



# Bridgnorth Food Bank Constitution

## **1. Name & Principal Office**

The name of the Organisation is Bridgnorth Food Bank – a non-profit making social venture which is part of the Bridgnorth Community Trust, a Charitable Incorporated Organisation – Registered Charity Number: 1154617.

The Bridgnorth Food Bank principal office and operational base is:

**Number Seven, West Castle Street, Bridgnorth, Shropshire WV16 4AB.**

## **2. Objects & Activities**

The principal purpose of the Bridgnorth Food Bank is the provision of emergency food assistance to people in need and the alleviation of poverty.

The main area of operation of Bridgnorth Food Bank will be to support the residents of Bridgnorth and the surrounding villages and towns within a 15 mile radius. However at the discretion of the Organising Team, residents from outside this area may be supported.

In addition the Bridgnorth Food Bank Organising Team may, at its discretion, use items and/or funds donated to:

- Support other locally-based Food Banks
- Provide assistance – practical or financial – to other local charities and non-profit organisations that have similar objectives
- Organise and/or facilitate Money Management, Housing or other relevant courses and advice to clients requiring assistance
- Refer clients to other organisations and statutory bodies that are able to assist with advice and/or practical support

Although Bridgnorth Food Bank has been set up by local Churches the services provided are available, without discrimination, to anyone regardless of their faith/beliefs.

Approved local organisations and service providers will refer potential recipients of support to Bridgnorth Food Bank. The Organising Team, at its discretion, will determine whether support will be provided and the period over which assistance will be given.

## **3. Fundraising & Expenditure**

Bridgnorth Food Bank may finance its Objects & Activities and provide its services through donations and gifts received and, if approved, through the raising of loans and/or grants raised for specific purposes.

## **Bridgnorth Food Bank**

**Number Seven | West Castle Street | Bridgnorth | Shropshire | WV16 4AB**

**07960 285520 | [contactus@bridgnorthfoodbank.co.uk](mailto:contactus@bridgnorthfoodbank.co.uk)**

**[www.bridgnorthfoodbank.co.uk](http://www.bridgnorthfoodbank.co.uk)**



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Where appropriate the Organising Team may approve the payment of expenses incurred by individuals acting on behalf of the Bridgnorth Food Bank.

Bridgnorth Food Bank reserves the option to employ personnel on contracts of employment if and when the extent of activities warrants the necessity of part-time or full-time staff and/or make payments for services provided by individuals or organisations on its behalf.

## **4. Organising Team**

Bridgnorth Food Bank will be supervised and managed by an Organising Team comprising:

- Volunteers – individuals, and representatives of local Christian Churches or other Organisations committed to the Objects & Activities of Bridgnorth Food Bank
- At least one Trustee/Director of Bridgnorth Community Trust or person(s) nominated on its behalf

A quorum of the Organising Team shall comprise a minimum of 5 members.

Sub-committees may be appointed to undertake and determine specific activities, subject to conditions imposed by the full Organising Team.

The Organising Team shall appoint the following:

- A Chair who will be responsible for facilitating Meetings of the Organising Team
- A Deputy Chair who will act in the absence of the Chair
- A Treasurer responsible for monitoring and reporting income and expenditure
- A Minutes Secretary who will ensure accurate notes and agreed action points of Meetings are recorded
- Food Bank Team Manager
- Publicity Officer
- Fund Raising Officer

With the exception of the Chair, individuals may hold more than one office. Those appointed may serve for a period of up to 3 years and may be re-appointed at the end of their term of office. Normally appointments will be affirmed at an Annual General Meeting, unless a vacancy arises mid-year.

An Annual General Meeting of the Bridgnorth Food Bank shall be held each year at which a report on activities and financial accounts will be approved and if appropriate, appointments to the Organising Team confirmed.

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