

# Crofton Park Railway Garden Friends Group

## Constitution

1. Title           The Group will be known as the Crofton Park Railway Garden Friends Group ('the User Group') (@croftongarden on social media)  
The Committee will be the body elected by Group members to represent them in matters concerning the Crofton Park Railway Garden.

### 2. Aims and Objectives.

The aims and objectives of the User Group are:

- a. To create and maintain a sensory garden for the benefit of the local community.
- b. To enhance the biodiversity of the garden through the creation of the different habitat environments to promote outdoor learning and recreation in the heart of the Crofton Park town centre.
- c. To maximise use of the garden by encouraging and co-ordinating a broad range of recreational, social and environmental activities.
- d. To raise local awareness of the community garden.
- e. By doing so, to promote health and wellbeing, and to help people reconnect with nature.
- f. To operate in an inclusive way that promotes the use of the community garden by everyone in our diverse local community.
- g. To liaise with LBL, GTR, NR and any other relevant bodies about proposals for the future improvement and development of the Community Garden and about possible methods of financing such improvements.
- h. To liaise with community garden managers on management and maintenance programmes.
- i. To ensure that the interests of the users of the Community Garden are recognised and are accommodated in a way that is consistent with the needs of local residents.
- j. Consider and advise on the suitability of organisations, and the activity they wish to pursue, applying for facilities in the Community Garden.
- k. To receive reports and complaints of nuisance and/or annoyance and/or abuse of facilities or other matters of mutual concern, and take appropriate action.
- l. To work with all relevant local stakeholders to deliver these aims and objectives.

### 3. Membership

The Membership of the User Group is open to any person expressing a wish to be a member and who accepts the Aims and Objectives of the User Group.

### 4. The Officers

- a. The Officers shall consist of at least a Chair, Secretary and Treasurer. All these posts are open to job share and appointment of Deputies.
- b. The Officers will be elected at the first meeting following the AGM.
- c. The Officers may co-opt other Officer positions, as they may consider necessary for the carrying out of the work of the Group.

### 5. The Committee

Shall consist, where possible, of:

- a. Up to 12 individuals elected at the Annual General Meeting, who agree to accept the Aims & Objectives of the Group. From this group the Officers will be elected.
- b. The work of the Committee will not be invalid by the failure to fill one or more of the positions on the Committee, provided the rules of quorum are met. The Committee may from time to time co-opt members on to the Committee.

## 6. Powers

- a. The Officers of the User Group will have the power to open a bank account and operate it in the name of the User Group. They will be responsible for ensure the safe management of the account and ensure at all times there are at least three cheque signatories to the account, with at least two signing each cheque.
- b. The Officers, through the Treasurer, shall ensure an income and expenditure report is presented to the Committee on request, and at least once a year at the AGM.
- c. The User Group, through the Committee, will have the authority to make applications for funds/grants to assist in the promotion, development and improvement of the Community Garden and work in partnership with LBL and any other relevant bodies in achieving the aims of the applications.
- d. The Committee may set up Sub-Committees as may be necessary to assist in the furtherance of the aims and objectives. Each Sub-Committee should report to each full Committee meeting and any decisions must be ratified by the full Committee before any action taken, unless prior authority has been given.
- e. The Group will operate on a not for profit basis.

## 7. Meetings

- a. Annual General meetings
  - i. There shall be an Annual General Meeting each year to accept nominations for Membership to the Committee and to elect people to sit on the Committee. At least 21 days' Notice must be given of the AGM.
  - ii. A nominated person shall present a report on the activities of the User Group over the previous year.
  - iii. The Treasurer will present a report on the finances of the User Group.
- b. Ordinary meetings shall take place at least 4 times a year. These meetings will be open to members of the public to attend.
- c. The Committee will meet as often as they deem necessary.
- d. The Secretary shall ensure that appropriate notice of meetings and agendas are distributed.
- e. The Secretary will ensure Minutes are taken and kept for the Committee Meetings, The Ordinary Meetings and the Annual General Meeting.
- f. A nominated person in each Sub-Committee will take and keep Minutes and report to the full Committee as required.

## 8. Procedures at Meetings

- a. The Chair will chair meetings of the Committee, Ordinary Meetings and the Annual General Meeting.
- b. Voting

- i. All questions arising at a meeting requiring a vote will be decided by simple majority of those attending. The Chair of the meeting will hold the casting vote in the event of a tie.
  - ii. Wherever possible, consideration will be given to ensuring that members of the Committee who cannot attend the committee can make their views known. Voting by email may be used where appropriate.
- c. One third of the members of the Committee will form a Quorum.

#### 9) Dissolution

- a. Dissolution of the Group can be agreed at a meeting held, where 21 days notice of such a meeting was given, by a simple majority vote of those attending.
- b. Any assets held by the group will be returned to any organisation that has a valid claim to those assets, such as unspent grant aid. Any remaining assets will be donated to a local charity that the Committee considers furthers and reflects the aims and objectives of the group

This Constitution was adopted at a meeting of members on 30 January 2018

Signed\_\_\_\_BEN RAY\_\_\_\_\_Chair

Signed\_\_\_\_KAY PALLARIS\_\_\_\_\_Treasurer