

HAXEY PARISH COUNCIL - SOLE TRUSTEE - WESTWOODSIDE PLAYING FIELD ASSOCIATION (WPFA)

CONSTITUTION – 26 JULY 2013

1. The aim of the Westwoodside Playing Fields Association (WPFA) is to provide a multi-use recreation ground for the benefit of the inhabitants of Westwoodside and the surrounding area.
2. Membership is open to all residents of Westwoodside and the Parish of Haxey age eighteen years and upwards.
3. WPFA Management Committee.
 - a. The WPFA Management Committee shall be a Full Committee of Haxey Parish Council.
 - b. Membership of the WPFA Committee shall be FOUR members of the council plus co-opted members as required. The Parish Council Chair and Vice-Chair are ex officio full members. The membership of the committee is to be re-appointed at the Annual Parish Council Meeting. A Chair and Vice-Chair of the WPFA Committee shall be appointed.
 - c. The Chair of the WPFA Committee can be co-opted from outside the Parish Council as decided by the Committee Membership and is able to vote; however, all required Parish Council Code of Conduct issues are to prevail for any co-optee. The Vice-Chair is to be a Parish Councillor.
 - d. Meetings to be convened at least bi-monthly/as required within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1.
 - e. Meetings will generally be open; however, they may exclude the press and public if discussing relevant matters.
 - f. Meetings will generally take place immediately prior to a monthly Parish Council meeting.
 - g. A verbal summary review to be presented to the next meeting of the Parish Council. Minutes to be presented to the following meeting of the Parish Council.
 - h. The WPFA Management Committee may co-opt to fill temporary vacancies.
 - i. The WPFA Management Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion.
 - j. The Clerk of the Council will normally support the WPFA Management Committee and provide the interface with the Charity Commission.
 - k. On behalf of the Sole Trustee, the Clerk of the Council shall also act as Treasurer to the WPFA, managing the accounts under the provisions of the accounts and audit regulations and sector best practice.
 - l. Only members of the WPFA Committee may speak at committee meetings other than by the resolution of the committee or if specifically summoned.
 - m. The quorum shall be three (3).
 - n. The code of conduct adopted by Haxey Parish Council and attendant regulations shall apply to all voting members of this committee.

- o. The WPFA Committee is to be fully responsible for the management of the WPFA and shall provide periodic summary reports to the Full Parish Council.
 - p. The Committee at their first meeting after the Annual Parish Council Meeting shall elect a Chairman and Vice-Chairman (who is to be a Parish Councillor). The Chairman and Vice-Chairman shall continue in office until their successors are respectively elected. If the Chairman is absent for any meeting, the Vice-Chairman shall preside otherwise the Members present shall, before any other business is transacted, choose one of their number to preside at the meeting.
 - q. The Parish Council shall have power by Resolution, passed at a meeting at which not less than two thirds of all the members of the Committee vote in favour of the Resolution, to allow any existing organisation having aims of a recreation character to appoint a member to the Committee and for this purpose the total number of the members of the Committee may be increased.
 - r. A casual vacancy arising from the death, resignation or removal of an appointed member of the Committee shall be filled by the said organisation and the person appointed shall retire at the time when the vacating member would retire. In the event of a vacancy arising through the death, resignation or removal of a member of the Committee elected at the Annual Parish Council Meeting, the Committee shall have power to fill such vacancy until the next Annual Parish Council Meeting.
4. The Committee may from time to time make and alter rules for conduct of business and for the summoning conduct and recording in the minutes of its meeting and in particular with reference to:
 - a. The terms and conditions upon which the property may be used for recreation and the sum (if any) to be paid for such use.
 - b. The engagement and dismissal of any paid offices for the Property as it may consider necessary.
 5. All payments in respect of the use of the Recreation Ground and associated facilities and all donations for the benefit thereof shall be paid into an Association account identified and managed by the Clerk to the Parish Council.
 6. The moneys standing to the credit of the Association account shall be applied, through the Clerk to the Parish Council, as the Committee shall decide in maintaining, repairing and insuring the Property and the buildings and effects thereon and in paying rent, rates, taxes, salaries, wages and other outgoings and in providing equipment and means of recreation and otherwise for the maintenance and improvement of the Property.
 7. If the Committee by a majority decide at any time that on the grounds of expense or otherwise, it is necessary or advisable to discontinue the use of the Property in whole or in part for the purpose of recreation it shall advise Haxey Parish Council, who will arrange a meeting of the inhabitants of the age of eighteen or upwards of the Parish. Not less than twenty one days notice (stating the terms of the resolution that will be proposed) shall be posted in a conspicuous place or places in the Parish and advertised in a newspaper circulating in the Parish and the Parish Council website. Such decision shall be confirmed by a majority of inhabitants present and voting. The Sole Trustee with the consent of the Charity Commissioners may let or sell the property or any part thereof. All moneys arising from such letting or sale (after satisfaction of liabilities) shall with the consent of the aforesaid be applied either for the purposes of recreation or towards such other charitable purposes or objects for the benefit of the inhabitants of the Parish as may be approved by the Charity Commissioners. Meanwhile such money shall be invested and any income arising shall be accumulated (for such time as the law allows).
 8. Any amendments to the Constitution shall be approved following resolution at the Annual General Meeting or at a Special General Meeting called for the purpose. The twenty one days notice rule will apply. No alteration shall be made which would cause the Association to cease to be a charity at law.

Dated: 25th June 2013

Signed by the Management Committee

Chairman – Richard Carter:

Vice Chairman – Paul Cooke:

Clerk to the Parish Council – Deb Hotson:

Members:

- Mick Carlile
- Pauline Booth
- Trevor Foreman

Ex-Officio Members

- David Knowles
- John Smedley