



Castle Point Community Allotment

Constitution

Name

The name of the group is **Castle Point Community Allotment** called 'the group' in these rules.

Aims of the group

1. To make a community allotment available to the residents of Castle Point Borough, Essex
2. To grow food and other produce for community use
3. To encourage gardening as a physical activity
4. To encourage a safe, sociable area to help prevent social isolation
5. To encourage environmentally sound and sustainable practices where possible

Powers

To further these aims, the group may exercise the following powers:

- To raise funds and receive contributions, donations and otherwise
- To open a bank account
- To connect the local community with a mutual interest, encouraging socialisation and physical activity
- To hold meetings
- To pay the necessary expenses involved in running the group
- To undertake any other lawful activity to further the group's aims.

Membership

Membership of the group shall be open to all persons in sympathy with the group's aims and willing to abide by the group's constitution. Each member will have one vote and will be eligible to stand for election onto the committee.

- a) Membership of the Group shall be open to any person or any organisation living or located in the Castle Point area who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group.
- b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
- c) The group will be non-party-political, non-sectarian and will be committed to non-discriminatory practices and equal opportunities
- d) Every individual member and each organisation shall have one vote at General Meetings.
- e) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.
- f) Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name
- g) Each member, non-member/visitor is to sign a joining/contact form with our terms and conditions and confirm that they are capable of carrying out the tasks involved and do so at their own risk

Management committee

The group shall elect a committee of members who will direct the policy and management of the group. They shall be elected to serve for one year after which time they may stand for re-election.

- a) The duties of the Chairperson are to:
 - chair meetings of the Committee and the Group – if unavailable, to appoint someone else to act as Chairperson for that meeting
 - act as spokesperson for the Group when necessary
 - to have a casting vote in the event of a tie
 - maintain and moderate the Facebook page
 - deal with correspondence
 - collect and circulate any relevant information within the Group

- b) The duties of the Secretary are to:
 - take and publish minutes of meetings
 - prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
- c) The duties of the Treasurer are to:
 - apply for and maintain funds for the Group
 - maintain the Group's bank account with one other signatory
 - supervise the financial affairs of the Group
 - keep proper accounts that show all monies collected, receipted and paid out by the Group
- d) The duties of the Horticultural Advisor are to:
 - to provide accurate horticultural advice
 - promote gardening to the Castle Point Community Allotment Group
 - assist with planning of planting of crops or flowers on the Allotment

Meetings

An annual general meeting of the group shall be held every year in the month of May. All members shall be notified not less than fourteen days before the meeting. An agenda will be circulated. Business of the AGM will include electing the committee, reporting on the activities during the year, amendments to the constitution and approval of the group's accounts.

Finances

- a) any money obtained by the Group shall be used only for the Group
- b) any bank accounts opened for the Group shall be in the name of the Group
- c) any cheques issued shall be signed by the Treasurer and one other nominated official.

Amendments to the constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

Dissolution

If the committee, by a simple majority, deem it advisable to dissolve the group, it shall call a meeting of all the members of the group, giving not less than 28 days notice. If such a decision is confirmed by a majority of those present, then all the assets of the group shall be transferred to another local voluntary group or community group with similar aims.

adopted on the 1 day of May 2023

Signed Ms Tracy Bliss (Chair)

Signed Mrs Kim Torr (Treasurer)

Signed Mr Brian Hickey (Secretary)

Signed Mr Laurence Chapman (Horticultural Advisor)