

Suffolk Sober Spaces



Together, Through music, We celebrate recovery

March 2024

For the attention of Lowestoft Town Council Finance and Governance Committee Members,

Dear Committee member,

We are writing to request your kind financial consideration that will support our Constituted Community Group. Please find below all information requested and please do not hesitate to contact me should you require any further clarification.

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8. Any DBS checks needed.
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Yours faithfully,

REDACTED

Chairperson

Suffolk Sober Spaces

Woodbury House

Mill Road

Lowestoft

Suffolk

NR33 0PP

Tel: REDACTED

SUFFOLK SOBER SPACES, Lowestoft, Suffolk UK.

Suffolk Sober Spaces is a not for profit CCG – Organising Open Mic and entertainment Events that support anyone in recovery from addiction to drug, alcohol and substance abuse, domestic abuse, and mental health problems. Established 27th of August 2022, our motto is 'Together, Through Music We Celebrate Recovery'. Supporting the development of confidence of individuals, through development of talent, musical and performance skills, whilst in a supportive group that encourages respect and friendship.

Background and needs:

- Increased abuse frequency.
- Deaths as a result of abuse.
- Increased counselling and support requests.
- Need for non-judgemental environment that encourages and supports recovery.

Constitution for 'Suffolk Sober Spaces'

Name

The name of the group is '**Suffolk Sober Spaces**'. Called 'the group' in these rules.

Mission Statement.

We will be East Anglia's premier Open Mic and Events steering group in support for anyone in recovery from addiction to drug, alcohol and substance abuse, domestic abuse, mental health problems.

The Team is open to everyone who supports our ethos.

All financial contributions raised will be reinvested for future growth and expansion.

To establish, maintain and continue to grow our relationship with local businesses and the wider community.

We will provide a safe and secure, welcoming, alcohol & substance free environment for enjoyable entertainment that perpetuates our reputation and attraction for all.

Future Goal is to assist those in their journey of recovery and personal voyage of discovery.

Aims of the group

- Together, Through Music We Celebrate Recovery.
- To celebrate and showcase the journey of recovery through performance and creative arts
- To provide a safe and supportive environment for those in recovery to express themselves.
- To break down and challenge stigma around recovery.
- To facilitate an inclusive approach to recovery
- To network and create performance opportunities for the recovery community.
- To provide information/networking to increase awareness and understanding of what recovery is about.

Powers

- To raise funds and receive contributions, donations and otherwise, provided that the group shall not undertake any permanent trading activity;
- To bring together representatives of voluntary and statutory organisations, government departments and individuals;
- To produce leaflets/posters to publicise group activities;
- To hold regular meetings that conform with CCG requirements
- To pay the necessary expenses involved in running the group;
- To employ staff, when necessary, to carry out work and training.
- To undertake any other lawful activity to further the group's aims.
- The steering group, under the governance of the Chair, Treasurer and Secretary will conform to all statutory legal requirements such as HASAWA, Risk Assessments, Insurance cover.
- Finances will be controlled by the Treasurer. All expenditure will remain within allocated budgeting, with no risk, and regularly reviewed by the Chair and steering group at every meeting.
- Monthly expenditure will be formally shared and reviewed by the steering group and any other parties deemed necessary.

Membership

- Membership is open to anyone who considers themselves to be on a journey of recovery, (This could be recovery from substance misuse, mental health and / or anything else.) also artists and public that respect our mission.
- The group is led by a stable committee of identified individuals (Steering Group).

Steering Group

The group shall elect a committee of between 3 and 10 members who will direct the policy and management of the group. They shall be elected to serve for one year after which time they may stand for re-election.

The chair will have a casting vote in the event of a tie.

The committee will have the power to co-opt members if it wishes to use this power.

The committee will meet a minimum of 6 times a year. The quorum level will be set at 4 members

From amongst the committee, a chairperson, a secretary and a treasurer will be selected. Other members may be appointed to undertake any particular responsibilities within the group as required.

Meetings

General meetings will be held as often as necessary and at *least (suggested four or six)* times a year.

An annual general meeting (AGM) of the group shall be held every year in the month of July. All members shall be notified not less than fourteen days before the meeting. An agenda will be circulated. Business of the AGM will include electing the committee; reporting on the activities during the year, amendments to the constitution and approval of the group's accounts.

An extraordinary general meeting (EGM) can be held at the chair's discretion or by a written request to the chair of not less than 3 Members. The meeting shall be called within twenty-one days of such a request and appropriate measures taken to inform all members. An extraordinary general meeting should only consider the business specified in the request.

Finances

- Any money raised shall be used to further the aims of the group and for no other purpose;
- A bank account will be opened in the name of the group;
- The account will require two signatures on any cheque or other bank document (except paying in slips). There will be three signatories available to the treasurer for signing cheques.
- A simple written note of the group's financial position, will be produced and available at committee meetings;
- A statement of accounts verified by a competent person who is independent of the group shall be tabled at the AGM;
- No member shall derive any financial benefit from the group, except for payment of 'reasonable expenses';
- No money will be paid out in the name of the group without a receipt being presented.

Amendments to the constitution

If amendment(s) to the constitution are necessary, members will be informed in writing and given the opportunity to consider and vote on the amendments. The amendment(s) will be made if there is a two-thirds majority vote of members.

Dissolution

If the committee, by a simple majority, deem it advisable to dissolve the group, it shall call a meeting of all the members of the group, giving not less than 14 days' notice. If such a decision is confirmed by a majority of those present, then all the assets of the group shall be transferred to another local voluntary group or community group with similar aims.

Suffolk Sober Spaces 2024/2025 Business Plan.

Bank Account:

We have established a Lloyds Bank Treasurer's Account, secured with a 2 signatory condition for any withdrawals, transfers.

Account Name: Suffolk Sober Spaces

Account number: REDACTED

Sort Code: REDACTED

Address: Suffolk Sober Spaces.
Woodbury House,
Mill Road,
Lowestoft,
Suffolk.
NR33 0PP

Overall Goal: Our current funding (from a Turning Point Innovation Grant) is due to run out in April 2024. Therefore, as an urgent need to continue our work, we are seeking a grant of £1,980.00 to cover our operation costs for a 12 month period.

This will allow us to reinvest funds raised that will increase the quality and our ability to expand and grow.

Objectives: To generate a monthly average of 100% increased cash flow and audience numbers.

To apply for capital funding/equipment donation that will allow us to expand the number and types of events that we can offer.

Operational Events. Monthly at present plus exceptional events to increase by 30% from 15 to 20 per annum.

Increase monthly audience attendance to 40 average (200%)

'Sum up' M.P.O.S Credit Card payment machine to increase revenue possibility.
Increased revenue target £30 p.c.m. £360.00

Increase donations from local businesses and individuals by 150% to generate £1,800.00 per annum.

Urgent Equipment priority requirements are 2 speakers £800.00 each.

Creation of a dedicated website £300 plus £20.00 per annum. Domain costing and operating costs.

Green environmental ethos. Reducing costs through increasing paperless settings and increased social media marketing.

Constant performance evaluation and review of our targets and goals.

Dedicated monthly office/equipment space and printer access rental.

Investigate Match funding and Gift Aid. Requirements.

Equal Opportunities and Discrimination Description Policy Statement.

Suffolk Sober Spaces is committed to treating all people equally and with respect, irrespective of their age, disability, gender reassignment, recovery status, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation”.

Whistleblowing Policy.

The stated aim of Suffolk Sober Spaces Whistleblowing policy is: To provide an internal mechanism for reporting, investigating, and remedying any wrongdoing. Wrongdoing is anything which causes colleagues legitimate concern and which they feel it is in the public interest to raise, and which can be defined as a 'qualifying disclosure'. (covering elements such as: criminal offences, breach of any legal obligation, miscarriages of justice, danger to the health and safety of any individual, damage to the environment.) It sets out the procedure by which 'workers' (definition also included in policy) can report concerns to us about workplace practices, without fear of reprisals. Any 'worker' reporting a concern is protected when making a disclosure in the public interest by the Public Interest Disclosure Act (1998). The policy encourages members to raise any matters of genuine concern with Suffolk Sober Spaces who will take any allegations seriously and investigate matters appropriately and as far as is possible, confidentially.

Suffolk Sober Spaces Code of Conduct

Definitions

A code of conduct is an agreement between the organisation and its volunteers that explains the expected standards of behaviour to ensure the organisation is well run and everyone is kept safe.

Responsibility

- Overall and final responsibility for conduct lies with volunteers. The senior committee members are responsible for overseeing volunteers' activities and ensuring this policy is upheld.
- All volunteers are responsible for observing this policy, and related procedures, in all areas of their work for the group.

Overall policy statement

All volunteers working with Suffolk Sober Spaces must:

- Abide by the Code and Conduct and all other Suffolk Sober Spaces Policies and Procedures
- Act with integrity and honesty.
- Ensure they are aware of and comply with the organisation's policies.
- Undertake any necessary training for their role.

- Listen to and respect other volunteers, visitors and committee members.
- Promote relationships that are based on openness, honesty, trust and respect.
- Treat everyone fairly and without prejudice or discrimination.
- Ensure language is appropriate and not offensive or discriminatory.
- Ensure any equipment is used safely and for its intended purpose.
- Challenge any unacceptable behaviour and report any breaches of this Code of Conduct or any concerns without delay to a senior member of the Suffolk Sober Spaces Committee.
- Report any allegations/suspicions of abuse or fraud.
- Respect everyone's right to personal privacy and ensure that any personal information is kept secure and not disclosed.
- Volunteers are not obligated to work at specific times, but if a volunteer commits to doing something and is unable to, they must ensure that the person responsible for the task(s) is made aware as soon as possible.

Volunteers must not:

- Allow concerns or allegations to go unreported.
- Develop inappropriate relationships such as contact with children or vulnerable people that is not a part of the work.
- Share personal contact details (mobile number, email or address) or have contact with a beneficiary or vulnerable person via a personal social media account.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of anyone.
- Act in a way that can be perceived as threatening or intrusive.
- Make inappropriate promises to young or other vulnerable people, particularly in relation to confidentiality e.g. in relation to allegations of abuse.
- Act in a way that brings the organisation into disrepute e.g. comments on social media or behaviour in public.

Breaches of the Code of Conduct may result in the volunteer being asked to leave the Forum or the Suffolk Sober Spaces activity in which the volunteer is engaged.

This Code of Conduct covers all Suffolk Sober Spaces policies and procedures.

Review

This policy will be reviewed every year.

I confirm that I have read and will abide by Suffolk Sober Spaces Code of Conduct and that I am aware of and will abide all relevant Policies and Procedures.

Signed.....

Date.....

Print

Name.....

.....

Suffolk Sober Spaces Safeguarding Policy

Purpose

Safeguarding and promoting the welfare of children and adults at risk of harm or neglect.

This policy defines how Suffolk Sober Spaces operates to safeguard children, young people and adults at risk of harm or neglect.

We have a duty of care and are committed to the protection and safety of everyone who comes in to contact with it including; children, young people and adults at risk involved as visitors and as participants in all of our activities both on and off site. We also have a duty to safeguard and support our staff and volunteers.

Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all members, guests and volunteers and will be used to support their projects.

“Safeguarding and promoting the welfare of children” is defined in Working Together 2018 as:

- protecting children from maltreatment
- preventing impairment of children’s health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

Persons affected

- All staff (committee members), paid and unpaid, this includes all volunteers
- All service users
- All visitors and partners and their representatives.

Safeguarding policy

Suffolk Sober Spaces has a zero-tolerance approach to abuse. Suffolk Sober Spaces recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004 and the Domestic Abuse Act 2021.

It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. Adults will be included in swift and personalised safeguarding responses.

It is also committed to inter agency collaboration on the development and implementation of procedures for the protection of adults vulnerable from abuse, it has a duty and responsibility for making arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the adults at risk of abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Carrying out any DBS checks as are deemed necessary by the senior committee members in order to assess any potential contra indicators in relation to safeguarding.

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age or illness.

Suffolk Sober Spaces is committed to following the six key Adult principles of safeguarding adults, Making Safeguarding personal and Capacity, Consent and decision making. (Appendix 1 for details)

Suffolk Sober Spaces is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount;
 - All children, young people and adults at risk have the right to protection from abuse
 - safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
 - All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately
 - arrangements which set out clearly the processes for sharing information procedures with other professionals and with the Suffolk Safeguarding Partnership.
- Committee members, contractors, and volunteers must be clear on appropriate behaviour and responses. Where appropriate, failure by committee members, volunteers and contractors to maintain standards may be asked to leave a project.

- We promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- All Committee members are aware of the policy and procedures for the protection of children, young people and adults at risk through appropriate safeguarding training, supervision and support for staff and for creating an environment where people feel able to raise concerns and feel supported in meeting their safeguarding role.
- Committee members are given a mandatory induction, which includes familiarisation with safeguarding responsibilities and procedures to be followed if anyone has any concerns.
- a clear line of accountability for the provision of safe services exists
- a designated lead for safeguarding at Suffolk Sober Spaces.
- clear policies in line with those from the Suffolk Safeguarding Partnership for dealing with allegations against people who work with children. Such policies should make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children who has:
 - behaved in a way that has harmed a child, or may have harmed a child;
 - possibly committed a criminal offence against or related to a child; or
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Suffolk Sober Spaces will ensure that Committee members understand;

- Core legal safeguarding requirements and their responsibility to keep children and adults at risk safe.
- That all who come into contact with children and adults at risk are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children and adults at risk;
- The requirement to share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's and adults social care
- The issues of capacity, consent and decision making in relation to safeguarding adults. (see appendix 1)

4. REVISION HISTORY

This policy and related guidance will be monitored by the Management Committee on a regular basis for compliance and will be reviewed at least annually.

Date approved or amended	Amendments	Signed
	•	
	•	
	•	
	•	
	•	
	•	

Suffolk Sober Spaces

General Meeting 27/2/24 Minutes

Venue: The Mayfly. 15.00hrs

Present : REDACTED

Apologies from: REDACTED

Matters Arising From Previous Minutes

2nd speaker still for sale on Facebook marketplace for £100 o.n.o.

Apology received from Anglia Care Trust regarding communications breakdown over meetings at Surrey Chambers. Confirmed continued support.

We were pleased to see a high turnout for this meeting and actively encourage committee members to remain engaged and involved.

Sponsorship request letters. We have recently composed a new letter for seeking donations from local businesses. To comply with the law however we cannot send these out on an ad hoc basis. Committee members are encouraged to think about local businesses that would be suitable and forward a point of contact and address for the letters to be sent to.

Please forward to REDACTED via suffolksoberspacesccg@gmail.com . So that we can record the contacts appropriately.

We would also like to thank Waterstones and Tesco Express for their continued support and kind donations.

Upcoming Events.

- Open Mic 60 + Club 29th March, 26th April, May 31st
- First Light Festival 22-23rd June (TBC)
- Recovery's Got Talent Bury October 12th
- Gay Pride

Commitment made for a daytime event for the (soon to be re-named) 60 Plus club.

Another event to be planned for The Kirkley Centre.

Further information to follow when confirmed.

We are aiming to increase attendance at all forthcoming events and therefore encourage all committee members to spread the word through word of mouth and on their social media.

Financial Position.

- £205 Lloyds Treasurers Account
- £135 Cash
- £50 Chair's Float.
- Quotation obtained for Liability Insurance £250 PA. Further quotations to be sought.
- SUM UP MPOS machine for taking card payments at events still being investigated.
- Website

Volunteer needed for processing receipts to take some of the load off REDACTED and to take on more responsibility for finance. A.S.A.P.

Just Giving Page to be set up.

Webmaster

REDACTED has kindly agreed to make a website for us. It has been suggested that making a Just Giving page would be linked to the website.

Equipment Stocktake

All equipment has now been recorded and post code marked with UV pen.

Location for central storage of all equipment to be investigated.

Team Building.

By majority vote, a team building exercise will be scheduled to accompany our next AGM. that will be held in the Summer.

Marketing

As well as producing posters for our events REDACTED has expanded our social media reach by making additional posts to Tik Tok X and also in Instagram threads. Poster hot spots were discussed to gain maximum visibility. REDACTED requested to be supplied with posters to distribute for our forthcoming events.

At our most recent event, live streaming was trialled on Facebook and the response to this was very positive. Should any performers not wish to be live streamed at events this should be communicated to the reception desk and REDACTED.

East Suffolk One promoted our most recent event and are looking to schedule a meeting with us to discuss further promotion of upcoming events.

S.W.O.T Analysis

The committee have been encouraged to submit points for this so an action plan can be formed.

- STRENGTHS
- WEAKNESSES
- OPPORTUNITIES
- THREATS

Firstly consider each element and come up with ways to convert each negative into a strong positive so we grow and survive.

New Email Address

Our new address suffolksoberspacesccg@gmail.com will come into use at the end of March to allow time for new stationary to be printed and details updated with relevant parties.

Grant Application Process

REDACTED covered the categories and breakdown required for Grant Funding Application.

REDACTED explained her roles and experience thus far when dealing with grant funding:

- Lowestoft Council
- East Suffolk Council
- Suffolk County Council

REDACTED also noted

- National Lottery
- Arts Council
- Community Action Suffolk and The Kirkley Centre to advise.

After debate, concern was raised that we need to prioritise our bid in terms of operational costs, 1st year to ensure we have a cash flow when our existing Grant Funding expires in April/May.

The bidding summary will be elaborated by REDACTED ready for vetting at month end.

We will require all committee members to sign our code of conduct at the next bi-weekly meeting on the 14th March at The Kirkley Centre, London Road South, Lowestoft.

Start time:1.30p.m.

This will be the planning meeting for the next Open Mic Event (29th March – Good Friday) Posters will be ready for distribution and your attendance is encouraged please.

There were no further discussion points and the meeting closed at 16.40hours.