**CONSTITUTION OF:**

**Felinfach community play park group**

1. **Name**
   1. The name of the group shall be ‘Felinfach community play park group’, hereafter referred to as ‘the group’.
2. **Aims**
   1. To maintain & improve the play park equipment in the village of Felinfach, Powys, to increase physical activity and social engagement and enhance developmental learning for the children in the community.
   2. To be inclusive of all residents and increase community spirit by developing, not just a play park but a communal area that the whole community can utilise and enjoy.
3. **Objectives**The group will fulfil the aims by:
   1. Promoting the health and well-being of the residents of Felinfach and working together with residents regardless of age, ethnic origin, ability, sex, belief or political affiliation recognising the value of our many differences.
   2. Engaging with the local community, to ensure the play park fulfils the needs of local people.
   3. Carrying out and promoting both environmental improvement and practical conservation by working with statutory and non-statutory agencies, including Felinfach community council and Powys county council.
   4. Maintaining a safe environment for children’s play.
   5. Raising funds to finance the play park and future projects.
   6. Publicising and promoting the play park and future projects within the local community and surrounding area.
   7. Oversea the management of the bank account.
   8. Working with similar groups and exchange information and advice with them.
   9. Taking any action that is lawful, which would help it to fulfil its aims.
   10. Working with the Felinfach Community Council to ensure ongoing maintenance, public liability insurance and ground lease for the play park area.
4. **Membership**
   1. Membership of Felinfach community play park group shall be open to anyone who is interested in helping the group to achieve its aim and willing to abide by the rules of the group.
   2. Every member shall have one vote at general meetings.
   3. The Management Committee shall have the power to refuse membership to an applicant, where it is considered, such membership would be detrimental to the aims, purposes or activities of the group.
   4. Registration and termination of membership.
      1. Any member of the group may resign his/her membership by giving to the secretary of the group written notice to that effect.
      2. The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association, provided that the individual member shall have the right to be heard by the committee at a special general meeting before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.
5. **Management committee**
   1. Felinfach community play park group shall be administered by a Management Committee elected at the group’s Annual General Meeting. Committee Members must be at least 18 years old.
   2. The officers of the Management Committee shall be:
      1. The Chairperson
      2. The Vice Chairperson
      3. The Secretary
      4. The Treasurer
   3. Any other officers the group deem necessary are to be agreed and voted in at an AGM.
   4. Duties of the officers:
      1. Chairperson
         1. Will chair general meetings of the group.
         2. Will hold members accountable for the agreed actions to be undertaken on behalf of the group.
      2. Vice chairperson
         1. To deputise in the absence of the chairperson.
      3. Secretary
         1. Will take minutes of general meetings and give an approved copy to the Felinfach community council clerk for filing.
         2. Prepare the agenda for meetings in consultation with the chairperson.
         3. Maintain a contact list for the group membership.
         4. Deal with correspondence.
         5. Collect and circulate any relevant information within the group.
      4. Treasurer
         1. Supervise the financial affairs of the group.
         2. Keep proper accounts that show all monies collected and paid out by the group.
   5. The group shall hold at least 4 meetings a year with a quorum in attendance. The meeting quorum will be least 2 committee officers along with 3 committee members.
   6. Interested members from the local community will be encouraged to attend meetings through advertising meetings on the Felinfach Facebook Group. Meetings minutes will also be made available to any interested party.
   7. All members shall be given at least seven (7) days’ notice of a meeting unless it is deemed an emergency meeting.
   8. Voting at meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have the casting vote.
6. **Finance**
   1. Any money obtained by the group, including from donations, grants or fund-raising events, shall be paid into the group bank account and used only for the group.
   2. Any money obtained through a grant shall be used in compliance with the application and the funder’s terms and conditions.
   3. Any bank accounts opened for the group shall be in the name of the group.
   4. Two signatures required for online transactions and cheques are not mandated by the bank account. To overcome this: -
      1. Authorisation by two of the nominated signatories is required prior to the item being purchased.
      2. Online payments, the treasurer will send invoices (eg grass cuttings)/ details to the chair to approve prior to making the payment.
      3. The annual financial report, will include an expenditure transaction listing together with invoices, that reconciles to the financial summary.
   5. The Management Committee will ensure that the group stays within the budget.
7. **Annual General Meeting**
   1. Felinfach community play park group shall hold an Annual General Meeting (AGM) at not more than 15-month intervals.
   2. Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least two public places giving at least 14 days’ notice of the AGM.
   3. The business of the AGM shall include:
      1. A combined report from the Chair and Treasurer on the activities over the year.
      2. Electing the officers of the management Committee and considering any other matter as may be appropriate at such a meeting.
8. **Special General meeting**
   1. A special general meeting may be called by any 2 committee officers or any 3 members to discuss an urgent matter.
   2. The secretary shall give all members 14 days’ notice together with notice of the business to be discussed.
9. **Alteration of the Constitution**
   1. Proposals for amendments to this constitution, or dissolution (see Clause 10) must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
   2. Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.
10. **Dissolution**
    1. The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.
11. **Adoption of the Constitution**
    1. This constitution was adopted by the members present at the AGM held on 12th October 2022.

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|  | Chairperson |
|  | Vice chairperson |
|  | Secretary |
|  | Treasurer |
|  | Member |
|  | Member |
|  | Member |
|  | Member |
|  | Member |
|  | Member |
|  | Member |
|  | Member |