

# **SLIP END (& DISTRICT) COMMUNITY PROJECTS GROUP**

## **CONSTITUTION**

This Constitution of the Slip End (& District) Community Projects Group (CPG) supersedes all previous Constitutions. This Constitution was amended and agreed to at a virtual Core Committee meeting held on 26<sup>th</sup> January 2021, was signed by the Secretary and deemed to come into effect at the virtual CPG meeting on 26<sup>th</sup> January 2021.

For all matters related to Slip End (& District) Community Projects Group, the terms “*Slip End*” and “*The Parish*” include the village of Slip End and the adjoining hamlets of Woodside, Aley Green and Pepperstock.

Slip End (& District) Community Projects Group is a not-for-profit organisation, established to support and manage projects within the Parish of Slip End. These projects will be of benefit to all or part of the local community. The Slip End (& District) Community Projects Group is supported by, but not part of, Slip End Parish Council.

### **1. Aims of the Slip End (& District) Community Projects group are:**

- a) To be a voice for the residents of this community regarding the future of their parish.
- b) To enable all residents to participate in projects and activities that will enhance the quality of life through the provision of social, cultural, and practical amenities, opportunities, and events.
- c) To uphold equal opportunities and work for good relations amongst all members of the community.
- d) To promote opportunities for existing local business, charitable and interest groups to explore the benefits of working together and raising awareness of what they currently do.
- e) To be a forum for ideas, discussions and suggestions that will assist in the implementation of the Parish Plan for our parish.
- f) To actively engage, consult, support, and advise all sections of our community.
- g) To be an ‘umbrella’ group providing administrative and management support for existing groups if requested, and other such groups which may be formed in the future.
- h) To receive funds from the Parish Council to distribute amongst local charitable and not-for-profit organisations as democratically agreed by Committee members. The Core Committee reserve the right to express an opinion on any given issue, which can be discussed at any open committee meeting.
- i) To distribute Christmas gifts to residents of the Parish who are over 65 years of age and have resided in the Parish for 5 years or more (one gift per household) with funds from the Parish Council augmented by donations from local businesses and groups.
- j) To actively seek funding to ensure the long-term viability of this group. This may be via grants from the public or private sector. Funding will be used not only for projects but also for the employment of administrative staff and volunteers to run the group and to supply the resources they need.
- k) To be an open-minded and welcoming group that will consider suggestions from all residents where the aim is to improve the quality of life in this parish.
- l) To work with Central Bedfordshire Unitary Authority and other organisations for the benefit of the community.
- m) Slip End (& District) Community Projects Group shall be non-political.

### **2. Membership**

- a) Membership shall be open to all residents of Slip End Parish. Membership shall be free.

- b) All residents of a voting age will have an equal vote. For youth related issues young people will be fully consulted.

### **3. Core Committee**

- a) The Core Committee will carry out the day-to-day management of the group. The Core Committee will meet at least once a year to consider grant applications. This meeting will be open to Core Committee members only.
- b) The Core Committee shall consist of five members including Chairperson, Vice-Chairperson, Treasurer and Secretary.
- c) The Key Officials to the Core Committee are (as of January 2021):  
  
Chairman – Mr Simon Patterson (Parish Councillor)  
Vice-Chairman – Mrs Rosemary Wickens  
Treasurer – Mr Keith Holme  
Secretary – Mrs Sarah Minnighan (Parish Councillor)
- d) At all times, the Core Committee will include a minimum of one active member of Slip End Parish Council.
- e) Officers shall carry out the duties given to them at public meetings.
- f) The Core Committee may agree the purpose of any sub-committees, which may change over time as new projects are launched and completed.

### **4. General Meetings**

- a) There will be at least one general meeting each year and one Annual General Meeting (AGM). The Core Committee can call a general meeting at any time throughout the year. The appropriate notice will be given. A general meeting will be open to residents of the parish.
- b) The quorum for all Meetings of the Slip End (& District) Community Projects Group will be three members including at least one member of parish council and two members of the core committee.
- c) Amendments to the constitution may be proposed at any meeting but must be voted on at the Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM).
- d) An Extraordinary General Meeting (EGM) can be called at any time provided 28 days notice is given by 3 core committee members.
- e) Any member may make a proposal. For it to be voted on by other members it must be seconded or supported by someone else.
- f) Only members present at the meeting may vote.
- g) Before voting any member may propose an amendment that must also be seconded.
- h) No member shall exercise more than one vote.
- i) In the event of an equal vote, the Chair shall have the casting vote.
- j) At all meetings any offensive behaviour, including racist, sexist, or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the Slip End & District Community Projects Group if an apology is not given or the behaviour repeated.

### **5. Annual General Meeting**

- a) There will be an Annual General Meeting every May/June.

- b) Not less than 28 days notice will be given to all residents.

**At this meeting:**

- i. The Committee will present an annual report of the Slip End (& District) Community Projects Group.
- ii. The Committee will present the Accounts of the Slip End (& District) Community Projects Group for the previous year.
- iii. The Officers and Core Committee for the next year will be elected.
- iv. Any proposals given to the secretary at least seven days in advance of the meeting will be discussed.
- v. Grant applications will be considered.
- vi. Any amendments to the Constitution will be considered.

**6. Code of Conduct at Meetings**

- a) The chair should welcome members and others to the meeting.
- b) Declarations of interest should be made at the start of the meeting or as they arise during the meeting.
- c) The chair should generally avoid getting involved in debates at meetings, their main task is to ensure that the Agenda and correct procedures (per Constitution) are adhered to.
- d) Speakers should go through the chair and keep to the subject being discussed.
- e) Only one member should speak at a time and there should be no cross talking.
- f) Meeting must start at the stated time and abide by the agenda.
- g) Late arrivals should enter quietly and not disrupt the meeting with apologies.
- h) Mobile phones should be switched off during the meeting.
- i) If things are getting heated a five-minute time out can be called for at the discretion of the chair.
- j) Wherever possible jargon should be avoided. If it is used, then a full explanation should be given.
- k) It is the responsibility of each member to ensure that they are prepared for the meeting by reading all the relevant papers and bringing them to the meeting.

Notwithstanding the above frame of reference and good practice, it is the aim of the Slip End (& District) Community Projects Group to be accessible and welcoming. To this end, the Committee will aim for a more relaxed, informal approach to meetings.

**7. Finance**

- a) All money raised by or on behalf of Slip End (& District) Community Projects Group is only to be used to further the aims of the Slip End (& District) Community Projects Group.
- b) The treasurer shall maintain a bank account in the name of Slip End (& District) Community Projects Group.
- c) Cheque signatories will be any 2 of Key Officials of the Core Committee as detailed in 3 (c) of the Constitution. These must not be connected persons.
- d) All cheques and instructions to the Slip End & District Community Projects Group's bankers shall require two of the agreed signatures. The Treasurer shall complete the necessary paperwork issued by the banker in

relation to the insertion and removal of cheque signatories. The process of inserting and removing cheque signatories will only commence once the matter has featured on a meeting agenda and been discussed at that meeting.

- e) The Core Committee is able to authorise emergency payments of up to £250.
- f) Accounts will be submitted to Slip End Parish Council for scrutiny in May/June & November each year.
- g) The treasurer shall have the accounts checked by an independent person with adequate financial experience, for example, a representative of a community organisation, law centre or council for voluntary service, at the end of each financial year.
- h) The annual accounts shall be made available to members at the AGM.

## **8. Grant Awards & Funding**

- a) Slip End (& District) Community Projects Group will hold a Core Committee meeting in May to decide on grant awards to be made in that financial year.
- b) Any members with personal financial interest in a particular application or who is a member of the organisation applying for the grant must declare their interest at the beginning of discussions. They may make representations to the meeting but are not permitted to vote on the application.
- c) Representatives of all groups applying for a grant may be expected to attend the May/June AGM CPG meeting to make representations to the Core Committee in support of their application.
- d) Grant applications may be made at any time of the year but may be deferred for discussion until a core committee meeting is held. Grant application forms will be sent out in February/March.
- e) The Core Committee's decisions regarding the award of grants will be an agenda item for the AGM in May/June and a final list of the decisions made will be made available for submission to Slip End Parish Council with a view to receiving the full amount decided upon for distribution by the CPG. The decision will be followed up with written confirmation to each applicant.
- f) The Core Committee is permitted to consider and grant emergency grant applications up to £250.00.
- g) Slip End (& District) Community Projects Group will submit a funding request to Slip End Parish council each November. This will detail the funding requirement for the running of the Slip End (& District) Community Projects Group, any groups within Community Projects Group and the provision of grants to local not for profit organisations.
- h) The Community Projects Group is accountable to the Parish Council for the distribution of funds to local groups and therefore require each grant application be supported by relevant and correct documentation. The Community Projects Group may consider rejection of any grant application that is incomplete.
- i) Acknowledgement of grants received by each group is required and confirmation when the grant has been spent. Absence thereof may prejudice future grants.
- j) Groups and organisations in receipt of Community Projects Group grants will be expected to contribute to the Parish News, the website and Facebook page to publicise their activities.

## **9. Equal Opportunities Policy**

- a) We will not discriminate on any grounds. This includes those of race, colour, age, religious or political beliefs, disability or illness, gender, marital status, sexual orientation, class, learning difficulty, appearance, or employment status.
- b) Slip End (& District) Community Projects Group will ensure there is full participation and equality of opportunity of all members in the composition and operation of its core committee, sub-committees,

meetings and in the election of its officers. We will encourage representation from those currently underrepresented.

- c) In its meetings and the conduct of its business generally, Slip End (& District) Community Projects Group will not tolerate any racist, sexist, or other discriminatory remarks.
- d) Slip End (& District) Community Projects Group will ensure equality in its provision of facilities, support, services & funding.
- e) Slip End (& District) Community Projects Group will consider the needs of the whole community when booking venues and arranging times of meetings.
- f) Slip End (& District) Community Projects Group will monitor the effectiveness of its equal opportunities policy and look for continued improvement of involvement each year.

**10. Dissolution**

- a) The Slip End (& District) Community Projects Group may be dissolved at any time with a two-thirds majority vote at a quorate Meeting as per 4 (c). At least 28 days notice must be given to all residents.
- b) Any assets (financial or otherwise) remaining, after the payment of all debts and liabilities, shall be returned to Slip End Parish Council to be administered appropriately.

SIGNED:



POSITION: Secretary

DATE 26<sup>th</sup> January 2021