

Constitution of Friends of Memorial Playing Field



1) **NAME**

The name of the group shall be the **Friends of Memorial Playing Field** (FoMPF) hereafter referred to as the Group.

2) **AIM**

The aim of the Group shall be:

To protect the Steyning Memorial Playing Field and its flora and fauna as a community resource available for all.

In furthering this aim the Group will always have regard to:-

- (i) The principal National Park's statutory purpose which is to "conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park". The Group will apply this same principle as an overarching one, informing all of its decisions and policies with regard to the whole of the MPF.
- (ii) The DEFRA Noise Policy Statement for England 2010 Para 2.25 which recognises the importance of protecting quiet places and quiet times.
- (iii) The WHO Guidelines for Community Noise which recognise that existing large quiet outdoor areas should be preserved and the signal to noise ratio kept low.
- (iv) The Steyning Historic Character Assessment Report of 1984 which recognises the threat of suburbanisation especially to the characteristic abrupt junction between the Town and the historic common land now represented by the MPF and goes on to warn of how changes would have a negative impact on the character of this "Historic Urban Character Area" and the Town as a whole.

3) **OBJECTIVES**

In furtherance of the aims, but not otherwise, the Group may exercise the power to:

- (i) Invite and receive contributions and raise funds where appropriate, to finance the work of the Group, and to open a bank account to manage such funds.
- (ii) Publicise and promote the work of the Group, and organise meetings.
- (iii) Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, and statutory and non- statutory organisations.
- (iv) Take any form of action that is lawful, which is necessary to achieve the objectives of the Group.
- (v) To develop and propose ideas and suggestions to Steyning Parish Council and any relevant organisation in accordance with paragraph 2 above.

4) **GROUP MEMBERSHIP & SUPPORTERS**

- (i) Supporters shall be persons having an interest in the activities of the Group, and who are willing to adhere to the Aims and Activities of the Group.
- (ii) Upon becoming a Supporter they may wish to make a voluntary donation towards the Group expenditures.
- (iii) Where possible all Supporters shall provide an email address as a point of contact for ease of communication.
- (iv) Where it is considered a Group Member or Supporter would be detrimental to the aims and activities of the Group, the Group shall have the power on majority voting to exclude that

person.

5) **MANAGEMENT OF THE GROUP**

- (i) The Group shall not be less than four (4) people who must be at least 18 years of age.
- (ii) Supporters may apply in writing to the Chairman to join the Group at selected meetings. The application will be considered and a Group unanimous vote will accede the supporter joining the Group.

6) **OFFICERS**

- (i) The Group shall have Officers comprising:
The Chairman, The Vice Chairman, The Treasurer and The Secretary and any additional officers the Group deems necessary at the meeting required to carry out the required activities.

7) **MEETINGS**

- (i) The Group shall meet at least three times a year. A quorum of at least 3 members is necessary to constitute a formal meeting. Meetings shall enable the Group to discuss actions and monitor progress to date, and to consider future developments.
- (ii) All Group Members shall be given at least fourteen (14) days' notice of when a meeting is due to take place, unless it is deemed as an emergency.
- (iii) At least 2 Officers must be present in order for a meeting to take place.
- (iv) It shall be the responsibility of the Chairman to chair all meetings or a designated deputy (Vice Chairman or Other Group Member) in his/her absence.

8) **FINANCE**

- (i) Any money acquired by the Group, including donations, contributions and bequests, shall be paid into an account operated by the Group in the name of the Group. All funds must be applied to the aims of the Group and for no other purpose.
- (ii) Bank accounts shall be opened in the name of the Friends of Memorial Playing Field. Any deeds, cheques etc relating to the Group's bank account shall be signed by at least two (2) of the following Group members: Chairman; Vice Chairman; Treasurer; Secretary.
- (iii) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Group stays within budget. Official accounts shall be maintained, and will be examined annually by an independent accountant.
An annual financial report shall be presented to the Group within 3 months of the accounting year-end.
The Group's accounting year shall run from 01 April to 31 March.

9) **ALTERATION OF THE CONSTITUTION**

- (i) Any changes to this constitution must be agreed by a majority vote of the Group.
- (ii) Amendments to this constitution or dissolution of the Group must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving Group members at least one week's (7 days) notice.

10) **DISSOLUTION**

- (i) The Group may be dissolved if deemed necessary by the Group members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be transferred to local charities or similar groups at the discretion of the Group.
- (ii) On conclusion of all litigation relating to the proposed judicial proceedings any amount collected by the Group which is not required to fully indemnify the Applicant/Claimant's

legal costs and disbursements and any cost liability to the defendant/respondent, will be returned in proportion to their respective contributions, to those who contributed.

11) **ADOPTION**

This amended constitution was adopted at a General Meeting held on 7 May 2015.

Signed: Chairman - Mr. Peter Comber

Signed: Vice Chairman - Mr. Paul Campbell

Signed: Treasurer - Mrs Ruth Comber

Signed: Secretary - Mrs. Ruth Comber

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