

A suggested operating framework for the St Andrew’s Stapleford - Nachingwea Link Committees. Final draft for review and approval

1. Overview

The St Andrew’s Stapleford – Nachingwea Link (hereafter the Link) between St Andrew’s Church, Stapleford and St Andrew’s Church, Nachingwea, was set up in 1981 by British missionary Fr Bill Spencer (Vicar of Nachingwea) and his friend Revd Colin Davison (Vicar of Stapleford).

Over the early years and latterly, a series of reciprocal visits to and from Nachingwea have built friendship, trust and a common understanding of the many challenges faced by the Nachingwea community.

The Link is managed by two committees: a Stapleford Link Committee and a Nachingwea Link Committee. The Stapleford link Committee has Sub-Committees responsible for Agriculture and Technology, Church, Education, Health and Medical and Fund-raising.

The Stapleford Link Committee operates as a sub-committee of the PCC of St Andrew’s, Stapleford, and funds raised are eligible for Gift Aid (see note\*) where applicable.

The Link is now well established and active across many areas. From time to time it is appropriate to review the ways in which the Link operates. This document is intended to provide both Link Committees with a starting point for such a review.

The review covers the ways in which projects are initiated and approved, how funds are transferred, and how the structure of the two Link Committees is set up and managed. It is suggested that, after both committees have given due consideration, amendment and approval, a final text is approved then reviewed every three years.

2. Aim

The aim is to raise funds to support a wide range of projects in Nachingwea on a shared cost basis. Money raised in the UK should be partly matched by funds raised locally in Nachingwea, or by local practical input.

One-off large projects may be solely funded by the Stapleford Link Committee, but this will be the exception.

All projects should improve the quality of life in Nachingwea and benefit the whole community. Consideration is given to the potential sustainability of projects and the provision of available resources, through sponsorship, gifts and fund-raising.

3. Procedure

The chair of the Stapleford Link Committee receives fully documented and costed proposals for a project from the chair of the Nachingwea Link Committee, after approval by the full Nachingwea Committee. These will be reviewed by the appropriate Stapleford Link Sub-Committee and then presented to the full Stapleford Link Committee for a decision, minuting and action.

Since the Stapleford Link Committee only meets every 2 months, proposals should normally be sent at least 3 months ahead to allow time for proper consideration. In exceptional circumstances funding may be approved by email discussion and then formally approved and minuted at full meetings.

4. Accountability and Transparency

As a sub-committee of the PCC the Stapleford Link Committee does not have direct access to any funds.

Income - All Link funds received are banked by the PCC and allocated to the Link. The Link however monitors income and regularly reconciles the estimated income figures against the official PCC accounts.

The income figures are advised at regular Link meetings and a breakdown of the total is advised by project category. This ensures that, where a donor has requested their donation be earmarked for a specific project, then their request is honoured.

Expenditure – All expenditure is agreed/declined at full Stapleford Link Committee meetings. This is by proposals from the Stapleford Link sub-committees. All requests are reviewed and either agreed or declined. All expenditure is then recorded in the Stapleford Link Committee Minutes.

When expenditure is agreed by the Stapleford Link Committee the request to send funds is passed to the PCC. Funds are then sent by bank transfer. A bi-lingual Money Transfer Confirmation Form 1 is sent by the Link to the Nachingwea Chair~~.~~ This details the breakdown of the funds sent, by project. This is signed by three representatives as ‘funds received’. One copy is returned and the other retained.

Once the money has been spent in Nachingwea a bi-lingual Money Transfer Confirmation Form 2 is completed, signed by three representatives and returned, confirming that the money has been spent on the listed projects. Receipts should be attached.

\*Gift aid – gift aid is also claimed by the PCC. The Link keeps a note of expected gift aid. This is reconciled quarterly with the PCC and gift aid allocated to Link.

5. Committee Structure

The Link Committee is normally made up of the Chair, Treasurer, Secretary and, as appropriate, the Chairs of the Sub-committees or their representatives.

Each sub-committee - Agriculture & Technology, Church, Education, Health and Medical and Fund-raising - is made up of a Chair plus others who have an interest and expertise.

As the roles of Stapleford Link Committee Chair and Nachingwea Link Committee Chair are key to the partnership, both committees should develop clear succession plans including a period for transfer of responsibilities.