

Friends of Springfield Park & Guiseley Wells Constitution

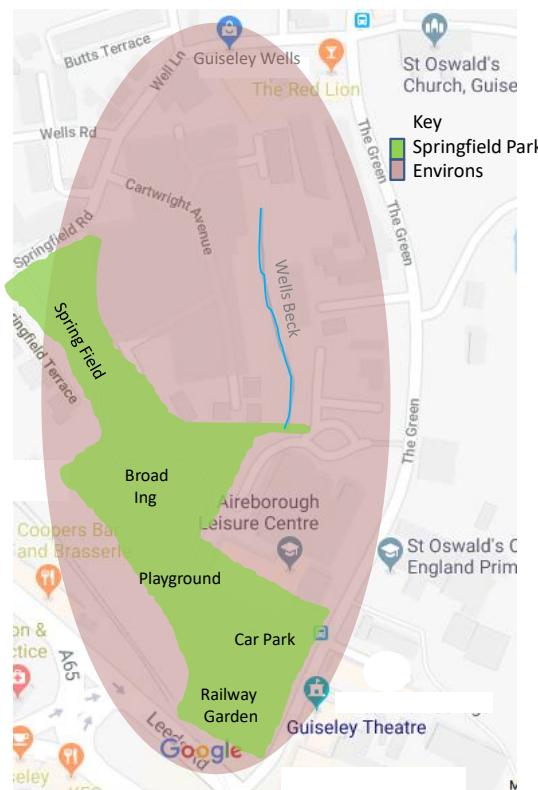
The name of this organization will be Friends of Springfield Park & Guiseley Wells (THE FRIENDS). THE FRIENDS is an unincorporated association set up in July 2019 whose year end for the AGM and accounts will be the 31st March. THE FRIENDS is a strictly non-party political organization, and will not be affiliated to any political party or political party sponsored organization.

This constitution was agreed in July 2019.

1. Objective

Springfield Park lies on the site of the old communal Guiseley Green. The objective of THE FRIENDS is to revive use of THE AREA and its environs (THE AREA), see map below, as a centre for Guiseley by helping to develop facilities of community value. THE FRIENDS will work with Leeds City Council (LCC) Leeds Parks and Countryside Department (LPCD) and other community groups on activity that

- Enhances the quality of life, health and wellbeing of the community by developing a quality community space and setting for key public building eg Guiseley Theatre and the Churches
- Helps bring people together informally and through events.
- Advances community knowledge and engagement via heritage, culture, and ecology.



Specific Activities – The following will be done by THE FRIENDS, the list is not exhaustive.

- a) Design and run an overarching master plan and annual management plan for THE AREA in line with community needs

- b) Facilitate the creation of 'zones' for different uses eg youth areas, sensory garden
- c) Maintain planting areas in Guiseley Wells Pocket park and others in THE AREA not maintained by Guiseley In Bloom, in conjunction with Incredible Edible Aireborough
- d) Support the Guiseley Wells Society in the maintenance of Guiseley Wells
- e) Run an events programme to use THE AREA (LCC permission required for events)
- f) Facilitate the enhancement of the local ecology
- g) Improvements to Park entrances, signage and information
- h) Improvements to children's playground (LCC permission required for work to be done)
- i) Commissioning of public artworks (LCC permission required for installation)
- j) In conjunction with Litter Free Guiseley, ensure litter is regularly removed, and act as an eyes and ears for anti-social behaviour and important remedial work
- k) Encourage the local community to get involved with work and activities in THE AREA.
- l) Aid the monitoring of usage of THE AREA with Leeds Parks and Countryside Department
- m) Raise funding for specific improvement projects

2. THE FRIENDS Statement of Community Interest

THE AREA looked after by THE FRIENDS consist of community spaces and parks in Guiseley owned and managed by Leeds City Council particularly Leeds Parks and Countryside Department. LPCD wish to ensure the future of public parks in Leeds by making them the 'heart' of a community through sustainable management and quality improvements. To achieve this they have a strategy of working in partnership with local Friends groups. THE FRIENDS is set up as such a partner group and will work to develop a community partnership agreement(s) with LCC.

THE FRIENDS activities will be carried out for the benefit of the 'People of Aireborough'.

Aireborough is a district of Leeds, consisting of Guiseley, Yeadon, Rawdon, Hawksworth, High Royds and Carlton.

THE AREA is used and different parts are looked after by a number of community organizations. THE FRIENDS will maintain a good working relationship with all such groups, including

Guiseley in Bloom	Codswallop CIC and Guiseley Theatre
Incredible Edible Aireborough	Litter Free Guiseley
Guiseley Wells Society	Aireborough Leisure Centre
Local Churches	Local Youth Groups

3. Membership, Annual Subscription and Management Committee

THE FRIENDS membership will be open to anybody with an interest in using THE AREA, as long as:

- i) they agree with the aims of the group
- ii) they have given their name, contact details, and membership details to be put on to THE FRIENDS membership list.
- iii) the annual subscription is paid according to the schedule agreed at each AGM

Friends will be encouraged from a range of people eg of different skills, ages, needs, so that THE AREA generates a feeling of involvement and community spirit. Friends will be actively encouraged to play a part in the development of THE AREA according to their particular skills and interests. THE FRIENDS or their activities must not be used for any political-party purpose.

THE FRIENDS management committee will consist of at least five people and consider having the following roles. Roles marked with an * must be held by mutually exclusive officers. :

***Chair** – responsible for facilitating the achievement of group aim and objectives, setting agendas, conducting meetings, and ensuring good governance

***Secretary** – responsible for committee communication, agendas, meeting, minutes and documentary governance, co-ordinating the annual management plan

***Marketing & Publicity Officer** – responsible for stakeholder research, publicity and engagement

***Treasurer** – responsible for keep good accounts and managing the finances of the group

Events Officer – responsible for an annual programme of events

Fundraiser – responsible for the planning and raising of funds

Vice Chair – this responsibility will be taken on by one of the other officers each year, the task is to support and deputise for the Chair

Horticulture & Ecology Officer – responsible for elements as per title

Technical & Facilities Officer – responsible for planning and maintenance of facilities

Heritage and Education Officer – responsible for historic research, services and education

Youth Officer – responsible for developing specific youth facilities and engagement

- The management committee is responsible for the actions of THE FRIENDS , and no member of THE FRIENDS can act for the group without the committee's authorisation.
- The Committee officers will be nominated and voted for at the AGM from amongst and by the THE FRIENDS membership.
- In some years one committee officer may hold more than one of the committee roles.
- If it is necessary, the committee can co-opt a Friend to fill a vacancy between AGM's.

4. Annual General Meeting

At each year end there will be an Annual General Meeting chaired by the current Chair. At this meeting the members will:

- Hear a report on the activities of THE FRIENDS for the previous year by the various committee officers, and on the group's finances, prepared by the Treasurer.
- Decide on THE FRIENDS membership subscription for the forthcoming year to raise funds
- Identify and discuss matters of particular importance for the forthcoming year, altering the objectives as necessary
- Discuss the details of the annual management plan
- Make rules on the way THE FRIENDS will operate by amending the Constitution . Notice of any resolution to change the Constitution shall be forwarded to the Secretary in sufficient time for that change to be circulated to all known Friends with the notice of the meeting.
- Elect officers to the management committee
- Conduct any other relevant business the meeting so decides

Every member on the membership list will receive at least two weeks' notice of the Annual General Meeting by relevant personal contact eg email, letter, and by putting up notices in relevant public media used by Friends eg park notices, social media

5. Other Meetings and General Running of THE FRIENDS

Besides the AGM, at least one other General Meeting for Friends and other park users will be organised during the year. These meetings will be publicised in good time to Friends and users. At these meetings members will:

- Keep Friends up to date with work, plans and decisions affecting THE AREA
- Collect the views of members and other users and stakeholders of THE AREA.

The management committee will meet on a regular basis as required, but at least four times a year. Meetings will be called and co-ordinated by the Chair.

Officers of the management committee may meet outside of the regular schedule to progress work. All outcomes must be reported to the management committee(or relevant officer) at a relevant time.

6. Procedure at All General and Management Committee Meetings

General and management committee meetings are the forum for decision making at THE FRIENDS . Decisions should be decided by consensus or alternatively by a simple majority vote, except for amendments to the Constitution which require a two-thirds majority at the AGM. In the event of an equality of votes, the Chair shall have a second or casting vote

A quorum shall be 4 members except at the AGM where it will be 6. If there isn't a quorum, any decisions made regarding policy must be ratified at the following meeting.

Meetings may decide to delegate tasks to individual Friends, but these must be responsible to an Officer of the Management Committee.

Minutes will be taken, approved by the committee and held by the secretary for use by any relevant stakeholder at each general meeting.

7. Finances

A bank account will be set up in the name of Friends of Springfield Park & Guiseley Wells, and approved by the Management Committee of THE FRIENDS .

All money received in the form of donations, subscriptions or any other contributions will be put into the bank account and will be used to further the aims of THE FRIENDS , and no other purpose.

There will be 2-4 signatories for financial transactions, including the Treasurer. Two signatures, one of whom must be the Treasurer or Chairperson, will be required on all cheques. Electronic transactions will require the 'signature' of one signatory and an email or minuted confirmation of approval for the transaction by at least one other signatory.

The Treasurer shall keep a proper account of the finances of THE FRIENDS , which shall be made available for inspection on request at the AGM to anyone who wishes to see them. Additionally, the accounts shall be audited or examined at least once a year by an independent examiner appointed at any General Meeting or by the Management Committee.

In the event of THE FRIENDS being dissolved, remaining funds after payment of outstanding accounts shall be transferred to another relevant organisation who look after THE AREA

8. Powers of THE FRIENDS

THE FRIENDS has the power to raise funds, employ such staff as are necessary, and to enter into any transactions necessary to further its aims. It has the power to manage, licence, lease or buy property and to maintain and equip it for use. It has the power to appoint trustees, and to take out public liability insurance cover. Public liability insurance is required for all work done by THE FRIENDS in THE AREA that is not supervised by a Leeds Parks and Countryside Department Representative.

9. Dissolution

If a management committee meeting, or 10 members of THE FRIENDS, wish at any time to dissolve THE FRIENDS, they should give to all Friends and stakeholders at least 14 days notice of a Special General Meeting to discuss this. Notice should be served so as to reach as many Friends and stakeholders as possible.

If such a decision is agreed at that meeting by a simple majority of those members present and voting, the assets will be disposed of to another voluntary organisation with compatible aims and principles, this group being agreed at the same meeting, with the final decision resting with the Chair and the Treasurer.

This Constitution was Adopted by Friends of Springfield Park & Guiseley Wells July 2019 by the following members of THE FRIENDS.

Name	Role and any Associated Group
Eleanor Thomson	Chair
Jennifer Kirkby	Secretary (Aireborough Neighbourhood Forum)
Lynda Kitching	Heritage(Leeds Parks Forum)
Jacob Phillips	Events (Codswallop CIC)
Becky Mears	Horticulture (Incredible Edible Aireborough)
Cllr Graham Latty	Friend (LCC)
Karen Horwood	Friend
Lucy Phillips	Friend (Codswallop CIC)
Geoff Brooks	Friend (Guiseley Wells Society)