

Draft CONSTITUTION OF THE ULLENHALL BROOK CO-OPERATIVE MANAGEMENT GROUP 07.02.17.

A NAME

The group's name is Ullenhall Brook Cooperative Maintenance Group

B THE PURPOSES OF THE GROUP ARE :-

To work in cooperation with those with riparian rights and responsibilities for the Ullenhall Brook and its ancillary drainage ditches from a point east of the railway bridge in New Road Henley-in-Arden to the Henley School Access bridge in Warwick Road, Henley-in-Arden to ensure that the members' riparian responsibilities for the brook are managed according to the law.

C CARRYING OUT THE PURPOSES

In order to carry out the purposes, the Committee has the power to :-

- (1) raise funds, receive grants and donations
- (2) co-operate with and support other groups with similar purposes
- (3) do anything else within the law which is necessary to achieve the purposes

D MEMBERSHIP

The Committee may admit to membership any person aged 18 and over and the Beaudesert and Henley Joint Parish Council that have riparian rights and responsibilities for the Ullenhall Brook from a point east of the railway bridge in New Road Henley-in-Arden to the Henley School Access bridge in Warwick Road, Henley-in-Arden. People and organisations that wish to become a member should apply to the Committee.

Membership lasts until a member withdraws in writing. The Committee will keep an up to date membership list.

The Committee may expel someone from membership, provided it is in the best interest of the group to do so, and they are given the right to be heard by the Committee before the decision is made. They can be accompanied by a friend.

E ANNUAL GENERAL MEETING – AGM

- (1) The AGM must be held every year, with 14 days notice given to all members then what is on the agenda.
- (2) There must be at least 10 members present at the AGM.
- (3) The Committee shall present the annual report and accounts.
- (4) Any member may put themselves forward for election as a Committee member at the AGM.
- (5) Every member has one vote.
- (6) Members shall elect between 3 individual members to the Committee plus (ex officio) 1 representative of Beaudesert and Henley Joint Parish Council. The individual members will retire at the each AGM and may stand for re-election.

F COMMITTEE

- (1) The Committee shall hold at least 3 meetings each year. They will elect a chair, and secretary at their first meeting. This can be the same person.
- (2) At least 2 Committee members must be at a committee meeting to be able to take decisions. Minutes shall be kept for every meeting. Decisions by email shall be kept securely on file and reported to the next committee meeting.
- (3) The Committee must review accounts held by the parish council which may be viewed by any member on request.
- (4) During the year, the Committee may appoint up to 2 extra members on to the Committee who will stand down at the next AGM but are eligible for re-election.
- (5) The Committee may make reasonable additional rules for the proper conduct and management of the group. These rules must not conflict with this constitution or the law.
- (6) Once policies for the management of the group are agreed by the committee decisions by email are permitted.
- (7) Records of meetings and income and expenditure will be circulated to all members by email every three months and after expenditure exceeding £1,000.

G MONEY

(1) Funds will be held by the Beaudesert and Henley Joint Parish Council in their bank account. The Beaudesert and Henley Joint Parish Council will keep a separate account for these funds and surpluses at the end of the financial year will be carried forward to the next. This account will be managed by the councillor responsible for managing the properties belonging to the council according to the council's financial regulations. All payments must be authorised by the committee and paid under their direction by the parish council.

(2) Funds cannot be used to pay Committee members except to refund legitimate expenses.

(3) Funds must only be used for the purposes of the group.

(4) The financial year shall be the same as that for the Beaudesert and Henley Joint Parish Council.

(5) The AGM shall set the contribution from each member according to the formula recommended by the Committee and approved by the those attending the AGM.

H SPECIAL GENERAL MEETINGS

Special General Meetings may be called by the Committee for the following reasons. (1) Changing the Constitution - The constitution may be changed by a two thirds majority of members present and voting at a Special General Meeting.

(2) Emergency Special General Meetings – to allow the members to decide on important issues.

(3) At the written request of the chairman of 5 members.

(4) Winding up – the group may be wound up by a two thirds majority of members present and voting at a Special General Meeting. Any money or property remaining after payment of debts must be given to the Beaudesert and Henley Joint Parish Council

(5) All members must be given 14 days notice and told what change is proposed and any items to be discussed.

J SETTING UP THE GROUP

This constitution was adopted on (Date) by the first members and a representative of Beaudesert and Henley Joint Parish Council whose signatures appear below. The Committee until the first AGM is ,

(Names here)

The AGM must be held within one year of this date.

Signed

Print name and address