Reg Charity: 1219204
CHURCH OF CHRIST
36 WHITE HART LANE, LONDON, UNITED KINGDOM

ADDRESS:
Women at the Well Centre
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Church of Christ 36 White Hart Lane

GOVERNANCE FRAMEWORK

Church of Christ White Hart Lane; Charity Number: 1219204

Adopted: 10th October 2026 | Review Date: 10th October 2027

INTRODUCTION & LEGAL STATUS

1.1 Name: The charity is registered as Church of Christ, 36 White Hart Lane. DOORSTEP SUPPORT is the operating name for its community and relief arm (Food Hub & Doorstep Deliveries).

1.2 Registered Address: 36 White Hart Lane, Tottenham, London N17 8DP

1.3 Charity Number: 1219204

1.4 Email: kufreokon.kuf@gmail.com | Phone: 07873 837871 / 07393 131043

1.5 Governing Document: Constitution/Charitable Incorporated Organisation (CIO) as filed with Charity Commission.

1.6 Charitable Objects:

a) The advancement of the Christian faith in Tottenham and beyond.

b) The relief of poverty, hardship and distress through practical support including food provision.

OUR MISSION & VALUES

Mission: To preach Christ and serve community - by sharing food, hope, and the Gospel at 36 White Hart Lane and at the doorsteps of the vulnerable.

Values: Christian Love, Dignity, Integrity, Service, Accountability, Inclusivity - We serve all regardless of faith, race, gender or background.

BOARD OF TRUSTEES

3.1 Current Trustees:

- Minister Kufre Okon - Lead Minister / Chair of Trustees
- Mrs Imaobong Benson - Trustee / Treasurer
- Mr Kabnim Akpabio - Trustee / Media

3.2 Role of Trustees: Trustees are legally responsible for the governance, strategy, finance and compliance of the charity. They act voluntarily and without payment.

3.3 Appointment: New trustees appointed by resolution of existing trustees, based on Christian character, skills and commitment. Minimum 3, maximum 7 trustees.

3.4 Term: 3 years, renewable once.

GOVERNANCE STRUCTURE

4.1 Trustee Meetings: Quarterly (minimum 4 per year) plus Annual General Meeting. Emergency meetings as needed. Quorum is 2 trustees.

4.2 Management Structure:

- **Board of Trustees:** Overall strategy, legal and financial oversight.
- **Project Lead (Minister Kufre Okon):** Day-to-day leadership of DOORSTEP SUPPORT, volunteer coordination, partnership liaison.
- **Food Hub Coordinator (to be appointed):** Manages Food hub operations, stock, hygiene.
- **Delivery Coordinator (Volunteer):** Manages doorstep delivery routes, safeguarding.
- **Volunteers:** 10+ volunteers for packing, hosting, delivery.

4.3 Decision Making: Major decisions (over £500 spend, new partnerships, policy changes) require trustee approval. Day-to-day decisions delegated to Project Lead.

FINANCIAL GOVERNANCE

5.1 Bank Account: In the name of Church of Christ, 36 White Hart Lane - Charity No 1219204. Two signatories required for all withdrawals.

5.2 Financial Controls:

- All income and expenditure recorded in cashbook / QuickBooks.
- Receipts for all purchases over £20.
- Treasurer presents financial report at each trustee meeting.
- Annual accounts prepared and filed with Charity Commission.
- Grant money kept in restricted fund and tracked separately.

5.3 Budget: Annual budget agreed by trustees in September each year.

KEY POLICIES (ALL POLICIES ADOPTED BY TRUSTEES)

6.1 Safeguarding Policy: Protection of children, vulnerable adults, elderly. All volunteers DBS checked where required. Designated Safeguarding Lead: Mrs Imaobong Benson. No lone home visits - always in pairs.

6.2 Food Safety & Hygiene Policy: All food handlers hold Level 2 Food Hygiene. Temperature logs, allergen information, FIFO stock rotation. Registered with Haringey Environmental Health.

6.3 Health & Safety Policy: Risk assessments for hub and deliveries. First aid box, incident log, public liability insurance.

6.4 Equality & Diversity Policy: We serve all people equally without discrimination. We welcome volunteers from all backgrounds who respect our Christian ethos.

6.5 Data Protection (GDPR): Beneficiary data kept securely, only with consent, not shared with third parties. Privacy notice displayed.

6.6 Conflict of Interest Policy: Trustees declare any interest. A conflicted trustee does not vote on that matter. Register maintained.

6.7 Volunteer Policy: Volunteer application, induction, training, code of conduct, expenses policy.

6.8 Complaints Policy: Complaints can be made verbally or to kufreokon.kuf@gmail.com. Acknowledged within 7 days, resolved within 21 days, escalated to Chair if needed.

RISK MANAGEMENT

Main risks identified:

- Food safety risk - mitigated by training and hygiene procedures
- Volunteer shortage - mitigated by rota and church recruitment
- Funding shortfall - mitigated by FareShare partnership and diverse fundraising
- Safeguarding risk during home delivery - mitigated by pairs, DBS, log book

Risk Register reviewed annually.

ACCOUNTABILITY & REPORTING

- Monthly internal reports to Trustees
- Quarterly financial reports
- Annual Report and Accounts to Charity Commission
- Reports to funders as required
- Beneficiary feedback forms at hub

REVIEW

This Governance Framework will be reviewed annually at the AGM or when there is a major change in law or operations.

Approved by Trustees:

Date: 10/08/2026 **Minister Kufre Okon - Chair**	Date: 10/08/2026 **Mrs Imaobong Benson - Trustee**	Date: 10/08/2026 **Mr Kabnim Akpabio - Trustee**