

Friends of Palewell Common & Fields

Background

We are a voluntary group, established in April 2008, whose aim is to protect and enhance Palewell Common and Fields as a place of freedom, recreation and enjoyment for all sections of the local community. We will work closely with The London Borough of Richmond upon Thames (LBRuT), its contractors and other voluntary organisations to obtain the resources required to support our aims.

Constitution

1. We are called the Friends of Palewell Common

2. Our purposes are:

- to protect, conserve and enhance Palewell Common and Fields as a place of freedom, recreation and enjoyment for the long term benefit of all sections of the local community;
- to gather input from local people and representative groups so that the Common may best serve the local community;
- provide a statutory consultative group role for key issues / decision regarding the site and it's facilities / use;
- to work with the London Borough of Richmond Upon Thames (LBRuT), contactors, suppliers and local law enforcement officers to ensure that services provided are of maximum benefit to park users and the local community;
- to raise funds and organise activities that support the aims of the group.

3. In pursuit of the above aims, the Friends of Palewell Common may affiliate to, or co-operate with, such other organisations whose objectives may be of benefit to the group, for example:

- Police and local crime prevention officers
- National green space /environmental organisations such as, Green Space, BTCV, Woodland Trust
- Local / National grant giving organisations
- Local charities / groups such as Mortlake & East Sheen Society (MESS), Barnes & Mortlake History Society, Schools and Churches
- Barnes Horticultural & Allotment Society

4. Membership is open to all.

- All members must agree to the constitution and objectives of the Friends of Palewell Common
- It shall be a condition of membership that all members at all times conduct themselves in a reasonable and appropriate manner and treat all other members with due respect
- Any application for membership by any person(s) or organisation subsequent to the inaugural meeting shall be made in writing to the elected secretary and shall be recorded in writing.
- Classes of membership, including corporate membership, and the rates of annual subscription shall be set at the Annual General Meeting (AGM).

Conduct of Business

5. The following officers shall be elected at each AGM
 - **The Chair** will conduct and manage all meetings
 - **The Vice Chair** will deputise in the absence of the chair
 - **The Secretary** will keep a written record of all business and circulate notification of all meetings as detailed
 - **The Treasurer** will keep a proper and detailed account of all finance and (optional)
 - **Membership Secretary** will keep a record of all members, collect annual subscription renewals and help to promote membership

Quorum for general meetings - the Committee shall normally consist of the above officers and up to a maximum of five other members who shall be elected at the AGM. The Committee shall have the power to co-opt up to three additional members to the Committee.

Decision making - the Committee may only take decisions when at least three members of the Committee, including two officers, are present. All decisions will be recorded in the minutes of that meeting.

6. General meetings shall be open to all members of the local community, LBRuT and other affiliated organisations.
7. A representative of LBRuT Parks & Open Spaces will be formally required to attend 1 meeting of the Friends of Palewell Common and Fields per year. Further attendance may be required subject to specific projects or issues. A request for further attendance should be made in writing (or email) providing at least 14 working days notice to the Parks Manager including details of issue(s) to be discussed.
8. The format of general meetings should follow a set agenda as detailed:
 - Welcome
 - Introductions
 - Agenda presentation
 - Previous minutes
 - Agenda items
 - AOB
 - Date of next meeting
 - Close
9. All members should receive formal notice of a general meeting within 5 working days prior to agreed date of next meeting. Notification should also include previous minutes and the agenda.

Annual General Meeting

10. Annual General Meeting will be held each year during the month of April

Format of the AGM will include;

- Welcome & Introductions
- Annual Report from the Chairperson
- Annual Accounts provided by the Treasurer
- Nominations and Elections for Chair, Vice Chair, Secretary, Treasurer, Executive Committee and Signatures
- AOB
- Close

Notification: All members should receive written notification of an Annual General Meeting within 14 working days prior to agreed date of the meeting.

Dispute Process: Any disputes that are unable to be resolved within 30 days should be recorded in writing by a neutral representative and provided to an agreed independent body for reconciliation.

Financial Audit: If the Friends group maintains any funds or becomes a registered charity then an auditor shall be appointed at the AGM or failing that by the Committee. Audited accounts shall be presented at the AGM for approval by the members.

Finance

11. The Friends of Palewell Common and Fields may operate a bank account and collect funds:

- Signatories to the bank account shall be the treasurer and two other Committee Members elected at the AGM. Any two of these signatories shall be required to sign each cheque, or other withdrawals, from this bank account.
- Decisions regarding the membership fee and setting charges for activities shall be taken by the Committee as the need arises.
- The Annual Accounts presented to the Annual General Meeting shall record all income and all expenditure for the annual accounting period.

Changes to the Constitution

12. This constitution may be amended by a motion passed at a General Meeting by at least two thirds of the members present at the meeting.

13. Should it be necessary for the Friends of Palewell Common and Fields to dissolve, a Special Public Meeting shall be set up to discuss the matter and make decisions on the disposal of any assets that the Friends may have.

This constitution was adopted on

*Date.....
Inaugural Meeting of Friends of Palewell Common and Fields*

Signed

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Date.....