

BRUDENELL PLAYING FIELDS MANAGEMENT COMMITTEE

REGISTERED CHARITY No. 521820

CONSTITUTION

(As amended in November 2018)

This document was unanimously adopted by the Brudenell Playing Fields Management Committee on 1st November 2018. It details how the Charity is to be administered and managed to support activities associated with the Brudenell Playing Fields, Main Street, Baston, PE6 9PA

NAME

1. This document defines the operation of the Brudenell Playing Fields Management Committee (hereafter referred to as BPFMC), its roles and responsibilities. BPFMC is registered with the Charities Commission, registration number 521820

EFFECTIVE VERSION

2. This document supersedes the previous constitution as originally promulgated in October 1966 in its entirety.

ROLES AND RESPONSIBILITIES

3. The role of the BPFMC is to responsibly manage the village hall, playing fields, children's play area and play equipment, tennis courts and all other associated leisure and sports' facilities and infrastructure within the overall playing fields complex on behalf of the residents of the parish of Baston without distinction of gender, sexual orientation, political, national, religious or other bias, and in particular for use for recreation, leisure, meetings, lectures and classes with the object of improving the quality of life for the said residents.

MEMBERSHIP, COMPOSITION AND ELECTION

4. Membership is open to any person over the age of 18 years, in the roles detailed below.
5. BPFMC shall consist of three separate bodies: Board of Trustees, Volunteers and Representatives of Village Organisations, as detailed below:

5.1. Board of Trustees: The Board of Trustees (hereafter referred to as the "Board") shall always act in the best interests of the charity, as required by the Charity Commission, and exercise due diligence when voting on any proposal that has financial implications.

5.1.1. Composition and Election: The Board shall comprise a minimum of 3 trustees. Trustees are not required to stand for re-election annually, but they may voluntarily resign or be required to stand down in accordance with sub-paragraphs 5.1.4 & 5.1.5. Nominated trustees shall be elected annually to fulfil specific positions as executive officers on the Board in accordance with sub-paragraph 5.1.3.

5.1.2. Additional Trustees: Additional trustees may be voted on to the Board at the Annual General Meeting (AGM) in accordance with sub-paragraph 7.1.4. Nominees for election to the Board should have served for a minimum of 12 calendar months prior to the AGM as a volunteer or representative of a village organisation and should notify the Board of their intention to stand for election at least 30 days prior to the AGM. These two pre-conditions may be waived at the discretion of the Board and the Board may also co-opt additional trustees without satisfying the above pre-conditions.

5.1.3. Board Executive Officers: The following Board Executive Officers shall be elected by the Board members at the first monthly BPFMC meeting following the AGM.

5.1.3.1. Chairman

5.1.3.2. Vice-Chairman/Secretary

5.1.3.3. Treasurer

5.1.4. Dismissal: A trustee may propose a vote of no-confidence against another trustee at any time. If the proposal is adopted by a majority vote of the full Board of Trustees, the trustee who is the subject of the no-confidence vote shall be required to stand down from the Board with immediate effect.

5.1.5. Resignation: A trustee may voluntarily resign from the Board at any time. If by this action the number of trustees remaining on the Board should fall below the minimum required membership, the trustee's resignation shall be suspended until a replacement trustee shall be elected.

5.1.5.1. Once elected to the Board, trustees shall continue to serve until they may be removed by a vote of no-confidence (sub-paragraph 5.1.4) or they shall voluntarily stand down (sub-paragraph 5.1.5).

5.2. Volunteers Group: Volunteers shall be residents of Baston and neighbouring communities and serve to assist with the routine administration of the charity's assets and with any special events organised by BPFMC. Volunteers shall always act under the direction of the Board of Trustees. Residents who wish to join the Volunteers Group should contact the Secretary of the Board of Trustees in writing or electronically.

5.2.1. Volunteers shall be entitled and encouraged to attend monthly BPFMC meetings, at which they may put forward suggestions to the Board for consideration, but they shall have no voting rights in any matter. However, their views on specific topics may be considered by the Board.

5.2.2. Volunteers may apply to the Board of Trustees at least 30 days prior to the AGM for election to the Board after having served as a volunteer for a minimum period of 12 calendar months prior to the AGM. These pre-conditions may be waived at the discretion of the Board (see sub-paragraph 5.1.2 above)

5.3. Representatives of Village Organisations. The village organisations listed in Appendix 1 are each entitled to put forward a maximum of 2 representatives to attend BPFMC monthly meetings, observe proceedings and report back to their organisations. Village Organisations are to notify the Secretary of the Board of Trustees of their recognised Representatives in writing or electronically.

5.3.1. The list of village organisations in Appendix 1 is not exhaustive and may include other significant users of the facilities, varied as required from time to time by a properly minuted resolution by the full Board and Appendix 1 amended accordingly.

5.3.2. Representatives of village organisations shall have no voting rights in any matter unless they become elected to the Board of Trustees in accordance with sub-paragraph 5.1.2 above. However, their views on specific topics shall be given due consideration by the Board.

MEETINGS

6. Monthly: BPFMC shall meet at a convenient location and time, as determined by the Chairman of the Board of Trustees, on the first Thursday of each month excepting January, April and August. The meetings shall be attended by Trustees, Volunteers and Representatives of Village Organisations. The format of the meetings shall be determined by the Chairman of the Board of Trustees, and minutes of the meetings shall be recorded for circulation to all BPFMC members.

6.1. Agenda: Items for discussion shall be canvassed from the Trustees, Volunteers and Representatives of Village Organisations and placed on the agenda prior to the monthly meetings, and a copy of the agenda, together with a copy of the minutes of the previous meeting shall be circulated amongst all BPFMC members prior to the meeting.

6.2. Decisions: Any agenda item that requires a resolution by the Board of Trustees shall be put to a vote. A quorum of two-thirds of the Board of Trustees membership shall be required for any resolution to be voted upon and adopted. All resolutions shall be decided by a majority vote. If any trustee should be unable to attend a meeting, they may notify the Chairman in advance of their intended vote on any issue in writing or electronically, and their vote shall be recorded in their absence. In the event of an equality of votes, the Chairman of the Board of Trustees shall be entitled to cast an additional deciding vote.

7. Annual: BPFMC shall convene an Annual General Meeting (AGM) to be held at a convenient location and time, as determined by the Chairman of the Board of Trustees, on the first Thursday of April each year. The meeting shall be attended by Trustees, Volunteers and Representatives of Village Organisations. Additionally, the residents of Baston shall be invited to attend. A notice advertising the AGM shall be prominently displayed in the village one calendar month prior to the meeting and be circulated via social media. The format of the AGM shall be in accordance with sub-paragraph 7.1 below, and minutes of the meeting shall be recorded for circulation to all BPFMC members and made available to the residents of Baston.

7.1. The format of the AGM shall include the following items:

7.1.1. The Minutes of the previous AGM shall be read and proposed for adoption.

7.1.2. The Chairman of the Board of Trustees shall deliver a report on the past year's activities and a forecast of activities for the coming year.

7.1.3. The Treasurer shall deliver a summary of the year's financial activity, including current balances, and provide copies of the previous year's detailed accounts for circulation amongst all attending the meeting.

7.1.4. The Chairman of the Board of Trustees shall announce any new nominees for election to the Board of Trustees and a vote shall be taken by all members of BPFMC, including the

Board of Trustees and formally registered Volunteers and Representatives of Village Organisations. Any new trustees so elected shall be invited to take their place on the Board.

7.1.5. The Chairman of the Board of Trustees shall invite any members of the public in attendance to join the group of Volunteers.

7.1.6. Public Forum: The Chairman of the Board of Trustees shall invite relevant questions from Baston residents attending the meeting.

8. Extraordinary: Should circumstances dictate, an Extraordinary General Meeting (EGM) may be called by any member of the Board of Trustees at any time. The EGM shall be advertised to the public with the same notification criteria for the AGM (para 7).

FINANCE

9. Financial Procedures: The Board of Trustees shall adopt by a majority vote any such banking arrangements as it decides from time to time are appropriate, secure and expedient. The elected Treasurer shall maintain appropriate records of all financial transactions and arrange for an external audit of the accounts at the end of each calendar year. A copy of the audited accounts shall be made public in April each year.

10. Dissolution: If BPFMC, by a majority, decides at any time that on the ground of expense or otherwise it is necessary or advisable to discontinue the use of the Trust Property in whole or part for the purposes intended it shall call a meeting of the inhabitants of the Parish of Baston of the age of eighteen years or upwards. Notices of the meeting shall be posted not less than twenty one days' beforehand (stating the terms of the Resolution that will be proposed) in a conspicuous place or places on and around the Trust Property and advertised in a newspaper circulating in the said Parish and also via social media. If BPFMC's decision shall be confirmed by a majority of such inhabitants present at the meeting, BPFMC may, with the consent of the Secretary of State for Education and Science, let or sell the Trust Property or any part thereof. All monies arising from such letting or sale (after satisfaction of any liabilities properly payable) shall be applied either in purchase of other property approved by BPFMC and to be held in Trust for the purposes and subject to the provisions as near to those currently established as circumstances will permit, or towards such other charitable purposes or objects for the benefit of the inhabitants of the Parish of Baston as may be approved by the Secretary of State for Education and Science. Meanwhile such monies shall be invested in the name of the Official Custodian for Charities and any income arising thereof shall either be accumulated (for such time as may be allowed by law) by investing the same and the resulting income thereof in like manner as an addition to and be applied as the capital of such investments or shall be used for any purpose for which the income of the Trust Property may properly be applied.

APPENDIX 1

The following village organisations are entitled to each put forward a maximum of 2 representatives to attend BPFMC meetings:

Baston Parish Council
Baston Women's Institute
Baston Parochial Church Council
Baston Cricket Club
Baston Junior Football Club