

Operating Model of Heckington Living

Date of Operating Model: Approved 29th September 2020

1. Aims

1.1 The aims of Heckington Living are:

- i) To publish 'Heckington Living', a bi-monthly village magazine covering the Heckington* area.
- ii) To use, where available resources allow, the funds that we raise and the resources and facilities of Heckington Living to advance the community of Heckington, for the benefit of local people, by:
 - Supporting innovation and initiatives by individuals and group, working to develop and deliver services or social or cultural activities, where they directly benefit the people of Heckington.
 - Promoting existing voluntary groups in Heckington, by helping to raise their public profile, working with them to increase public awareness, support and participation.
 - Promoting partnership working with individuals, groups and bodies in Heckington that contribute to local community services and social and cultural activities in Heckington.
 - Delivering such services and activities directly, where they benefit local people.

* By 'Heckington' and 'the Heckington area' we mean the villages of Heckington, East Heckington, Great Hale, Little Hale and local environs.

2. How Heckington Living delivers these aims

- 2.1 Heckington Living is managed by a Committee, elected at the AGM. The Committee elects a Chair, Vice Chair, Secretary and Treasurer and may co-opt members on to the Committee in accordance with the Constitution.
- 2.2 The Committee conducts Heckington Living in accordance with the terms of the Constitution, and operates in accordance with its operating model, financial and other procedures at all times.
- 2.3 The Committee appoints the Editor (of the magazine) and the other volunteers who, together, produce and distribute the magazine.
- 2.4 The Committee and volunteers ensure, through publication and sales of the magazine, that Heckington Living remains financially viable. Any financial surplus generated is used to further the aims of Heckington Living.

Aim 1 (publication of the magazine)

- 2.5 Aim 1 is our primary purpose. Managing and financing publication of the magazine and improvement to the magazine will always take priority, in terms of the assignment of resources, over any other aim or activity.

Aim 2 (other activities)

- 2.6 Where resources and finances allow, we will consider using them to further Aim 2 (our secondary purpose). We may do this by:-
- i) Providing additional services or activities, under the direct management of Heckington Living;
 - ii) Considering applications from individuals and groups wishing to affiliate to and operate under the name of Heckington Living (i.e. the ‘Heckington Living banner’); and
 - iii) Funding or awarding, by way of grant, an amount of money to the individual or group, for the purpose of the development or delivery of their services or activities, either on a one off basis or over a fixed term.

Directly provided services or activities

- 2.7 Where a service or activity is provided directly by Heckington Living, one or more volunteers will be appointed to manage the service or activity on behalf of the Committee.
- 2.8 Directly provided services and activities must be managed and operated in accordance with the operating and financial procedures of Heckington Living.

Affiliated individuals and groups

- 2.9 Applications for affiliation will only be considered from individuals and groups whose aims broadly align with those of Heckington Living.
- 2.10 Affiliates may operate independently of Heckington Living, in which case their assets and liabilities are owned solely by them. Affiliation to Heckington Living does not imply any financial or legal liability for the activities of affiliates, unless specifically agreed by the Committee, and no such liability shall be attached by affiliates to Heckington Living, nor any claims brought against Heckington Living.
- 2.11 For the duration of their affiliation, Heckington Living will support affiliates, as resources allow, with such matters as promotion, development, management, website, email facilities, social media presence, and other matters as agreed by the Committee. Heckington living may also agree to fund or part fund their activities (see 2.14 below).
- 2.12 For the duration of their affiliation to Heckington Living, affiliates:

- i) Must report, each month, to the Committee, on their progress toward meeting their aims and compliance with the terms of their affiliation;
- ii) Must comply with Heckington Living's financial procedures in respect of any money paid to or received from Heckington Living;
- iii) Must act to uphold the good name of Heckington Living, and to support the aims of Heckington Living;
- iv) Must not act in any way, or make statements in public which might damage the public reputation of Heckington Living or its members and volunteers; and
- v) Must not enter into any financial, contractual or other arrangements in the name of Heckington Living, or which makes Heckington Living or its members responsible, accountable or liable to any third party, without the prior written agreement of the Committee.

2.13 Failure to comply with these requirements may result in termination of the affiliation, at the sole and absolute discretion of the Committee.

Funding and the awarding of grants

2.14 Heckington Living may agree to fund, part fund or award a grant to an individual or group, whether affiliated or not, for the purpose of the development or delivery of their services or activities.

2.15 Such funding or grant may be one-off or for an agreed fixed term.

2.16 Such funding or grant may only be agreed where the aims and purposes of the applicant are adjudged by the Committee to be consistent with those of Heckington Living.

2.17 Such funding is awarded at the sole and absolute discretion of the Committee. Decisions of the Committee are final and are not subject to appeal.

2.18 Individuals or groups wishing to receive funding or grant from Heckington Living must complete the agreed application form and submit it to the Committee Secretary. The application will be considered by the Committee at their earliest opportunity and decision of the Committee communicated to the applicant as soon after the Committee meeting as is reasonably practicable.

General provisions

2.19 Heckington Living is a small unincorporated association, run entirely by volunteers. We wish to work with other individuals and groups to the benefit of Heckington people. In doing so we rely on friendly relationships and a spirit of mutual trust and cooperation with those individuals and groups. Where we enter into the arrangements described above, we do so in good faith and in the hope that by working together, we will make a positive difference to the people of Heckington. However, to protect Heckington Living and our members, we reserve the right to

terminate or withdraw from any such arrangement at any time, with immediate effect and at the absolute discretion of the Committee.

On termination of arrangements

- 2.20 On termination of affiliation or funding, the arrangement will cease with immediate effect. Any and all assets or property borrowed from or belonging to Heckington Living, including any accounts, passwords and records, must, within 7 days, be returned or surrendered by the third party to the Chair or Secretary of Heckington Living.
- 2.21 Neither affiliation to nor funding by Heckington Living, nor permission to use any property, equipment, software, websites, accounts, policies, facilities or other resources belonging to Heckington Living, implies any transfer of ownership, in whole or in part, to the affiliate. On termination, the affiliate has no claim over any of the above and no such claim shall be brought against Heckington Living.
- 2.22 Similarly, Heckington Living shall not bring any claim against a former affiliate for property, equipment, software, websites, accounts, policies, facilities or other resources belonging to the former affiliate. Where funding or grant has been awarded by Heckington Living to an affiliate to fund the purchase of any of the above by the affiliate, they remain the property of the affiliate unless they were made in the name of Heckington Living, or a specific agreement has been made between the affiliate and Heckington Living.

3. Revision of the model

- 3.1 This is the first iteration of Heckington Living's operating model and as such, may need to be amended periodically. Heckington Living reserve the right to do so at any time. Where such an amendment alters the terms of affiliation, Heckington Living undertakes to give 14 days notice to the affiliate, who may choose to withdraw from the arrangement by notice to the Secretary.

Version 1.2 (Draft) 12th September 2020

Version 1.4 (Approved) 29th September 2020

Heckington Living

Application for funding or grant

1. Applicant details

Name of individual or group

Address

Phone number

Email address

2. About you or your group (tell us about your purpose, your activities and/or the services you provide or wish to provide in Heckington).

3. About you're other funding sources (tell us about your existing funding sources and why you need our help).

4. About how how you will spend the money (tell us how you propose to spend the money received from Heckington Living).

5. Declaration

I/we hereby declare that the information detailed in this application is true and accurate.

Name of person completing this form:

Signature:

Date:

Heckington Living

Application for affiliation

1. Applicant details

Name of individual or group

Address

Phone number

Email address

2. About you or your group (tell us about your aims, your activities and/or the services you provide or wish to provide in Heckington).

3. About how affiliation to Heckington Living will help (tell us how you envisage working with Heckington Living, the help that you require and how you believe that affiliation will assist you to meet your aims).

4. About your funding (tell us how you propose to fund your service or activity, and whether you are likely to require financial assistance from Heckington Living to meet your aims - note that if you are also asking for funding, you will need to complete our Application for funding or grant form)

5. Declaration

I/we hereby declare that the information detailed in this application is true and accurate.

Name:

Signature:

Date: