

## *A Park User Group* Constitution

1. Title           The Group will be known as the XXX Park User Group.  
                  The Committee will be the body elected by Group members to represent them in matters concerning the Park.

### 2. Aims and Objectives.

The aims and objectives of the Group shall be:-

- a. To work alongside the appropriate department of London Borough of Hackney (LBH) and any other relevant bodies in the management, direction, control and development of the Park in order to ensure its maximum usage, for both passive and active recreational, social and play 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 on management and maintenance programmes and to recommend issues of maintenance that might occur.
- d. To encourage, promote and co-ordinate both passive and active recreational, social, play and environmental activities in the Park.
- e. To ensure that the interests of the community at large and users of the Park are recognised and are accommodated, provided that they are consistent with the needs of local residents.
- f. To ensure, through liaison with the local community, local awareness of proposals for developments within the Park.
- g. To promote, and put into practice, the equal opportunities policy of the London Borough of Hackney.
- h. Consider and advise on the suitability of organisations, and the activity they wish to pursue, applying for facilities in the Park.
- i. To receive reports and complaints of nuisance and/or annoyance and/or abuse of facilities or other matters of mutual concern, and take appropriate action.

### 3. Membership

The Membership of the User Group shall be open to any person expressing a wish to be a member and who accepts the Aims and Objectives of XXX Park User Group.

### 4. The Officers

- a. The Officers shall consist of at least a Chair, Vice Chair, Secretary and Treasurer. All these posts are open to Job Share and appointment of Deputies.
- b. The Officers will be elected at the first meeting following the AGM.
- c. The Officers may co-opt other Officer positions, as they may consider necessary for the carrying out of the work of the Group.

### 5. The Committee

Shall comprise, where possible, of:

- a. Up to 12 individuals elected at the Annual General Meeting, who agree to accept the Aims & Objectives of the Group. From this group the Officers shall be elected.
- b. Ex Officio membership of officers of Hackney Council and any other relevant bodies who will be invited to attend each Committee meeting at the first meeting following the AGM.
- c. Representatives of Organisations who either use the park or who have an interest in the Park and who are elected at the AGM.
- d. The work of the Committee will not be invalid by the failure to fill one or more of the positions on the Committee, provided the rules of quorum are met. The Committee may from time to time Co-opt members on to the Committee.

## 6. Powers

- a. The Officers of the User Group will have the power to open a bank account and operate it in the name of the User Group. They will be responsible for ensure the safe management of the account and ensure at all times there are at least three cheque signatories to the account, with at least two signing each cheque.
- b. The Officers, through the Treasurer, shall ensure an income and expenditure report is presented to the Committee and to the Full User Group at each meeting.
- c. The User Group, through the Committee, will have the authority to make applications for funds/grants to assist in the promotion, development and improvement of the Park and work in partnership with LBH and any other relevant bodies in achieving the aims of the applications.
- d. The Committee may set up Sub-Committees as may be necessary to assist in the furtherance of the aims and objectives. Each Sub-Committee should report to each full Committee meeting and any decisions must be ratified by the full Committee before any action taken, unless prior authority has been given.
- e. The Group will operate on a not for profit basis.

## 7. Meetings

- a. Annual General meetings
  - i. There shall be an Annual General Meeting each year to accept nominations for Membership to the Committee and to elect people to sit on the Committee. At least 21 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. These meetings will be open to members of the public to attend.
- c. The Committee will meet as often as they deem necessary.
- d. The Secretary shall ensure that appropriate notice of meetings and agendas are distributed.
- e. The Secretary will ensure Minutes are taken and kept for the Committee Meetings, The Ordinary Meetings and the Annual General Meeting.
- f. A nominated person in each Sub-Committee will take and keep Minutes and report to the full Committee as required.

## 8. Procedures at Meetings

