



NEWSLETTER

August 2017

NOTICE OF CAP
ANNUAL GENERAL MEETING

To be held at:-

Paston & Gunthorpe Community Centre

Hallfields Lane, Gunthorpe,

Peterborough,

PE4 7YH

On

Wednesday 27th September 2017

7pm for 7-30pm start

The AGM affords the opportunity for CAP members and all interested parties to receive an update and progress report on the activities undertaken by the organisation in the year to March 2017 and to elect the Executive Committee for the following year.

1 From the chair.

The first page of this newsletter is notice of the AGM in September. I am sure that I don't need to remind you all that this is an important meeting in our calendar but I will remind you of the importance membership participation in CAP events. I have to mention, despite the fact that all the current Executive Committee stand down at the AGM, that we will be losing 2 of the team. John Burbage and Sue Schofield have announced that they will no longer be part of the CAP Executive. This means that there will be plenty of opportunity to take a more active part in the running and direction of CAP. When the information pack about the AGM comes out there will be a "Nomination Form" which may be used to put forward your nominations for the 4 Officer and 4 General Member roles. Please don't be shy about becoming part of the Executive. Everyone is welcome at the AGM. Generally groups send 2 representatives, but don't forget that only paid up members may take part in any vote and it is one vote per member. I look forward to seeing you all at the AGM.

2 Community Asset Transfer

The Asset Review Working Group continues with the work of the Capital Asset Transfer Project. We have continued to have regular meetings and the discussions with various centres continue. CAP called for a special meeting to express our concerns about the apparent lack of progress and difficulties with conflicting messages from various quarters including city councillors, council departments and outside contractors. Assurances were received that PCC is committed to the Asset Transfer Programme. There is a timeline in place to have completion by December 2018 and a target of 20 resolutions by March 2018. Concerns were raised about centres being pressed for a decision about CAT and that not all the information required had been given by PCC and that nothing is known about the likely format of the "Trust Model" which is scheduled to be presented at the AGM. The group is also looking to improve communications with groups at large and a community conference is being planned for February 2018. Norfolk Property Services are now responsible for council buildings and we are working closely with them on this project and working toward having a more formal and consistent approach to repairs.

3 Forum Review

The forum held in June at the Allia Future Business Centre was somewhat disappointing. It was attended by just 10 people representing 7 community centres, and the guest speaker did not attend because of unforeseen circumstance. However, we did have some quite frank and lively discussion relating to asset transfer which has subsequently been taken back to the working group (see above). John Mason did a very quick overview of business planning and it is hoped to bring this subject to a later meeting. There was also a discussion relating to insurance and cover for volunteers (see below)

4 Insurance

It seems that insurance cover varies considerably between centres and perhaps it is timely to reiterate that it is wise for all centres to have proper insurance to cover risk. As a charity trustee you should understand your responsibilities for risk management and control this process and ensure it is carried out. Consider what you may lose or suffer and how likely it is that the event could materialise. Then consider the extent to which you can afford to bear that risk identified. It is advisable to review the insurance that you have on a regular basis and build up a good working relationship with your insurer.

Basic insurance you must have

- Employers Liability – if you have paid employees
- Public Liability – this may cover volunteers, but ask your insurer.
- Motor Insurance – if you own vehicles

Other Risks to consider

- Building Insurance – Where the building is owned by the council then it will be covered under the council's blanket building policy.
- Contents Insurance – value of your physical assets
- Activities/Special Events – Carnivals etc.

Buying appropriate cover.

Just to clarify you may have your insurance with any reputable insurer (You are not tied to Zurich as some centres thought). When purchasing insurance it is imperative that you disclose any material facts, so be as open as you can with your insurer. Make sure that you tell the insurer how you minimise any risk that you have identified, and it is always advisable to get competitive quotes so shop around. There are some companies that specialise in charity insurance and may be able to offer combined policies to give the benefit of having all insurance in one place.

Insurance Companies known to CAP

- CaSE Insurance, an NCVO Trusted Supplier
- Zurich Insurance
- Allianz Insurance
- Alan & Thomas Insurance Group

The above are just a few that are known to us. There are a many insurers in the market place and we make no recommendation on which insurer you should choose.

5 Governance

NCVO have informed us that a brand new “Charity Governance Code” has been published. The guide is specifically for smaller charities. The aim of the code is to help charities and their trustees develop high standards of governance. As a sector, we owe it to our beneficiaries, stakeholders and supporters to demonstrate exemplary leadership and governance. The Code is a practical tool to help trustees achieve this. The Code is not a legal or regulatory requirement. It draws upon, but is fundamentally different to, the Charity Commission’s guidance. Instead, the Code sets the principles and recommended practice for good governance and is deliberately aspirational: some elements of the Code will be a stretch for many charities to achieve. This is intentional: we want the Code to be a tool for continuous improvement towards the highest standards. The Code has been developed by a steering group, with the help of over 200 charities, individuals and related organisations and includes

- Organisational Purpose
- Leadership
- Integrity
- Decision making and Risk Control
- Effectiveness
- Diversity
- Openness and accountability

Data supplied by NVCO.

You may want to know that membership to NCVO is free to those organisations with an annual income of less than £30,000 per annum

Contact www.ncvo.org.uk

6 Health and Safety

Cambridge Acre have notified us of a Health and Safety & PAT Testing Training Event to be held on Monday 16th October 2017 at Wisbech St Mary Community Centre, Beechings Close, Wisbech St Mary, Wisbech, PE13 4SS

Health & Safety Session (FREE) 10am – 12pm

This course will provide trustees with a better understanding of health and safety policies and the legislation requirements to run your hall or community building. Topics covered by this course

- Legislation affecting your hall
- Health and Safety policies
- Employment – H&S
- Equality Act

PAT Testing Session (£65 +VAT per person) 1pm – 4pm

The afternoon session will cover PAT testing, this training is provided by Quick Test specialists in this field and a fee for each trustee attending this session will be required. The Quick Test PAT training includes both theory and hands-on practical training. The course material is based on the IET Code of Practice for In-Service Inspection & Testing of Electrical Equipment. All delegates receive a comprehensive illustrated training manual which is used throughout the course. Delegates keep the manual as an on-going reference tool. On successful completion delegates are awarded a certificate of competence in PAT testing. Topics covered by this course

- Responsibilities for appliances in community buildings including all appliances brought in to the premises
- Electrical appliance risk assessment
- Visual Inspection
- PAT Testing

CAP is looking to get one or two people to attend this session, who would then be able to carry out this work across our own centres as required.

If you (or someone you know) would like to volunteer for this opportunity then please contact any of the executive team and we will book a place.

CAP will be happy to pay the course fee and travelling expenses

7 Protect your IT System

As an organisation you will be dealing with sensitive information and data about your supporters, members and donors. Their details could be at risk if you don't suitably protect your computers. There is a bewildering array of malicious software, worms, Trojans and phishing many of which masquerade as trustworthy web sites but they are out to trick you. According to experts many charities do not secure themselves properly and this could result in a breach of security, loss of data, or just time wasted to recover the situation.

Ways to avoid disruption

- Install anti-virus software
- Keep your system up to date
- Install Spybot and Ad-aware
- Firewalls
- Block pop ups
- Strong user names and passwords
- Be e-mail aware - Don't recognise it, Don't open it

8 Contacts

CAP Secretary: Sue Schofield – please use honsec4cap@gmail.com

CAP Website: [www. capeterborough.org.uk](http://www.capeterborough.org.uk)

Newsletter: John Mason – john.mason57@ntlworld.com

And Finally

If you have any articles, adverts, notices of future events for inclusion in the next newsletter due to be issued in December 2017, will you please let John Mason have the details by 15th November 2017 and he will do his best to include them.