

The Constitution of the Little Bromley Amenities Group

1. OBJECTIVES

The Little Bromley Amenities Group (the “Group”) exists to give the people of Little Bromley (the “Village”) their own Independent Community Group. The aims of the group will be to engender a sense of community within the Village and to enhance the lives and enjoyment of those living in the Village. The Group will be managed by the Amenities Committee (the “Committee”) who will work on a purely voluntary basis to achieve these aims. Committee members will be expected to help at events in addition to attending meetings and help with the organisation of those events.

2. MEMBERSHIP OF THE AMENITIES GROUP

2.1 Membership of the Group will be open to people of the Village and local residents over the age of 18. Prospective members will be invited to contact the Secretary of the Committee to join the Group.

2.2 Members will be invited to attend all Committee meetings and details will be emailed and posted on the Village Website, Pub Notice Board and where possible, the Parish Magazine.

2.3 The Secretary of the Committee will keep a record of members.

2.4 Members will be invited at the meetings to suggest events and activities they would like to see held in the Village.

2.5 Members will be invited to join the Amenities Committee when a vacancy arises due to a Committee member resigning.

2.6 Any offensive behaviour of any nature will not be permitted. Anyone behaving in an offensive way may be asked, if the Committee decide, not to attend further meetings, or to resign from the Group if an apology is not received, or the behaviour is repeated.

2.7 In the event of any member of the Group having a complaint against a Committee member’s behaviour, then the first recourse is to write to the Chairman of the Committee with the complaint. The Chairman will endeavour to resolve the issue but if a resolution cannot be found the issue will be put to the Group at its next meeting.

3. THE AMENITIES COMMITTEE

The business of the Group will be carried out by the Committee.

3.1 The committee, which will consist of Group members who must live in Little Bromley, will be made up of a minimum of 3 and a maximum of 7 members.

3.1.1 The Committee will hold meetings as necessary with a minimum of 4 meetings in a calendar year to decide on events and activities to be held in the Village.

3.2 Additional members may be appointed by the Amenities Committee as it sees fit from time to time to the maximum number of 7.

3.3 The members of the Group have the right to remove a Committee member where complaints have been made about their conduct/behaviour on a three quarters (75%) majority vote of the Group membership.

3.4 Wider help for the events etc will be sought and encouraged from Little Bromley residents and the Parish Council.

3.5 The Committee shall have a Chairman, Secretary and Treasurer as well as general Committee members. Any one Committee member may hold more than one post with no limit to the numbers of times a person can stand.

3.6 The Committee shall make decisions by simple majority. If there is a deadlock, i.e. an equal number of votes each way, the Chairman shall have the casting vote.

3.7 On appointment to the Committee the Committee member will act as custodian of the funds managed by the Committee. The Committee shall make such arrangements as it thinks fit for the management of the funds, except that all cheques shall need the signatures of two Committee members.

3.8 The term of office for a Committee member is 5 years. The members of the Group will be invited to elect the Committee members at the end of office.

3.9 In the event of a Committee member standing down during the year a replacement will be elected by the Committee, after discussion with the Group, at the next meeting.

4. FREQUENCY OF MEETINGS AND MANNER OF CALL

4.1 Meetings of the Committee shall be held as necessary and will be called by the Chairman. Members of the Group shall be invited to attend all Committee meetings and shall participate where necessary.

4.2 Members of the Group have the right to require the Chairman to call a meeting of the Group, with the agreement of a majority (more than 50%) of the members of the Group.

4.2 The Committee shall keep minutes of all meetings and these minutes shall be communicated to the Parish Clerk as well as being published on the website in order that they may be made publicly available.

4.3 Voting at all Committee and Group meetings will be by a show of hands, acclamation or, in certain circumstances to be decided by the Committee, by proxy voting.

4.4 There shall be at least 4 meetings per year whereby the Committee and members of the Group are invited to attend, which shall include the Group Annual Meeting.

4.5 The Committee will hold the Annual Meeting prior to the Annual Assembly of the Parish Council.

4.6 The business of the first meeting of the Group will be:

- Adopt this Constitution
- Appoint the Chairman
- Appoint the Secretary, Treasurer and any other Committee members
- To appoint an Independent person to inspect the accounts
- Such other business as the Committee deems appropriate

4.7 At each annual meeting the above will be addressed and the annual accounts will be received.

5. QUORUM

5.1 The Quorum of all meetings of the Amenities Committee shall be a minimum of three members and should include the Chairman.

6. FUNDING

6.1 The Committee will operate its own independent bank account which shall require two signatories from the Committee.

6.2 Committee members are authorised to accept monies and donations on behalf of the Group.

6.3 Payments shall only be made against valid receipts or invoices after the proposed expenditure has been discussed by the Committee/Group (as appropriate) and been agreed.

6.4 Money raised from fundraising events shall be paid into the bank account as soon as practicable.

6.5 All funds of the Group are raised by the public and shall only be used in connection with the role of the Group as defined in *1. Objectives "to engender a sense of community within the Village and to enhance the enjoyment and lives of those living in the Village"*

6.5.1 In addition to clause 6.5 money can be donated by the group to good causes outside the village, typically local/national charities. These donations will be funded by holding dedicated events for the chosen charity which will be supported on an annual basis.

6.5.2 The charity to receive annual support will be chosen by requesting all group members to nominate one charity for the coming year, all nominations will then be entered into a draw with the chosen annual charity being drawn at/by the last committee meeting of each year.

6.6 The accounts of the Group shall be recorded in accordance with appropriate accounting procedures and shall be communicated to the Parish Council and posted on the website in order that they may be made publicly available.

6.7 The accounts of the Group shall be presented to the Annual Meeting after being independently inspected by a person agreed by the Committee.

7. DISSOLUTION

7.1 If at a meeting, it is decided that it is necessary to close down the Group, then a special meeting will be called by the Chairman. The sole business will be to dissolve the Group. The decision will be by at least three quarters (75%) majority vote of all members of the Group.

If it is agreed to dissolve the Group then the Committee will take a vote (in accordance with paragraph 4.3) concerning how any monies left over will be spent and used to benefit the Village (in accordance with the Group's objective defined in paragraph 1) before the Group is dissolved.