

Ukrainian Refugee Local Community Support Fund



Governing Document

1. Name

The name of the Fund is the Ukrainian Refugee Local Community Support Fund (The Fund).

2. Principle address:

The address of the Fund is The Westway, Chaldon Road, Caterham Surrey CR3 5PG

3. Object

The object of the Fund is to mitigate financial hardship for Ukrainian families and their host families, and to make them feel welcome in our area.

For Information

People may arrive in the area as part of a number of schemes:

The Ukraine Family Scheme

This scheme allows applicants to join family members or extend their stay in the UK.

People will be able to live, work and study in the UK and access public funds.

To apply to the Ukraine Family Scheme people must:

- *be applying to join or accompany your UK-based family member; and*
- *be Ukrainian or the immediate family member of a Ukrainian national who is applying to the scheme; and*
- *have been residing in Ukraine on or immediately before 1 January 2022 (including those who have now left Ukraine)*

Homes for Ukraine

Also known as the Ukraine Sponsorship Scheme, this allows Ukrainians to come to the UK if they have a sponsor willing to put them up for at least six months.

Like the Ukraine Family Scheme, people arriving under this scheme can stay for up to three years with the right to work, study and claim public funds.

The sponsor need not be a relative, but must have a “named individual” to sponsor: applicants without a sponsor are not currently being matched. Host families will receive £350 per month – they cannot charge rent. Ukrainian families will receive an initial payment of £200.

Host Families are only responsible for accommodation (although they may choose to do more), therefore travel, food, clothing, toiletries, phones and data etc will remain the responsibility of their guests.

Ukrainian individuals and families arriving via either scheme will be entitled to Universal Credit as a minimum – however it should be noted that this could take 6 to 12 weeks to establish. Benefits, housing and NHS regulations have recently been amended to allow people fleeing the war to access the welfare system and public services – this will be important if families stay after the initial 6 month period.

Other Visa options may be available – study, visitor visas etc.

4. Management of the Fund

The Fund will be hosted by The Westway charity. The Fund's board however will be independent from the main business of the charity.

The Westway Trustees and Ukrainian Support Group manages, and is responsible for, the affairs of The Fund. It consists of eight Board Members:

Representative are elected at the first meeting of the Board by the other Board Members and annually thereafter (virtual meetings). The Board nominates a Chair at its first meeting and annually thereafter.

It is the duty of each Member of the Board:

- (a) to exercise their powers and to perform their functions in the way that they decide in good faith would be most likely to further the purposes of The Fund;
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances

Board Members must be:

- (a) 18 years or over
- (b) not disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

Appendix A contains details of how the Board operates.

5. Income into the Fund

The Board decides how best to maximize the income coming into the Fund. All income generation must comply with The Westway's Donations Policy and is managed via the organisation's Xero accounting system.

The Rotary Club of Caterham will participate in fundraising via its on-line platform (and associated governance) and in its absolute discretion may decide to remit to The Fund a portion or portions of

money so raised, for onward distribution by The Westway – on receipt of a reasoned request and usually by way of a lump sum payment in advance of distribution.

6. Expenditure by the Fund

The Fund must be applied solely in accordance with the above object. The Board must agree, publish and follow the process and criteria for giving grants.

Funds can be used to support:

- (a) Host families with costs relating directly to their Ukrainian guests.
- (b) Ukrainian families hosted in the area CR3 & CR6 – to support with the provision of items and services that are essential, or that help normalize their difficult situation. Funds are available for children and adults (and pets) but are not available to be sent overseas. Requests for overseas finance would be considered by the panel (eg. To support retrieval of documents), and signposting provided.
- (c) Agencies or individuals requiring translation services to meet key needs
- (d) Agencies organising services and events that are requested by local Ukrainian families

At the first board meeting The Board, whilst considering funds available and number of local families in need, must agree a maximum grant amount and whether multiple grant applications will be considered (and over what period of time).

7. Voluntary winding up

The Fund may be dissolved by resolution of its Board at a general meeting called in accordance with the requirements below. The resolution for the winding up of The Fund may contain a provision directing how any remaining funds shall be applied in a manner that best meets the object of the Fund.

8. Interpretation

In this document a “connected person” means:

- (a) A child, parent, grandchild, grandparent, brother or sister of a Board Member-
- (b) The spouse or civil partner of a Board Member or of any person falling within sub-clause (a) above;
- (c) A person carrying on business in partnership with a Board Member or with any ay person falling within sub-clause (a) or (b) above;

Appendix A - How the Board operates

1. Responsibilities of the Chair

- (a) The Chair is responsible for chairing meetings of the Board, and for managing the Fund and representing it externally between meetings. If they are unable to chair a meeting, one of the other Board Members will do it by agreement.
- (b) The Westway Bookkeeper (Xero Accounting system) is responsible for maintaining the financial integrity of the Fund. In particular they must ensure that:
 - i. All income and expenditure is recorded in accordance with accounting best practices
 - ii. Payments are identified with an appropriate reference to ensure that there is a full audit trail enabling reconciliation with all paperwork and grant applications.
 - iii. Regular reconciliations take place and income/expenditure accounts are produced and can be presented to the Board
 - iv. Annually and / or when the Fund is wound up, accounts are produced and these are independently examined as part of The Westway's annual Charity Commission inspection.

2. Meetings of the Board

Board Meetings can be held with members present in a room, via on-line conference software (zoom, Skype etc), or a combination of both.

1.1. Calling Meetings – or applications can be considered via email as per covid restrictions

Any Board Member may call a meeting of the Board. Three days' notice are required for each meeting unless the need is agreed as urgent. The Chair can forward applications to Board Members.

1.2. Procedure at Meetings (or email correspondence)

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken – the quorum is **five** Board Members
- (c) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (d) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

1.3 Participating by electronic means

- (a) A meeting may be held by via on-line conference software as agreed by the Board Members in which each participant may communicate with all the other participants. Notes will be kept.

3. Benefits and payments to Board Members and connected persons

No Board Member or connected person may:

- (a) Buy, sell or receive any goods or services from The Fund on terms preferential to those applicable to members of the public
- (b) Be employed by or receive any remuneration from The Fund
- (c) Receive any other financial benefit from the Fund.

4. Conflicts of interest and conflicts of loyalty

All Board Members must:

- (a) understand and declare the nature and extent of any potential or actual conflict of interest or loyalty, direct or indirect, which they have or which they may have
- (b) absent themselves from any discussions of the Board in which it is possible that a conflict of interest will arise between their duty to act solely in the interests of The Fund and any personal interest (including but not limited to any financial interest).
- (c) In the case of clause (b) above not vote or be counted as part of the quorum in any decision of the Board. The reason for this will be minuted.

Note – Board members can nominate individuals and families for funding.

5. Process Outline

