

SLIP END PLAYING FIELD MANAGEMENT COMMITTEE & THE PETER EDWARDS HALL CONSTITUTION

This constitution has been set up in August 2008, (reviewed May 2025) not to replace the original documents which deeded the Slip End Playing Field land to the residents of Slip End, but to be a modern working document to reflect and acknowledge current legal requirements and expectations.

As such it forms part of the whole constitution, along with the original deeds and the following associated policies:

- Equal Opportunities Statement
- Health & Safety Policy
- No Smoking Policy
- Safeguarding Policy

1. Aims

The Aims of Slip End Playing Field Management Committee are:

- a) To work for and represent all those living and / or working in Slip End who are thus entitled to use the Playing Field (The Members).
- b) To ensure the long-term viability of the Playing Field, Peter Edward Hall, the tennis courts and any other additions to the land in perpetuity. This is to be done by careful management of funds, facilities, and the local environment.
- c) To ensure hall and field bookings are managed prudently to raise income, protect the premises, and take account of residents living close to the premises.
- d) To uphold equal opportunities and work for good relations amongst all members of the community. Refer to our Equal Opportunities Policy.
- e) To meet Health & Safety requirements including those relating to any preparation and storage of food within the hall. Refer to our Health & Safety Policy.
- f) To strive to continually improve and monitor our use and management of resources and utilities.
- g) To promote and support activities aimed at all sections of the community.
- h) To actively engage and consult with young people in the community and to ensure that the appropriate Child Protection Policies and CRB checks are in place for any regular bookings for children or young people.

- i) To work with all authorities and organisations for the benefit of the community. This includes actively seeking funding from grants or donations which will improve facilities and maintain the long-term viability of the hall and field.
- j) To meet all requirements of the Charities Commission.
- k) The Association shall be non-political.

2. Membership

- a) All residents of the Parish of Slip End may use the Playing Field during daylight hours free of charge for informal activities unless a private booking is taking place.
- b) The Management Committee will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status, or age.
- c) All residents of the Parish of Slip End of voting age will have equal vote at all public meetings. For youth related issues young people will be fully consulted.

3. Committee

- a) The Slip End Playing Field Management Committee is elected by members at the Annual General Meeting to manage the Playing Field and Peter Edwards Hall.
- b) The committee is made up of Trustees and Volunteers and consists of Officers namely the Chairperson, Vice-Chairperson, Administrator and Treasurer. Other committee members will include representatives of regular hall and field user groups and any members of the public who wish to be involved in the running of the facilities.
- c) The Slip End Playing Field Management Committee is a registered Charity, and as such not less than 4 members of the committee will be Trustees.
- d) The Committee will normally meet on the third Monday of each month excluding August, but not less than four times a year.
- e) Committee members & Officers shall carry out the duties given to them at General Meetings.
- f) Minutes of committee meetings shall be available to all members.

- g) Vacancies arising during the year can be filled by an election at a general meeting. The committee may fill any vacancies arising amongst officers of the committee until the next general meeting.

4. Annual General Meeting

- a) The Committee will call an Annual General Meeting in the month of May
- b) Not less than seven days notice will be given to all residents.

At this meeting:

- c) The Slip End Playing Field Management Committee will present an annual report.
- d) The Slip End Playing Field Management Committee will present the Accounts for the previous year.
- e) The Officers and Committee for the next year will be elected.
- f) Any proposals given to the Administrator at least seven days in advance of the meeting will be discussed.

5. Special General Meeting

- a) The Secretary will call a Special General Meeting at the request of the majority of the Committee giving written request to the Chairperson or Secretary stating the reason for their request. At least seven days notice will be given for the Special General Meeting, which will take place within twenty-one days of the request.

6. Conduct of Business

- a) At all meetings any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the Slip End Playing Fields Management Committee if an apology is not given or the behaviour repeated.
- b) The quorum for Committee meetings will be 4 members.
- c) The quorum for all General Meetings will be 4 members.
- d) Amendments to the constitution may be proposed at the Annual General Meeting or any other General Meeting having been given in writing to the Secretary.
- e) The Slip End Playing Field Management Committee has the power to affiliate to any organisation which may be of benefit to its members.

- f) Any member may make a proposal. For it to be voted on by other members it must be seconded or supported by someone else.
- g) Only members present at the meeting may vote.
- h) Before voting any member may propose an amendment which must also be seconded.
- i) No member shall exercise more than one vote.
- j) In the event of an equal vote, the Chair shall have the casting vote.

7. Code of Conduct at Meetings

- a) The chair should welcome members and others to the meeting
- b) The chair should generally avoid getting involved in debates at meetings, their main task is to chair the meeting
- c) Speakers should go through the chair and keep to the subject being discussed
- d) Only one member should speak at a time and there should be no cross talking
- e) Meetings must start at the stated time and abide by the agenda
- f) Late arrivals should enter quietly and not disrupt the meeting with apologies
- g) Mobile phones should be switched off during the meeting
- h) If things are getting heated a five-minute time out can be called for at the discretion of the chair
- i) Wherever possible jargon should be avoided. If it is used, then a full explanation should be given
- j) It is the responsibility of each member to ensure that they are prepared for the meeting by reading all the relevant papers and bringing them to the meeting.

8. Finance

- a) All money raised by or on behalf of the Slip End Playing Field Management Committee is to be used only to further the aims of the Committee.
- b) A bank account will operate in the name of Slip End Playing Field Management Committee.

- c) Cheque signatories will be nominated by the committee (one to be the treasurer). There shall be four signatories. These should not be from the same household or the same family.
- d) All cheques and instructions to the Slip End Playing Field Management Committee's bankers shall require two of the agreed signatures.
- e) The treasurer shall have the accounts checked by an independent person with adequate financial experience, for example, a representative of a community organisation, law centre or council for voluntary service, at the end of each financial year.
- f) The accounts shall be made available to members at the AGM.
- g) The accounts will be submitted to the Charities Commission annually.

Dissolution

- a) The Committee may be dissolved at any time with a two-thirds majority vote at a General Meeting. At least fourteen days' notice must be given to all those eligible for membership in writing delivered to the members qualifying address. For the sole purpose of dissolution, a quorum need not apply.
- b) Any assets (financial or otherwise) remaining, after the payment of all debts and liabilities, shall be given to charitable organisations, according to the wishes of the members of the meeting

SIGNED ----Pete Smith-----

POSITION ----Chairman-----

DATE ----01 May 2025-----