

BARLBOROUGH COUNTRY PARK MANAGEMENT COMMITTEE CONSTITUTION

1. TITLE

- 1.1 The group will be called the Barlborough Country Park Management Committee (hereafter referred to as 'the Committee').

2. MISSION STATEMENT

- 2.1 To promote the conservation, protection and improvement of the physical and social environment of Barlborough Country Park and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the subject of improving the conditions of life for the inhabitants of Barlborough and the surrounding area.

3. MEMBERSHIP

- 3.1 The membership of the Committee shall comprise Barlborough Parish Councillors and residents within the Parish of Barlborough (the Parish Councils administrative district).
- 3.2 Membership of the Committee may be extended to other groups and organisations at its discretion.
- 3.3 All members will abide by the Committee constitution.

4. STRUCTURE

- 4.1 The Committee shall take decisions about the management and operation of Barlborough Country Park and comprise of the following 12 voting members:

Barlborough Parish Councillors – 7 member(s)
Barlborough Community – 5 member(s)

- 4.2 Others may attend Committee meetings in an advisory capacity, but they will not have voting rights.
- 4.3 Working groups shall be appointed at the discretion of the Committee to co-ordinate and implement the agreed programmes of work and to make recommendations to the Committee on future priority areas for action, allocation of resources and operational improvements.

5. CHAIR

- 5.1 The Chair, Vice Chair and Officers (Treasurer and Secretary) of the Committee will be elected annually in May.

6. QUORUM

- 6.1 No business shall be conducted at any Committee meeting unless a quorum of 5 members is present.
- 6.2 If there is not a quorum present, the Chair will adjourn the meeting and shall either:
 - (a) fix a time and place for the adjourned meeting to be re-arranged.
 - or*
 - (b) leave the business remaining to be transacted until the next meeting of the Committee,
 - or*
 - (c) continue with an informal meeting

7. OFFICERS

- 7.1 The Committee will appoint a Treasurer to manage its finances.
- 7.2 The Committee will appoint a Secretary to manage its administration.

8. FUNCTIONS

- 8.1 Protect the Barlborough Country Park environment, make provision, maintain and improve the public space.
- 8.2 To manage and operate Barlborough Country Park.
- 8.3 To promote and improve sport, recreation and leisure opportunities at Barlborough Country Park.
- 8.4 To seek the active participation of local community in the development of sport, recreation and leisure activities at Barlborough Country Park.
- 8.5 To prioritise, agree and implement a rolling programme of work for the Committee in accordance with the above.
- 8.6 To pool resources and expertise, share ideas and good practice and avoid duplication.
- 8.7 To co-ordinate and submit applications for funding which require the input of consortia and which are in accordance with the Committees agreed rolling programme of work.
- 8.8 To consequently manage any project which results from successful funding bids.
- 8.9 This will be a not for profit organisation.

9. POWERS

In pursuit of these functions the Committee shall have the power to:

- 9.1 Bring together representatives from the sport, recreation and leisure sector.
- 9.2 Arrange and provide, either solely or in partnership with others, for the strategic development of sport, recreation and leisure at Barlborough Country Park.
- 9.3 Raise funds and invite or receive donations and contributions, whether by subscription or otherwise to further the aims and functions of the Committee.
- 9.4 Appoint project staff.
- 9.5 Do such lawful things as shall further the objectives of the Committee.

10. MEETINGS

The Committee will:-

- 10.1 A minimum of 4 meetings per financial year.
- 10.2 Appoint working-groups for specified purposes and with delegated authority as and when required.
- 10.3 Have the authority to introduce or co-opt non-voting new members onto the Committee or working groups as and when required.
- 10.4 Notice of meetings, agenda items and supporting papers should be circulated a minimum of 5 working days in advance of the meeting.
- 10.5 Any agenda items, together with supporting papers should be submitted to the Secretariat at least 14 days prior to the meeting.
- 10.6 The Minutes of the meetings should be available for public inspection.
- 10.7 The Minutes of meetings should be submitted to the next available Parish Council meeting.

11. ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) of the Committee shall be held annually on a date in May to be determined by the secretariat, at which the Chair shall make a report on the work of the Committee.

At least 14 days notice shall be given of the AGM in writing to all members, accompanied by the agenda and papers signifying the business to be transacted, which shall include:

- 11.1 Confirmation of the minutes of the previous AGM and any business arising therefrom.

- 11.2 Annual Reports.
- 11.3 Annual Balance sheets and Treasurers report.
- 11.4 Notified amendments to the constitution.
- 11.5 Any item duly notified by a member
- 11.6 Receive nominations for Chair and Vice Chair and vote thereon.

12. EXTRAORDINARY GENERAL MEETING

By simple majority of the Committee or by a request signed by at least 3 members, an Extraordinary General Meeting (EGM) shall be convened by the secretariat. At least 14 days notice in writing shall be given to all members, together with details of the business to be transacted.

13. RESOLUTIONS

- 14.1 Each member organisation shall have one vote.
- 14.2 Decisions of the Committee and Annual General Meeting shall be made by simple majority, voting will be by a show of hands or, if the Chair so determines, by ballot.
- 14.3 In the event of an equality of votes the Chair shall be entitled to a second or casting vote.

14. EXPENSES AND ALLOWANCES

- 14.1 Expenses and allowances will be the responsibility of the Committee.

15. AMENDMENTS TO THE CONSTITUTION

- 15.1 Any resolution for the alteration of the constitution must be submitted to the Secretary in writing, no less than 3 weeks prior to the AGM. No alterations can be made to the constitution unless there is an attendance by 5 or more voting members of the Committee.
 - 15.1.1 No amendments can be made to the Objects (Functions), or the payment of Trustees without the Charity Commissions prior consent.
- 15.2 A majority, present at the AGM, must approve any alteration of the constitution before it can be accepted.

16. FINANCES

- 16.1 The Committee's financial year shall be from 1st April to 31st March. All money raised by the Committee, or on its behalf, will be used only to further the aims of the Committee and no other purpose.
- 16.2 The Treasurer shall keep proper receipt and payment accounts of the finances of the Committee and shall operate an account solely in the name of the Committee.
- 16.3 The Treasurer will provide a brief report at each meeting on the state of the financial accounts i.e. payments made or received since the previous meeting.
- 16.4 The Treasurer shall have the accounts inspected annually by an independent suitably qualified person and bring a report of the Accounts to the AGM.
- 16.5 All financial decisions must be approved by the Parish Council.

17. DISSOLUTION

- 17.1 If the members resolve to dissolve the Charity the Trustees will remain in office as charity trustees and be responsible for winding up the affairs of the Charity in accordance with this clause.
- 17.2 The trustees must collect all the assets of the charity and must pay or make provision for all the liabilities of the charity.
- 17.3 The Trustees must apply the remaining property or money:
 - 17.3.1 Directly for the Objects;
 - 17.3.2 By transfer to any charity or charities for the purposes the same as or similar to the Charity;
 - 17.3.3 In such other manner as the Charity Commissioners for England and Wales (“the Commission”) may approve in writing in advance.
- 17.4 The members pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees with the resolution if it is consistent with paragraphs (17.3.1) to (17.3.3) inclusive of sub-clause 17.3 above.
- 17.5 In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a charity).
- 17.6 The Trustees must notify the Commission promptly that the charity has been dissolved. If the Trustees are obliged to send the charity’s accounts to the Commission for the accounting

period which ended before its dissolution, they must send to the Commission the charity's final accounts.

Barlborough Country Park Management Committee Constitution
Adopted

18th July 2006

Signed by: _____

Chair

Witnessed by: _____

Vice-Chair