

## **1 NAME**

- 1.1 This group shall be known as the Friends of Moormead referred to below as “FOM”

## **2 OBJECTIVES**

The objectives of FOM shall be to:-

- 2.1 Provide a formally recognised group that encourages local people who have a genuine interest in Moormead to participate in the protection, improvement and management of the site.
- 2.2 Work in partnership with The London Borough of Richmond Upon Thames to create a safe, fun and enjoyable green space, in particular to;
- Maintain the appearance and attraction of the children’s recreation ground
  - Reduce levels and physical aspects of anti social behavior
  - Increase safety and the perception of safety
  - Ensure a balanced use of the site that benefits local residents within the ward of St Margarets & North Twickenham
  - Develop a well recognised and welcoming local community focus point
  - Generate a feeling of pride for the local environment
  - Promote a refurbishment or rebuild of the Pavilion
- 2.3 Provide a statutory consultative group role for key issues / decisions regarding the site and its facilities / use. All official response to consultation by FOM must be a true record of opinion across all members.
- 2.4 In pursuit of the above aims FOM may affiliate to, or co-operate with, such other organisations whose objects may also be of benefit to the work of FOM, for example;
- Police or local crime prevention organizations
  - National green space / environmental organisations such as, Cabe Space, Green Space, BTCV
  - Local / National grant giving bodies

## **3 MEMBERSHIP**

- 3.1 Membership of FOM shall be open to all irrespective of nationality, race, colour, gender, sexuality, disability or religious belief, being over 16 years of age and who live or work within the wards of St Margarets and North Twickenham. All members must agree to the detailed objectives of the FOM
- 3.2 It shall be a condition of membership that all members at all times conduct themselves in a reasonable and appropriate manner and treat all other members with due respect.
- 3.3 Any application for membership by any person/s subsequent to the inaugural meeting shall be made in writing to the elected secretary and shall be recorded in writing.

## 4 CONDUCT OF BUSINESS

- 4.1 **The Chair** will conduct and manage all meetings.  
**The Vice Chair** will deputise in the absence of a Chair.  
**The Secretary** will keep a written record of all business and circulate notification of all meetings as detailed.  
**The Treasurer** will keep a proper and detailed account of all finance.

### 4.2 General Meetings

All business of FOM shall be conducted at general meetings which will take place at a set time and at a set location as notified by The Secretary

- 4.3 General meetings shall be open to all members of FOM

- 4.4 A representative of LBRuT Parks & Open Spaces will be formally required to attend 1 meeting of FOM per year. Further attendance may be required subject to specific projects or issues. A request for further attendance should be made in writing, providing at least 14 working days notice to the Parks Manager including details of issue/e to be discussed.

- 4.5 The format of general meetings should follow a set agenda as detailed.

- Welcome
- Introductions
- Agenda Presentation
- Previous Minutes
- Agenda Items
- AOB
- Date of next meeting
- Close

- 4.6 All members should receive written notification of a general meeting within 5 working days prior to agreed date of next meeting. Notification should also include previous minutes and the agenda.

### 4.7 Quorum for General Meetings

The quorum for general meetings should be Chair or Vice Chair and 1 other elected member with no less than 5 other members of FOM in attendance.

### 4.8 Decision Making

Decisions within FOM will be made by a majority vote of all attending members. In the event that a majority decision cannot be achieved the elected Chair or Vice Chair will have a deciding vote. All decisions will be recorded in the minutes of that meeting.

#### 4.9 Annual General Meeting

An Annual General Meeting will be held each year during the month of March at a set location as notified by the Secretary.

Format of the AGM will include;

- Welcome & Introductions
- Annual Report from the Chairperson
- Annual Accounts provided by the Treasurer
- Nominations and Elections for Chair, Vice Chair, Secretary, Treasurer, Executive Committee and Signatures
- AOB
- Close

4.10 All members should receive written notification of an Annual General Meeting within 14 working days prior to agreed date of the meeting

## **5 FINANCE**

5.1 FOM may operate a bank account and collect funds.

5.2 Signatories to the bank account shall be the Treasurer, and two other Committee Members elected at the AGM. Any two of these signatories shall be required to sign each cheque, or other withdrawals, from this bank account.

5.3 Decisions regarding the charging of membership fees and setting charges for activities shall be taken by the Members as the need arises.

5.4 The Annual Accounts presented to the Annual General Meeting shall record all income and all expenditure for the annual accounting period.

5.5 Any efforts to obtain large scale funds or the completion of applications for large-scale funds must be carried out with written approval from LBRuT Parks Manager. For the avoidance of doubt this does not include general fund raising activities such as individual donations or profits from membership fees. Any fund raising for specific improvements or additions to Council owned property, must be approved in writing by the Council (parks manager). This agreement must be obtained prior to any application or publicity is actioned.

**6 CHANGES TO THE CONSTITUTION**

6.1 Any changes to this Constitution may only be made at a General Meeting, properly convened as detailed in section 4.9. A change to this Constitution shall require not less than a two-thirds majority.

6.2 Should it be necessary for FOM to dissolve, a Special Public Meeting shall be set up to discuss the matter and make decisions on the disposal of any assets which FOM may have.

6.3 *This constitution was adopted on*

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*At the Inaugural Meeting of  
The Friends Moormead.*

Signed

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Date

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