

**Cockfield Community Council**  
**Constitution (Revised 29<sup>th</sup> November 2013)**

1. **NAME:** The name of the Council shall be “**Cockfield Community Council**”.
2. **OBJECTS:** The objects of the Council shall be to assist with providing adequate recreational and social facilities and other amenities of a similar character for the benefit of the community residing in Cockfield.
3. **POWERS:** In order to achieve its objects the Council shall have the power:
  - to raise funds by subscription or other fundraising events.
  - to run and maintain property, premises and areas in Cockfield under its management.
  - to purchase/hire necessary equipment to utilise fund raising.
  - to purchase necessary insurances to enable the Council to function within the law.
  - to organise events, courses and functions in order to raise funds.
  - to work with similar organisations and exchange information and advice with them for the benefit of charitable purposes.
  - to do anything that is lawful which will help to fulfil its objects.
4. **Membership**
  - a) Membership is open to any individual over the age of 18 without regard to disability, political or religious affiliation, race, sex or sexual orientation who is:
    - interested in helping the Council achieve its objects;
    - willing to abide by the rules of the Council, and
    - willing to pay the annual subscription rate set by the Council at the Annual General Meeting.
  - b) Membership may be terminated for good reason by the Board of Trustees: provided that the member concerned shall have the right to be heard by the Board of Trustees, accompanied by a person of their choosing, before a final decision is made.
5. **Management**
  - a) The Council shall be administered by a Board of Trustees which will act as a Management Committee of not less than 6 and not more than 16 individuals elected at the Council’s Annual General Meeting.
  - b) The Officers of the Board of Trustees shall be:  
The Chairman, Vice-Chairman, Treasurer and Secretary.

- c) The Board of Trustees may invite up to two individuals at any one time in an advisory and non-voting capacity which it feels will help to fulfil the objects of the Council.
- d) The Board of Trustees shall meet at least 6 times a year on dates scheduled at the AGM.
- e) At least 6 members of the Board of Trustees must be present for a meeting to take place.
- f) Voting at meetings of the Board of Trustees shall be by a show of hands. If there is a tied vote then the Chairman shall have a casting vote.
- g) The Board of Trustees shall have the power to remove any member of the Board for good and proper reason, provided that the member concerned shall have the right to be heard by the Board of Trustees, accompanied by a person of their choosing, before a final decision is made.
- h) The Board of Trustees may appoint any other member of the council as a trustee to fill a vacancy, provided that the maximum of 16 prescribed is not exceeded.
- i) Any member of the Board of Trustees who has an interest in any other organisation requesting monetary or other assistance from the Community Council cannot put a proposal from their own organisation and must declare an interest and abstain from voting on monetary issues.

6. **Duties of Officers:**

**Chairman** – shall chair meetings, represent the Council at functions/ meetings to which the group has been invited to and act as the spokesman for the Council when necessary.

**Vice-Chairman** – shall support and stand in for the Chairman when necessary.

**Secretary** – shall prepare in consultation with the Chairman the agenda for meetings, take and keep minutes of all meetings and collect and circulate any relevant information within the Board of Trustees.

**Treasurer** – shall supervise the financial affairs of the Council and keep proper accounts that show all monies received and paid out by the Board and shall provide a financial statement at each meeting and produce accounts independently examined by a competent person to the Annual General Meeting.

## 7. **Finance**

- a) All monies received by or on behalf of the Council shall be applied to further the objects of the Council and for no other purpose.
- b) Any bank accounts opened for the Council shall be in the name of "Cockfield Community Council".
- c) Any cheques issued shall be signed by the Treasurer and one other unrelated officer.
- d) Internet banking will be accessed only by the Treasurer and one other unrelated officer.
- e) The Board of Trustees shall ensure that its accounts are independently examined every year by a competent person agreed by the Board of Trustees.
- f) The Board of Trustees may pay reasonable administrative out of pocket expenses at its discretion.

## 8. **Annual General Meeting**

- a) The Council shall hold an Annual General Meeting on the last Friday in November each year.
- b) The Board of Trustees shall take all reasonable steps to ensure that members shall be given at least fourteen days' notice of the Annual General Meeting and shall be entitled to attend and vote.
- c) The business of the AGM shall include:
  - a report from the Chairman on the council's activities over the year;
  - a statement of accounts and a report of financial activities from the Treasurer for the year;
  - an election of a Board of Trustees from which officers shall be elected; and
  - to consider any other matters on the Agenda.
- d) At least 8 members must be present for the AGM to take place.
- e) Nominations for the Board of Trustees must be received by the Secretary 7 days before the AGM proposed and seconded by fully paid up members of the Council.
- f) All fully paid up members shall be entitled to attend and vote.

9. **Extra-Ordinary General Meeting**

An Extra-Ordinary General Meeting may be called by the Board of Trustees or 6 members of the Council to discuss an urgent matter. The Board of Trustees or members shall take all reasonable steps to ensure that members shall be given at least 5 working days' notice of the Extra-Ordinary General Meeting and notice of the business to be discussed.

10. **Alterations to the Constitution**

Any changes to the Constitution shall be agreed by at least two-thirds of members present and voting at the Annual General Meeting or at an Extra-Ordinary General Meeting.

11. **Dissolution**

The Council may be wound up at any time if agreed by two-thirds of those members present and voting at the Annual General Meeting or at an Extra-Ordinary General Meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to another charitable institution with a similar objective in the village.

12. **Adoption of the Constitution**

This Constitution replaces the Constitution written on 29<sup>th</sup> November 2000 and has been voted and approved at the Annual General Meeting on Friday 29<sup>th</sup> November 2013.

This Constitution was adopted by

Name ..... Chairman – Carl Brinkley

Signed .....

Name ..... Secretary – Sandra Stannard

Signed .....

Name ..... Vice-Chairman – Rod Williams

Signed .....

Name ..... Treasurer – Rod Portwood

Signed .....