

# FRIENDS OF EASTCLIFF PARK TEIGNMOUTH CONSTITUTION 2023

## **1. NAME**

- 1.1 The name of the Society is to be **THE FRIENDS OF EASTCLIFF PARK TEIGNMOUTH** and it is established to promote the proper maintenance and enhancement of the green spaces in Eastern Teignmouth collectively known as Eastcliff Park.

## **2. AIMS**

- 2.1 The **Society Aims:**

- A. To raise the profile of the park and its surrounding area within the community.
- B. To increase awareness of its history and natural beauty.
- C. To achieve a wider cross-section of visitors and users.
- D. To encourage positive use of the space and discourage anti-social behaviour.
- E. To bring people together on projects so enhancing and developing community spirit.
- F. To protect the park and develop it in ways acceptable to its users, and in line with the results of the public consultation
- G. To give proper consideration, in all future developments, to the preservation and benefit of wildlife.

- 2.2 To further these AIMS the Society, through its Committee, shall have the following powers:

- a) To lobby Teignmouth Town Council, Teignbridge District Council and Devon County Council on behalf of The Park.
- b) To raise funds and to invite and receive contributions from any person or persons by way of subscription and otherwise, provided that the Society does not undertake permanent trading activities in raising funds to achieve its aims.
- c) To do all such other lawful things as shall further the aims of the Society.

## **3. MEMBERSHIP**

- 3.1 Membership shall be open to all that are interested in furthering the aims of the Society on payment of the appropriate annual subscription. The subscription of a member joining the Society on or after 1<sup>st</sup> January in any year shall be deemed to cover membership for that calendar year. Membership shall lapse if the annual subscription remains unpaid for four months after it is due. Voting eligibility will begin the day following full payment of the annual subscription.

## **4. SUBSCRIPTIONS**

- 4.1 The ANNUAL subscription will be such a sum as the General Meeting shall decide in the light of advice from the Committee. Subscriptions shall be due on the first day of January in each year. Members may pay more than the stated annual fee if they so wish.

## **5. MEETINGS**

- 5.1 A General Meeting (GM) shall be held in the last quarter of every other calendar year. (A two year cycle). Not less than 21 days' notice in writing (and by email when appropriate) shall be given to the membership. The following business shall be transacted: (Thus each term of office will last for two years).

- a) To confirm the minutes of the previous General Meeting of the Society.
- b) To receive the reports of the Committee.
- c) To receive the audited annual accounts of the Society.
- d) To elect Committee members.
- e) To appoint an accounts examiner.
- t) To consider and decide upon proposed changes to this Constitution which have been notified to the Secretary at least 14 days prior to the meeting.
- g) To consider such other matters notified in advance to the membership.
- h) No new issues for voting upon will be taken from the floor.

- 5.2 A Special General Meeting (SGM) of the Society shall be summoned by the Secretary at the request of the Chairman, or on receipt of a written request from not less than 20% of the membership of the Society. Such

requests shall state the objects of the meeting, at which no other business shall be considered or transacted. This meeting shall be held not more than twenty-eight days after the receipt of the request. Not less than fourteen days' notice in writing of a Special General Meeting (SGM) shall be given to the membership, such notice to state the objects of the meeting.

- 5.3 A Quorum for any GM or SGM will be a minimum of 10 members, which will include votes on proposals taken from proxy voters and by those voting by postal and electronic means. Those who vote in this way will be included within the required 10 members as if they were present at the meeting. Electronic and Proxy votes on proposals must be returned to the Secretary at least 72 hours before the meeting to allow validation and accurate counting. In the event of a tie, the Chairman shall have a second or casting vote.
- 5.4 A proxy vote is only applicable for the specific voting event to which it has been designated and these will be GMs, SGMs or electronic intertm votes for new Committee members.
- 5.5 The Chairman of the Society shall take the chair at any General Meeting. In the absence of the Chairman, the meeting shall elect another member of the Executive to take the chair.

## **6. OFFICERS**

- 6.1 The Executive Officers of the Society shall consist of:- Chairman, Secretary, Treasurer, Membership Secretary and such other officers as the Society shall deem necessary. This Committee shall have the power to fill vacancies on the Committee by appointing co-opted members from within the Society.

## **7. COMMITTEE**

- 7.1 The Committee, which will not exceed seven (7) members, shall be responsible for the management and administration of the Society. A quorum for any decision making at Committee meetings will be a minimum of four Members. All shall relinquish their positions at the end of each two-year term but shall be eligible for re-election at the next General Meeting. In the voting process it is confirmed that votes may be cast both for or against any proposals for constitutional change or for membership positions on the Committee. The Executive members of the Committee will be voted for at the first Committee meeting following the GM by Committee members only.
- 7.2 Committee members who are eligible to sit for two years but can stand down giving proper notice to the Committee. New Committee members can be elected between GMs by electronic means through the established voting process. Their term of membership will end at the next GM.
- 7.3 In any decision-making process, where there is a tie, the Chairman shall have a second or casting vote.
- 7.4 Nominations for the election of members to the Committee shall be made in writing to the Secretary at least 14 days before the GM. Nominees must be seconded and must agree to their nomination. If the nominations exceed the number of vacancies, a secret ballot shall take place in such manner as shall be determined by the committee. Nominations will only be accepted from those who have been members for a minimum of three months prior to the GM and no nominations will be accepted from the floor at the GM.
- 7.5 The Committee shall meet as business demands. The Secretary where possible, shall give members at least 14 days' notice of each meeting. The quorum shall be a minimum of four (4) elected members.
- 7.6 Any member of the Committee may be removed from their position if he/she acts in a way contrary to the aims of the Society or the wellbeing of the Committee in pursuit of those aims. This will be carried out by a majority vote of those remaining committee members.

## **8. SUB-COMMITTEES**

- 8.1 The Committee may constitute Sub-Committees. Sub-Committees shall always report back to the whole Committee. No Sub-Committee, shall authorise payment of the Society's funds.

## **9. DECLARATION OF INTEREST**

- 9.1 It shall be the duty of every Officer of the Committee or Sub-Committee, or Society Member who is in any way directly or indirectly interested financially or professionally in any Item discussed at any meeting at which he or she is present, to declare such an Interest, and to take no further part in the discussion or voting on that item except by invitation of the Chairman and agreement of the Committee.

## **10. EXPENSES OF ADMINISTRATION AND APPLICATION OF FUNDS**

- 10.1 The Committee shall, from the funds of the Society, pay all properly receipted administration and management expenses. After the payments of the administration and management expenses and the setting aside of reserves of such sums as may be deemed expedient, the remaining funds of the Society shall be used in the furtherance of the purposes of the Society.

## **11. AMENDMENTS TO CONSTITUTION**

- 11.1 Alterations to this Constitution MUST receive the assent of two-thirds of the members present or voting by proxy, past or electronic means at a GM or a SGM. The Secretary of the Society must receive any resolutions to modify the Constitution at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days' notice of such a meeting must then be given by the Secretary to the membership and must include a clear indication of the alteration(s) proposed.

## **12. WINDING UP**

- 12.1 The Society may be dissolved by a two-thirds majority of members present or voting by proxy, postal or electronic means at a General Meeting or a Special General Meeting of the Society. A motion for the dissolution of the Society shall be referred to specifically when notice of the meeting is given.
- 12.2 In the event of the dissolution of the Society, the available funds shall be transferred to any one or more charitable institutions having objects similar to those herein before declared. This (These) recipient(s) shall be chosen by the Committee and approved by the meeting of the Society at which the decision to dissolve the Society is confirmed.

End of Constitution

Last agreed 9 December 2022.

Note. The statement of the audited accounts will be made to the membership on an annual basis as normal and the Chairman will write an annual report in addition to quarterly updates as usual.

Bank opening balance £1,214.80

income	£
Grants	1,350.00
2022/2023 Basic membership subs	605.00
Parkers refund	14.00
Plant safes	107.00
Refund green bins 22/23	105.00
Donations	1,260.50
Other	25.91
<b>Total 22/23</b>	<b><u>3,467.41</u></b>

Outgions	£
Plants and Con1post	43.10
Green bin 23/24	55.00
Tools	268.64
Insurance	157.00
Uncleared cheques from 2021/22	12.00
Admin/expenses	28.46
<b>Total 2022/23</b>	<b><u>564.20</u></b>
<b>Total outgoings</b>	<b><u>564.20</u></b>

Signed \_\_\_\_\_

Date {g} iC :.23

Bank dosing balance per acco1.mts £4,118.01

Treasure: Pat Lewis

Oct-23

Bank dosing balance per Uoyds bank account £4,118.01

Examination

I have examined the books, bank statements and other records maintained by the Treasurer and confirm that the financial statements for 2022/23 as presented agree herewith.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Postcode: -:fLi\..lf. '!f:.T,)!.

Telephone: .P.7. .a.q ....<?1.il)J .....

Signed: ...M. Darby..... Date: ..25/01/24.....

**Q16 Signature of Person Completing the Application**

This must be the signature of the person named in 01 as the main contact and **not be the same person who has signed in Q15**

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional*

*i: :d ti . .t . :. ' . i. . . . /J9- . .1:±.....*

*I agree that by completing and submitting this Grant Application Form, that the Council may process my personal information for providing information and corresponding with me but will not otherwise share that data.*

*Specifically, I agree that the Council can keep the contact information data I have provided within the Form for the purposes of this Grant Application. Should the organisation be successful in securing a Grant this information may be kept for a period of 6 months. If however the Application is unsuccessful I would expect the Form to be destroyed as soon as the decision making process has been completed and the organisation has been advised to that effect.*

*I am aware that I can request that my personal information be destroyed at my request, but I accept that this may impact the communication the Council would be able to have with the organisation.*

Signed.... / = > \_ \_ .....Date... '?/..J. ...Y.?-:f:.....

Please return your completed application form to:

**Town Clerk  
Teignmouth Town Council  
Bitton House  
Bitton Park Road  
TQ14 9DF**

**Telephone: 01626 242085  
Email:townclerk@teignmouth-devon.gov.uk**