

Standing Orders & Financial Procedures

for Sustainable Calne

Revision 5 for Approval by Email after 7th July 2020 members meeting

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1 Data Protection

1.1 Overview

1.1.1 Definition

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

The Act works in two ways. Firstly, it states that anyone who processes personal information must comply with eight principles, which make sure that personal information is:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to other countries without adequate protection

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The second area covered by the Act provides individuals with important rights, including the right to find out what personal information is held on computer and most paper records.

Should an individual or an organisation feel they're being denied access to personal information they're entitled to, or feel their information has not been handled according to the eight principles, they can contact the Information Commissioner's Office for help. Complaints are usually dealt with informally, but if this isn't possible, enforcement action can be taken.

The Act applies to computer and paper records. Sustainable Calne (hereafter called 'the association') will limit the amount of information it holds on its members. Any data it does hold will be kept at two separate locations with two members of the Committee, (namely the current Treasurer and the Secretary) for protection of data. The data may be in electronic or paper form.

1.1.2 Notification¹ Status

The association will not Notify as a Data Controller under the Data Protection act since it is exempt as a voluntary not for profit organisation and whose data is only used for membership registration and administration of members activities. Any member can check this status by going to: <http://forms.informationcommissioner.gov.uk/notify/self/> and working through the questions (1-9).

2 Register of Members

2.1.1 The register of members contains contact information about elected members and other members of working groups and consenting participants.

2.1.2 The register will be limited to: Name, telephone numbers, home address and email addresses (home and/or business according to member preference), except for Group membership when the organisation name and website address will be registered in addition to the organisation's representative's details.

2.1.3 The register will not be provided to third parties and will therefore not be available on the association's web site, other than for the main contacts and officers of the association.

¹ Notification is the act of formally registering with the Data Protection Agency as a Controller of personal data.

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2.1.4 Members may have access to the register to check their data, upon request to the Secretary.

3. MEDIA: Mailings, media and public relations

3.1 One representative has responsibility for maintaining mailing list and ensuring data protection and GDPR requirements are met.

3.2 One representative has responsibility for maintaining a webpage which includes archive of minutes of all meetings and the constitution.

3.3 One representative has responsibility for maintaining Facebook page which can be used by members to publicise activities relevant to the membership.

3.4 One representative has responsibility for maintaining other social media which can be used by members to publicise activities relevant to the membership.

3.5 No-one shall issue a news release or public statement about the opinions of Sustainable Calne unless it has been approved by the Core Membership.

4. Project Groups

4.1 Any core member/representative can set up a project group to diversify activities or administrate.

4.2 Project groups aim to:

- Share information on their topic
- Agree a common approach if appropriate

4.3 Project groups can organise themselves however they want, within three constraints:

- A core member should lead the project group
- Each project group will report on what it's been doing to the open meetings
- A project group must not issue news releases or public statements in the name of Sustainable Calne without checking as described in section 3.5 above.

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5. Our Carbon Footprint – Environmental Impact

5.1 Sustainable Calne will measure and ensure that the project activities are carbon neutral, wherever possible.

5.2 It should be noted that there are some important enabling services like Websites, Facebook and other social media communications tools which are more difficult to determine how these resources can be contracted to be carbon neutral directly.

5.3 Sustainable Calne will investigate how these services should be evaluated when factoring in their carbon effect, in the overall aim towards carbon neutrality.

5.4 Renewable or recyclable materials will be used for all activities.

5.5 Each of the organisations invited to take part in the project will need to ensure that their contribution is carbon neutral.

5.6 All attendees will be encouraged to walk, scoot or cycle to the event.

5.7 All events run by Sustainable Calne where catering is involved will be plant based from the milk used in tea to meals and snacks etc.

6 Financial Procedures

6.1 Bank Account(s)

6.1.1 Signatory Members² of the association shall have access to the bank account(s) for legitimate management of those accounts. No other person shall have access to the account(s).

6.1.2 Signatory Members of the association are required to ensure that they keep access codes³ safe and secret to themselves. Such codes (as according to the Bank legal terms and conditions) shall not be shared with anyone.

² “Signatory Members” of the association are the three officers plus one other member of the association who has been nominated as the fourth signatory to the account by the core membership.

³ Access codes to allow officers and other approved individuals to give instructions to and/or make transactions by phone or in person with the bank.

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6.1.3 Under normal circumstances only the TREASURER will use the security access codes to give the Bank instructions.

6.1.4 Instructions may not normally be given to the bank without the Treasurer's knowledge, unless the Treasurer is unavailable due to being on holiday or otherwise indisposed, and another Officer has been approved by the association core membership to act on the Treasurer's behalf.

3.1.5 Any actual or suspected breach of security MUST be reported to the Bank and to the other signatory members of the association without delay.

3.2 Spending Authority

3.2.1 A table of spending authorities has been agreed by the association's core membership for the time being and can be found at Appendix A.

3.2.2 This table can be amended from time to time by revision of the standing orders.

3.3 Authorised Signatories

3.3.1 Authorised signatories are core members of the association and who are also signatories to the bank account(s). A list of current signatories can be found at Appendix B.

3.3.2 In accordance with these standing orders, and as the Bank has been instructed, TWO signatories are required to authorise a cheque transaction. However, all transactions MUST FIRST be authorised according to section 3.4 prior to authorising a cheque.

3.4 Payments Procedures

3.4.1 Payments from Unrestricted Funds⁴ in the association's Bank Account(s) will be controlled using an association "Accounts (Spreadsheet) Workbook".

3.4.2 Payments can be made by cheque or electronic transaction, and only after:

1. An invoice or other documentary evidence that a payment is required is presented.
2. A payment voucher is completed by the Treasurer or other person requesting payment, and

⁴ Unrestricted funds are those held in the association's reserves which have been given without any conditions as to their use.

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3. The voucher is duly authorised by two or three authorised signatories (see Appendix B) in accordance with the spending authority table in section at Appendix A.
4. For expenditure over the upper limit (see table at Appendix A) a PURCHASE ORDER MUST also be raised from the *Payment/Purchase Order document set* and duly authorised by two or three authorised signatories (see Appendix B) in accordance with the spending authority table notes at Appendix A.
5. The Accounts Workbook Journal will be updated to reflect the transaction.
6. The paper Voucher and attachments will be filed by the Treasurer in the Transaction File.

3.4.3 The Officers are responsible to ensure that the use of Restricted Funds⁵ (those funds provided by grant bodies for specific purposes – specified projects and/or items) is in strict accordance with the Grantor/Donor's conditions.

3.4.4 Payments from Restricted funds will follow the procedure for Unrestricted Funds above, and be additionally controlled by the Accounts workbook restricted funds flag – which highlights restricted funds and restricted funds transactions.

3.4.5 It will be the responsibility of the Treasurer to ensure that Restricted fund transactions are recorded in accordance with the conditions of the grant. The Treasurer may need in some cases to consult with the other officers and/or the core membership before permitting restricted payments.

3.5 Personal Expenses

3.5.1 Personal expenses on behalf of the association will only be paid if the expenditure is pre-authorised by the officers.

3.5.2 Personal expenses transactions will be authorised as per section 3.3.1 and 3.3.2. of this document.

3.5.3 Authorisation of a personal expense incurred by an authorised signatory MUST NOT be authorised by the recipient.

⁵ Restricted funds are those held in association's reserves which have been given with specific conditions as to their use.

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3.5.4 A Personal expense will use the Payment Voucher to record and authorise the expense.

3.6 Grant Reporting

The Officers are responsible to ensure that proper reporting according to the Grantor's conditions and requirements is undertaken.

4 Association Web Pages

4.1 The content of any web pages created for the association should always reflect the aims and objectives of the association.

4.2 Web site content will be authorised by the officers.

4.3 If the association appoints a member or an agent to maintain the web site, the core membership will retain editorial rights over the content.

Appendix A: Spending Authorities

Up to £100.00	TWO Authorised signatures
Up to £300.00	THREE Authorised signatures
Over £300.00	Group Approval
Note1: Group Approval means core members in a general or extraordinary meeting and which is quorate in accordance with the constitution for the time being.	

Appendix B: Authorised Signatories

The authorised signatories for 2020/21 are:

Full Name	Position in the Association
John Bennett	Chair
Jenny Joyce	Vice-chair
Tom Morris	Secretary
Stan Woods	Treasurer

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History File – Standing Orders & Financial Procedures

Date	Amendment
7 th July 2020	R4 – Unapproved working version
9 th July 2020	Summary Table of Contents added to beginning of document. Policy 1 section reallocation and elimination (Rescinded): -Section 3 inserted containing Policy 1 section 1 before Financial Procedures. Policy 1 renumbered to fit – no textual amendments -Section 4 inserted containing Policy 1 section 2 before Financial Procedures. Policy 1 renumbered to fit – no textual amendments -Section 5 inserted containing Policy 1 section 4 before Financial Procedures. Policy 1 renumbered to fit – no textual amendments -Financial Procedures renumbered as Section 6.
9 th July 2020	R5 - First Version of this document for membership approval

History File – Policy 1 (Rescinded & Archived)

Date	Amendment
16 th January 2020	First Approved Version of this document.
18 th May 2020	Section 4 added from the Feb & May CTC Funding applications
9 th June 2020	Paragraph 4g. as a result of a motion at this meeting
3 rd July 2020	Full Paragraph numbering added Section 1 para 5 paragraph second clause removed: 'Any core representative has the right of veto on any communication to policy-makers, public statement or news release, for example if they feel it would damage them to be associated with it.' Section 2 renamed Project Groups (formerly Interest Groups) Text reworked to reflect projects. Section 3b minor rewording.