

CONSTITUTION

KSM QE2 Field Group

1. **Name:** KSM QE2 Field Group (The Group) is a voluntary community group comprising parishioners and users of the Recreation Field in Kington St Michael (now a Queen Elizabeth II Field in Trust), who wish to contribute to enhancing facilities at the QE2 Field and encourage their use by others within our community.
2. **Purposes:** Our purpose is to improve and enhance the QE2 Field as a place of informal recreation and for community events to be held for the enjoyment and benefit of all sections of our village community and users of the QE2 Field. This will include working to ensure that the needs of different groups of people are recognised and reflected in our activities as much as possible.

Our vision is to create an **enjoyable place for people to play** and a more **usable outdoor space to bring together our community**.

We shall do this by:

- Working closely and in consultation with **the landowner (KSM Parish Council)** and providing feedback and recommendations for improvement and enhancement of the QE2 Field. The Group will also provide a report regarding our activities to the Parish Council on an annual basis.
 - Engaging with, communicating to and listening to the views of our local community and groups representing different genders/ages.
 - Contributing to the research, development, planning and implementation of a strategy to help improve, enhance and maintain the QE2 Field now and for future generations.
 - Fundraising, applying for monetary grants, and arranging activities to achieve the purposes set out in paragraph 2 above and spending grants and funds raised to achieve the purposes of The Group as expressed in this Constitution or as resolved by The Group to the benefit of KSM's QE2 Field and its users.
3. **Structure:** KSM QE2 Field Group is an unincorporated association. The entire Group is the “management committee” and all members are responsible for The Group’s affairs. Any Group decisions and actions shall be voted for by a show of hands and carried by a simple majority.
 4. **Members:** The Group comprises volunteers (current membership includes the individuals named below) who have agreed to work together, in consultation with the Parish Council, to contribute to enhancing KSM’s QE2 Field and its recreational facilities.

The following officers shall be elected by a simple majority at each annual meeting: Chair, Secretary and Treasurer, and key responsibilities (but not limited to) are as follows:

The Chair: chairing meetings; having an overview of the work of the group, being the main contact person and public face for The Group.

The Secretary: taking minutes at meetings; keeping people informed about the organisation's activities; receiving and responding to information, emails and letters.

The Treasurer: keeping financial records for The Group; providing an overview of The Group's financial situation and information to help The Group make informed decisions.

Officers and other members may change and be agreed by simple majority at any Group meeting. Additionally, one member of the Parish Council will be invited to join The Group.

The Group is open to members of our local community who undertake to abide by the spirit of this constitution. Members are free to join and leave The Group as and when they wish. However, unless there are exceptional circumstances agreed by all members of The Group, there shall be no more than 12 members on the management committee at any one time. Other volunteers may also support the Group in the running of specific fundraising events or undertaking specific projects to support The Group's purpose, but need not necessarily be members of The Group.

Officers: Chair: Alex Martin, Secretary: Cathie Clulo, Treasurer: Hayley Heath.

General Members: Sarah Harriman, Gerry Gamble, Emily Hocking (Parish Council representative), Louise Grant, Margaret Pratley.

5. **Finances:** All monies including donations, fund-raising events and/or grants will be raised for and spent on community projects located on the QE2 Field, at the discretion of the KSM QE2 Field Group, and supported by the needs identified in the wider village community.

Finances will be managed independently following the guidelines as outlined below:

- All monies raised by The Group will be spent solely on activities and/or facilities related to the QE2 Field and that support The Group's overall purpose;
- A community bank account maintained on behalf of The Group at a bank agreed by The Group;
- There will be NO facility to borrow money;
- Records of income and expenditure will be maintained by the Treasurer and a financial statement provided at each meeting;
- Officers are authorised to make payments from the account on behalf of The Group including signing cheques;
- All cheques, whatever the amount, requires two authorised signatories, which must include the signatures of any two out of the three Officers;
- Officers may make payments of up to £250 for Group purposes without prior agreement from all other members but must inform the Treasurer and/or another Officer;
- Payments of expenses should be supported by receipts and relevant paperwork wherever possible;

- Any expense that exceeds £250 MUST be discussed and agreed by each Group member either in person (at a meeting) OR in writing (by letter/email).

6. Meetings: The Group will hold meetings as and when appropriate. An annual meeting will be held at which an annual statement of accounts will be made available. An urgent meeting may be called at any time for the discussion of specified business.

7. Constitution: This constitution will be signed by each Officer and can be amended by simple majority of members present at any Group Meeting.

8. Dissolution: If, at a meeting, by simple majority, The Group decides to cease and disband, all remaining money and other assets, once outstanding debts have been paid, shall either:

- 1) be transferred to another local community group also representing the QE2 Field and whose purpose and objectives are aligned with KSM QE2 Field Group; OR
- 2) be transferred to Kington St Michael Parish Council and ring-fenced to be only spent on community projects located at the QE2 Field.

This constitution was agreed by the KSM QE2 Field Group in February 2017:

Alex Martin, Chair

Signed Date/...../.....

Cathie Clulo, Secretary

Signed Date/...../.....

Hayley Heath, Treasurer

Signed Date/...../.....