

CV19 RESPONSE PLAN

As a Charity we want to have in place a process that can respond very fast to requests for assistance arising from the Covid-19 emergency.

The Trustees hereby agree by a unanimous internet vote to the following:

1. The Chair of WUC is authorised by the Trustees to make awards without recourse to fellow Trustees, subject to the conditions below.
2. This plan refers only to requests arising from the Covid-19 national emergency or local arrangements relating to it.
3. The chair is empowered to make any number of single grants of up to £500, subject to a total limit of £5,000. Any extension beyond to be granted only with the consent of the Trustees.
4. Grants should be made by Bank Transfer wherever possible. The Treasurer may draw up to £500 in cash to be used by the Chair but only if that is the **only** method to respond to a request (cash is not recommended due to viral contamination risks)
5. All grants must continue to fall within the spirit of our Objects.
6. Applications should be made using the appropriate form (available from the website or the Chair. The Chair will record on or attached to the application form the decisions including the reasons for acceptance or refusal. This will be signed by the Chair for accountancy purposes.
8. The Treasurer will work with the Chair to keep appropriate matching financial records.
9. This special plan will run until the end of April as a trial, then be adjusted according to experience, with reviews at the end of each month and kept in place until the end of September 2020- extendable by agreement of the Trustees only if the emergency is still in place.
10. The Chair will report periodically to the Trustees at Formal Trustee Meetings on the status of the plan and the actions taken. Formal Trustee Meetings can be held electronically if government restrictions on movement remain in place.
11. Steps will be taken to alert all interested parties to the availability of this help and make forms easily available..

This emergency action does not in any way affect our ability to continue to receive requests and make grants according to our Constitution and rules.

Agreed by email 11-12th April 2020

