGNS Co-ordinator immediately if for any reason they no longer meet legal driving requirements</p>

Risk Assessment for Volunteer Drivers & Clients (continued)

TASK	HAZARD	ADDRESSING THE RISK	CONTROL MEASURES
Musculo-skeletal Disorders	Volunteer Drivers may suffer from musculoskeletal disorders (eg back pain) from: <ul style="list-style-type: none"> • helping physically impaired Clients into/out of their vehicle. • handling bulky and/or heavy objects. • too much driving. 	<ol style="list-style-type: none"> 1. Drivers are invited to attend training sessions on Manual Handling. 2. Drivers are invited to attend training sessions on Disability Awareness. 3. Drivers are offered the opportunity to attend meetings with other drivers to receive and share best practice advice. 	Volunteer Drivers are advised to contact the CGNS Co-ordinator if they find that they cannot safely transport a Client. Volunteer Drivers are advised that they can get additional advice from the Health and Safety Executive website www.hse.gov.uk/msd/index.htm
Slips and Trips	Volunteer Drivers risk injuries such as fractures and bruising (eg if they slip on icy surfaces or trip over objects).	Volunteer Drivers are advised that they should pay due care and attention to their environment	Volunteer Drivers are advised to contact the CGNS Co-ordinator should they have an accident.

Chinnor Good Neighbour Scheme - Constitution

The name of the group is **Chinnor Good Neighbour Scheme**

Aims

1. To encourage a strong community spirit with a clear sense of belonging for those in the Chinnor area.
2. To work with local people to identify the needs of the community.
3. To work with other agencies in order to meet those needs.
4. To develop trust and mutual support between the community and these agencies.

Membership

1. Membership shall be open to all those living in the Chinnor area.
2. To all those working either in a paid or voluntary capacity in the Chinnor area.
3. All members shall have an equal vote.
4. All members will be subject to the regulations of the constitution and by joining the. scheme will be deemed to accept these regulations and codes of practice that the scheme has adopted.

The Committee

1. A committee shall be elected to carry out the business of the group.
2. The committee shall be made up of a Secretary, a Chair, a Vice Chair, a Treasurer, a Co-ordinator and up to 5 elected members.
3. The committee may co-opt a further 3 members as required.
4. The committee shall be elected at the Annual General Meeting.
5. The committee shall not meet less than 4 times per year.
6. Minutes of committee meetings shall be available to all members.
7. Committee members will step down each year prior to the AGM and make it known if they wish to stand again.
8. Only committee members shall have the right to vote at committee meetings.
9. The Committee will have powers to appoint subcommittees as necessary and appoint advisers to the committee as necessary to fulfil its business.

Finance

1. All money raised by or on behalf of the group is to be used only to further the aims of the group.
2. The treasurer shall open a bank account in the name of the group.
3. Cheque signatories will be nominated by the committee, one of whom must be the treasurer. There shall be no more than 4 signatories. These shall not be from the same household or related in any way.
4. All cheques and instructions to the group's bankers shall require two of the agreed signatories.
5. The treasurer shall have the accounts checked by an independent person with adequate financial experience.
6. The accounts shall be made available to members at the AGM.

Chinnor Good Neighbour Scheme - Constitution (continued)

Annual General Meetings

1. Notice of Annual General Meetings (AGM) will be given by the scheme Secretary. Not less than 21 clear days' notice to be given to all members.
2. There shall be an Annual General Meeting held every June, at which the committee will report on its work, present a statement of accounts, and resign.
3. The AGM shall elect the officers and committee for the next year.
4. The AGM shall vote on any recommendations and amendments to the constitution 5. The Committee has the right to call Special General Meetings (SGMs) outside the AGM. Procedures for SGMs will be the same as for the AGM.

Quorum

1. No AGM shall take place if less than 50% of committee members are present.
2. No committee meeting shall take place if fewer than half the members are present.

Change to constitution

1. The constitution may only be altered at an AGM or at an SGM called for that purpose.
2. Suggested changes must be handed to the secretary 21 days before the meeting.
3. Changes must be agreed by two thirds of the members present.

Voting

1. Any member may make a proposal, which must be seconded or supported by someone else.
2. Only members present may vote.
3. No member may exercise more than one vote.
4. In the event of equal vote the chair shall have the casting vote.

Dissolution

1. The group may only be dissolved at a special general meeting called for that purpose and advertised 21 days before the meeting.
2. A proposal to dissolve the group shall take effect only if agreed by two thirds of the members present.
3. Any assets (financial or otherwise) remaining after payment of all debts and liabilities shall be given to charitable purposes, as agreed by the members at the meeting.

Adopted February 2011