

Millfields Park Users' Group Constitution

- 1. Title** **The Group** will be known as the Millfields Park Users' Group, and will be the body recognised by the Council as the group they will work with in partnership.

The Committee will be elected by the Group and will be responsible to it for carrying forward the Group's Aims and Objectives and reporting back to regular Group meetings.

Community and Leisure is the London Borough of Hackney Directorate responsible for the management of the Park.

2. Aims and Objectives.

The aims and objectives of the Group shall be:-

- a) To advise Community and Leisure Services about the management, direction, control and development of the Park (including historical property and conservation) in order to ensure its maximum utilisation for both passive and active recreational, social and play activities by individuals and organisations in the London Borough of Hackney. This will take into account the specific diverse needs of people and organisations.
- b) To liaise with Community and Leisure about proposals for the future improvement and development of the Park and about possible methods of financing such improvements.
- c) To liaise, with Park Managers on the Management and maintenance programmes and to recommend issues of maintenance which occur.
- d) To encourage, promote and co-ordinate both passive and active recreational, social, play and environmental activities, in line with Government guidelines.
- e) To ensure that the interests of the community at large and users of the Park are recognised at all points of development and are accommodated provided that they are consistent with the needs of local residents.
- f) To ensure, through liaison with the local community, tenants and residents associations, local awareness of proposals for developments within the Park.

The Committee will act as a point of contact between members of the public and the Council in relation to complaints, suggestions or other issues concerning the Park

All of the foregoing aims and objectives shall be implemented and interpreted with full regard to the equal opportunities policy of the London Borough of Hackney.

3. Membership

The Membership of the User Group shall be open to any person expressing a wish to be a member and accepting the Aims and Objectives of Millfields Park User Group.

Members of the group will be entitled to one vote at the Annual General or Ordinary Meetings.

4. The Committee

Will be responsible for:

- a) implementation of the Aims and Objectives on behalf of the Group;
- b) reporting back to the Group by means of General Meetings and other communications;
- c) convening an Annual Meeting and such other General Meetings as may be appropriate
- d) election of Officers at the first Committee meeting following the AGM
- e) co-option of up to three additional members whom the Committee feel can contribute to the development of the Park.

Will comprise where possible of:-

- f) up to 12 elected members.
- g) the Manager of the Park who will be ex-officio
- h) up to 3 other co-opted persons (see 4 e) above).

5. Exclusion of Members

It shall be a condition of membership that all members, at all times, shall conduct themselves in a reasonable manner at meetings or in premises used by the Group. Any member may be excluded from membership for a breach of this condition, or for any other conduct contravening the Aims and Objectives of the group. Any Committee member may be excluded from the Committee on similar grounds, save that:

- a) any exclusion from the Committee shall be reported to the next General Meeting of the Group and shall only continue if endorsed by the Group;
- b) a decision to exclude shall be by simple majority by those voting at a Committee or General Meeting.

6. The Officers

- a) The Officers shall consist of at least a Chairperson, Secretary and Treasurer. All these posts are open to Job Share and/or appointment of Deputies.
- b) The Officers will be elected at the first meeting of the Committee following the Annual General Meeting.

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.

7. Powers and Responsibilities

- a) The Officers of the group will have the power to open a bank account and operate it in the name of the Millfields Park User Group. They will be responsible for ensuring the safe management of the account and ensure at all times there are at least two cheque signatories to the account.
- b) The Officers, through the Treasurer, shall ensure that an income and expenditure report is presented to the Committee and to the Full membership at each meeting.
- c) The Group, through the Committee, will have the authority to make applications for funds/grants to assist in the promotion, development and improvement of the Park and work in partnership with Community and Leisure 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.

8. Meetings

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

9. Procedures at Meetings

- a) The Chairperson or his/her nominee will Chair meetings of the Committee, Ordinary Meetings, and the Annual General Meeting.

- b) **Voting:** All questions arising at a meeting requiring a vote will be decided by simple majority of those eligible to vote. The Chair of the meeting will hold the casting vote in the event of a tie.
- c) **Quorum:** One third of the members of the Committee will form a Quorum at Committee meetings. One tenth of the members of the Group will form a Quorum at AGM and General Meetings.

10 Amendments to the Constitution

- a) This Constitution may be amended by simple majority of those eligible to vote at an Annual or other General Meeting of the Group, provided that due notice of the Meeting has been given, including notice of the proposed Constitutional amendments

11 Dissolution.

- a) The Committee may move to dissolve the Group by recommendation to an Extraordinary General Meeting for which 21 days notice is given to all members.
- b) All members may vote on this and a simply majority of those voting will decide the outcome.
- c) Should the group be dissolved any funds held by the Group will be donated to the User Group, which, is nearest, geographically, to the Common. This excludes any restricted funds, which, will be returned to the donator.

This Constitution was adopted at a Meeting held on 9 February 2008

Signed _____ Chairperson_(Name) _____

Signed _____ Secretary__(Name) _____