

# Manor Park and Hempstead Fields Residents' Association



## ANNUAL GENERAL MEETING

Thursday 7<sup>th</sup> November 2013 at 7pm – 8pm (doors open 6.45pm)

Lower Hall, Manor Primary School, Downsview Crescent

### AGENDA

1. Welcome and introductions
  2. Apologies
  3. Report from the Chairman of the Association
  4. Report from the Secretary
  5. Report from the Treasurer including statement of accounts and auditor's report
  6. Proposed changes to the Constitution (attached).
  7. Election of Officers:
    - Chairman
    - Secretary
    - Treasurer
- NOTE: please submit nominations for officers in writing to the Secretary by 24<sup>th</sup> October.
8. Election of the Committee.  
NOTE our Constitution provides for seven Committee members in addition the Chair, Secretary and Treasurer.  
Please submit nominations for the Committee in writing to the Secretary by 24<sup>th</sup> October.
  9. The launch of the Manor Park and Hempstead Fields Surgery Car Service
  10. Any other business.

**NOTE everyone living in Manor Park and Hempstead Fields can attend the meeting but only paid up members can vote (one vote per household), submit nominations or make representations.**

# **CONSTITUTION**

## **The Manor Park and Hempstead Fields Residents' Association**

### **1. NAME**

The name of the Association shall be The Manor Park and Hempstead Fields Residents' Association [\(hereafter referred to as the Association\)](#)

### **2. OBJECTIVES**

- a) The objectives of the Association shall be to promote and protect the interests of the local residents living in the area covered by the association. This will include:
- encouraging the community to support each other, especially younger and older residents
  - promoting action to take care of the public areas and amenities of the estates including paths, verges and roads
  - organising and promoting social events
- b) The Association will be non-political

### **3. MEMBERSHIP**

- a) Membership shall be open to any interested person [owning or occupying a property living](#) in the Manor Park and Hempstead Fields area. This will include the area within the boundaries:
- to the North, Nevill Road and all the roads and closes off of it,
  - to the South, Downsview Crescent and Southview Drive and all the roads and closes off of them (but excluding Lime Tree Avenue/Hempstead Lane)
  - to the East, the River Uck (and therefore including Knights Meadow and Roman Way and the roads and closes off of them)
  - to the West, London Road.
- (as shown on the map attached at Appendix A).

[b\) All member households shall have one vote.](#)

[c\) All voting members must be at least 16 years of age.](#)

[d\) Membership shall cease immediately upon the owner or occupier leaving the area defined paragraph 3\(a\) above](#)

### **4. SUBSCRIPTIONS**

A subscription of £5 per year per household shall be charged for membership.

### **5. EQUAL OPPORTUNITIES**

Member households of the association shall seek actively to represent the needs of the whole community.

### **6. THE COMMITTEE**

- a) At the Annual General Meeting member households shall elect a Committee. The Committee is responsible for the management of the Association.
- b) The Committee will be made up of the following members; Chair, Secretary, Treasurer and seven other [ordinary](#) members.
- c) The Committee may co-opt a maximum of three [other Association](#) members who shall be non-voting.

- d) All elected members of the Committee shall have one committee vote.
- e) If [a vacancy occurs on the Committee](#), ~~vacancies occur among the members of the Committee~~, the Committee shall have the power to fill them from amongst the [Association](#) members.
- f) The committee shall make and carry out decisions in accordance with the objectives of the [Association](#)group.
- g) There must be at least three ~~voting of the~~ committee members present for any decisions to be made at a committee meeting.
- h) Committee members must declare any interest they may have in the topic under discussion and the committee will decide if they need to forfeit their right to vote on this occasion.
- i) A simple majority, voted in through a show of hands, or a secret ballot, will agree decisions.
- j) Committee meetings are open to all member households who may speak but not vote.
- k) The Committee may form sub-groups, which may co-opt [Association](#) members, to deal with specific issues but these [sub-groups](#) must report to the Committee.
- l) The quorum for a committee meeting shall be ~~three voting members~~five.
- m) The Committee shall aim to meet regularly and at least 4 times within 12 months.
- n) Notes shall be taken of committee meetings and shall be available to all member households.

## 7. ANNUAL GENERAL MEETING

- a) There shall be an Annual General Meeting (AGM) held every year within **15** months; (maximum) [of the previous AGM](#) at which the following items will be included as agenda items:
  - Annual report from the Committee
  - [Statement of accounts](#)
  - Election of Chairman, [Secretary and Treasurer](#)
  - Election of Committee
  - Amendments to the Constitution (this item may be excluded if there are no recommendations for change)
- b) The Committee will notify all member households of the date no later than **10** days before the AGM.

## 8. GENERAL MEETINGS

- a) Including the Annual General Meeting, the Committee will aim to call two general meetings per year which all member households of the Association may attend.
- b) All General Meetings shall be advertised to member households at least five days in advance.
- c) A Special (or extraordinary) General Meeting, open to all member households; will be held if 15 or more member households submit a request in writing to the Secretary.

- d) The Secretary shall arrange a meeting within 14 days of the receipt of the request for a Special General Meeting.

## **9. QUORUM**

No General, Special General or Annual General Meeting shall take place if less than 8 member households are present.

## **10. CHANGES TO THE CONSTITUTION**

- a) The Constitution of the Association may be altered at the AGM.
- b) Any suggested changes must be handed to the Secretary 14 days before the AGM.
- c) Changes to the Constitution must be agreed by two-thirds of the member households present at the meeting.

## **11. CHILD PROTECTION**

- a) The group will ensure that any activities they are involved with will provide a safe environment for children.
- b) If group activities are to involve children a Child Protection Policy will be adopted and a committee member will be appointed to take responsibility for its implementation.

## **12. FINANCE**

- a) All monies raised by or on behalf of the Association shall be applied to further the objects and aims of the Association and for no other purpose.
- b) The Treasurer shall open and hold a bank/building society account in the name of the Association.
- c) The Treasurer shall keep a proper account of the income and expenditure of the Association.
- d) At least three cheque signatories shall be nominated by the Committee (one should be the Treasurer). Any 2 of these signatories can authorise a cheque. No 2 signatories shall be from the same household.
- e) The Treasurer shall submit the accounts for examination at the end of each financial year (5th April).

## **13. DISSOLUTION**

- a) The Association may only be dissolved at a Special General Meeting called for that purpose and advertised fourteen days before the meeting to all member households.
- b) At least two thirds of the member households present at the meeting must agree to the dissolution.
- c) Any funds and possessions shall be donated to a charity or charities of the meetings' choice, once liabilities have been settled.

## **14. CONDUCT**

- a) Members shall at all times conduct themselves in a reasonable manner at meetings.
- b) Members shall be excluded at the direction of the Chair if they contravene the aims of the Association, use abusive language and/or violent behaviour.
- c) If a member behaves abusively or is offensive (e.g. racist, sexist language) they shall be warned by the Chair and if their behaviour persists a vote of the whole meeting will be taken to exclude them for the rest of the meeting.
- d) The Chair shall have a second casting vote in the event of a resolution being tied at any meeting being held.

**15. APPENDICES**

Appendix A – road map of the estates

**CHAIR:**.....**Date:**.....

**SECRETARY:**.....**Date:**.....