

# **Constitution of the Clissold Park User Group revised May 2011**

## **1. Title**

The Group will be known as the Clissold Park User Group (CPUG).

## **2. Membership**

Membership of the Group will be open to anyone who uses Clissold Park, who accepts the aims and objectives of the CPUG and who accepts and abides by its constitution.

## **3. Aims and Objectives**

The aims and objectives of the Group shall be:-

a. To work with the department(s) of London Borough of Hackney (LBH) responsible for the management and upkeep of Clissold Park and with any other relevant bodies in the management, direction, control and development of the Park to ensure its best usage for recreational activities by individuals and organisations. This will take into account the specific diverse needs of people and organisations.

b. To liaise with LBH and any other relevant bodies about proposals for the future improvement and development of the Park and about possible methods of financing such improvements.

c. To liaise with Park Managers about management and maintenance programmes and to recommend maintenance action that may be required.

d. To encourage, promote and co-ordinate passive and active recreational, social, play and environmental activities in the Park.

e. To ensure that the interests of the users of the Park and the community at large are recognised and accommodated, provided that they do not conflict with the reasonable needs of local residents.

f. To encourage, through liaison with the local community, local awareness of proposals for developments within the Park.

g. To promote and practice the equality policies of LBH.

h. To consider and advise on the suitability of organisations and the activities they wish to pursue when applying for the use of the Park and its facilities.

i. To receive and consider reports and complaints of nuisance and/or annoyance and/or abuse of Park facilities or of other matters of concern to Park users, and to consider and recommend appropriate action to Park Management.

#### **4. Group representatives**

- a. The Group will elect Representatives comprising where possible of at least the following: Chair, Vice Chair, Secretary, Minutes Secretary and Treasurer. All of these posts will be open to job sharing and the appointment of Deputies.
- b. All Representatives' Posts will be open to election at each Annual General Meeting.
- c. Other Representatives may be co-opted from the User Group, for functions which are needed to carry out of the work of the Group.
- d. The post of Honorary President may be filled at the discretion of the Group membership. Candidates for Honorary President must be nominated unanimously by the group representatives and must be elected at an Annual General Meeting.
- e. The work of the Group will not be invalidated if one or more of the Representative Posts are not filled.

#### **5. Powers of Representatives**

- a. The Representatives of CPUG will have the power to open a bank account and operate it in the name of the Group. They will be responsible for ensuring the safe management of the account and that at all times there are at least three cheque signatories to the account, with at least two signing each cheque.
- b. The Representatives, through the Treasurer, shall ensure that an income and expenditure report is presented to the User Group at each meeting.
- c. The User Group, through its Representatives, will have the authority to make applications for funds and grants to assist in the promotion, development and improvement of the Park and to work in partnership with LBH and any other relevant bodies in achieving the aims of such applications.
- d. The User Group will operate on a not for profit basis.

#### **6. Meetings**

- a. Annual General meetings
  - i. There shall be an Annual General Meeting each year to accept nominations for Representatives. At least 7 days' notice must be given of the AGM.
  - ii. A nominated person shall present a report on the activities of the User Group over the previous year.
  - iii. The Treasurer will present a report on the finances of the User Group.
- b. Ordinary meetings shall take place at least 4 times a year and normally every other month. These meetings will be open to members of the public.

- c. The Representatives will meet as often as they deem necessary.
- d. The Secretary shall ensure that appropriate notice of Ordinary Meetings and their agendas are distributed.
- e. The Secretary will ensure that notes are taken of each Ordinary and Annual general meeting and publicised to park users.

## **7. Procedures at Meetings**

- a. The elected Chair will chair meetings of the Ordinary and Annual General Meetings.
- b. Voting. Questions arising at meetings that require a vote will be decided by simple majority of those attending. The Chair of the meeting will hold the casting vote in the event of a tie.

## **8. Dissolution of the Group**

- a. Dissolution of the Clissold Park User Group can be agreed at a meeting held, where 21 days notice of such a meeting was given, by a simple majority vote of those attending. Any assets held by the Group will be donated to the Hackney Parks Forum, so long as that remains a not for profit organisation, or be returned to any organisation that may have claim to those assets, such as unspent grants.

This amended Constitution was adopted at a Special General Meeting of members on:

DATE: 4<sup>th</sup> May 2011

Signed \_\_\_\_\_ Chair      NAME: Caroline Millar

Signed \_\_\_\_\_ Secretary      NAME: John Hudson