

**RULES GOVERNING THE CONDUCT
OF
THE MANAGEMENT COMMITTEE
OF THE
WHATTON AND ASLOCKTON PLAYING FIELD TRUST**

FEBRUARY 2007

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MANAGEMENT COMMITTEE

1. **Committee**

- (1) There should be:
 - Four elected members; and
 - Two appointed members for each of the organisation listed in clause 3(1) and
 - One appointed member for each of the organisations listed in clause 3(2).
- (2) The members of the committee are undertaking the daily Management work on behalf of the managing trustees of the charity.
- (3) The term of office of all members will end at the end of the annual general meeting following the date on which they came into office. They may be re-elected or re-appointed.

2. **Elected members**

- (1) The elected members must be appointed at the annual general meeting.
- (2) The appointment will be effective from the end of the annual general meeting at which the appointment is made.
- (3) An elected member must be over the age of 18 and resident in the parish of Aslockton or Scarrington or Whatton-in-the-Vale.

3. **Appointed members**

- (1) Two appointed members to be appointed by each of the following organisations:
 - Aslockton Parish Council
 - Whatton-in-the-Vale Parish Council
- (2) One member to be appointed by:
 - (i) Aslockton Cranmers Football Club;
 - (ii) Greyhounds Football Club;
 - (iii) Whatton and Aslockton Cricket Club;
 - (iv) Whatton United Football Club;
 - (v) Or any other organisation domiciled within the parishes of Aslockton, Scarrington or Whatton-in-the-Vale as may be decided from time to time by the Committee.
- (3) Any appointment must be made according to the ordinary practice of the appointing body.

- (4) An appointment must not be made more than two months before the annual general meeting.
- (5) The appointment will be effective from the later of:
 - (a) the end of the annual general meeting; and
 - (b) the date on which the committee or their secretary or clerk are informed of the appointment.
- (6) The person appointed need not be a member of the relevant appointing body.
- (7) In the event of any of the organisations specified in 3(1) and 3(2) above or any organisation specified by the Committee is pursuant of 3 (2) (v):
 - (a) Ceasing to be domiciled in the parishes of Aslockton, Scarrington or Whatton-in-the-Vale; or
 - (b) Being wound up and ceases to operate as a club or organisation.Then the appointed member representing such club or organisation shall immediately resign as a member of the committee.

4. *Co-opted members*

The committee may appoint not more than 2 co-opted members. The appointment must be made at an ordinary meeting of the committee. The appointment will be effective from the end of that meeting until the end of the following annual general meeting.

5. *New members*

The committee must give each new member on their first appointment:

- (1) a copy of the charities governing instrument and any amendments made to it by way of a scheme;
- (2) a copy of the charity's latest report and statement of accounts.

6. *Register of members*

- (1) The committee must keep a register of the name and address of every member and the dates on which their terms of office begin and end.
- (2) Before acting as a member, every member must (whether on their first appointment or on any later re-appointment) sign in the register a declaration or acceptance and willingness to act for the benefit of the charity.

- (3) The committee must promptly report any vacancy in the office of appointed member to the body entitled to fill it.

7. *Members not to have a personal interest*

No member may except as it is permitted under 7 (4) below:

- (1) receive any benefit in money or in kind from the charity; or
- (2) have a financial interest in the supply of goods or services to the charity; or
- (3) acquire or hold any interest in property of the charity (except in order to hold it as a trustee of the charity).
- (4) The committee may employ, or enter into a contract for the supply of goods or services with, one of their number. Before doing so, the committee must be satisfied that it is in the best interest of the charity to employ, or contract with, that committee member rather than someone who has no connection with the charity. In reaching that decision, they must balance the advantage of employing a committee member against the disadvantages of doing so (especially the loss of the committee member's services as a result of dealing with the committee member's conflict of interest as required by the next sub clause (5) below). The remuneration or other sums paid to the trustee must not exceed an amount that is reasonable in all the circumstances. The committee must record the reason for their decision in their minute book.
- (5) A committee member must be absent from the part of any meeting at which his or her employment or remuneration, or any matter concerning the contract, is discussed. He or she must also be absent from the part of any meeting at which his or her performance in that employment, or his or her performance in that employment, or his or her performance of the contract, is considered. He or she must not vote on any matter relating to his employment or the contract and must not be counted when calculating whether a quorum of trustees is present at the meeting.

8. *Termination of membership*

A member will cease to be a member if he or she:

- (1) is absent without the permission of the members from all their meetings held within a period of 6 months and the members resolve that his or her office be vacated; or

- (2) gives not less than one month's notice in writing of his or her intention to resign (but only if at least one third of the members will remain in office when the notice of resignation is to take effect).

OFFICERS

9. *Chairman*

- (1) At their first meeting in each year after the annual general meeting the members must elect one of their number to be chairman of their meetings.
- (2) The members present at a meeting must elect one of their number to chair the meeting if the chairman is not present or the office of chairman is vacant.

10. *Secretary and treasurer*

The Committee may appoint a secretary and treasurer. The offices may be held by:

- (1) members (who must not receive any reward for acting and who may be dismissed as secretary or treasurer at any time); or
- (2) some other suitable persons (who may be employed upon such reasonable terms, including terms as to notice, as the committee think fit).
- (3) The office of treasurer and secretary may not be vested in the same person.
- (4) The treasurer and secretary may not be related to any other officer.

MEETINGS OF COMMITTEE

11. *Ordinary meetings*

- (1) The committee must hold at least Six ordinary meetings in each year.
- (2) Ordinary meetings require at least 7 days' notice.
- (3) The chairman, or any two members, may call an ordinary meeting at any time.

12. *Special meetings*

- (1) The chairman, or any two members, may call a special meeting at any time.
- (2) Special meetings require at least 7 days' notice, except that meetings to consider the appointment of a co-opted member require at least 21 days' notice.
- (3) The notice calling a special meeting must include details of the business to be transacted at the meeting.
- (4) A special meeting may, but need not, be held immediately before or after an ordinary meeting.

13. Quorum

- (1) Subject to sub-clause (2) below, no business may be transacted at the meeting unless there are present at least one-third of the total number of members.
- (2) If there are fewer than one third of the total number of members in office, the committee may take such action as is required for the purpose of filling vacancies in its number, but it may not do any other business.

14. Voting

- (1) Every matter must be decided by majority decision of the member present and voting at a duly convened meeting of the committee.
- (2) The chairman of the meeting may cast a second or casting vote only if there is a tied vote.

15. Recording of meeting

The committee must keep a proper record of its meetings. The record must be retained by:

- (1) the secretary; or
- (2) another suitable person appointed by the committee to do so who must allow the members access to it.

16. Members to act jointly

The members must exercise their powers jointly, at properly convened meetings.

ANNUAL GENERAL MEETING

17. Annual general meeting

- (1) There must be an annual general meeting of the committee in May of each year, or as soon as possible thereafter.
- (2) All inhabitants of the Aslockton, Scarrington and Whatton-in-the-Vale parishes of benefit of 18 years and upward must be allowed to attend and vote at the meeting. The committee may allow inhabitants who are under 18 to attend (but not vote) the meeting.
- (3) Public notice of the meeting must be given in the area of benefit at least 14 days before the meeting.

- (4) The chairman of the committee will chair meetings. The persons present must elect one of their number to chair the meeting if the chairman is not present.
- (5) At the meeting the committee must present the report and accounts for the last financial year. The Managing Trustees will accept the report and accounts.
- (7) Every matter must be decided by majority decision of those present and voting. The chairman of the meeting may cast a second or casting vote only if there is a tied vote.

FINANCIAL MANAGEMENT

18. Bank

- (1) The Committee shall maintain a current and an interest bearing account in the name of Whatton and Aslockton Playing Field
- (2) The Chairman, Vice-Chairman, Treasurer and Secretary shall be the authorised signatories.
- (3) Two signatures shall be required to transact any withdrawals, by cheque or otherwise from the Bank. With the exception of transfers between the Committees bank accounts which may be authorised by the Treasurer alone.

19. Budget

- (1) The committee shall produce a budget for the following year in October of each year.
- (2) The budget will be presented to the Managing Trustees in November each year for their approval. Once approved the budget shall be considered the 'approved budget'.

20. Expenditure

- (1) The Managing Trustees authorise the Management Committee to commit to and expend both Capital and Revenue expenditure providing always that such expenditure is included in the approved budget.
- (2) All payments with the exception of those in (3) below must be presented to the committee prior to payment.
- (3) Urgent payments of not more than £200 may be authorised by any two of either the treasurer, secretary or chairman. Any payments made under this sub clause must be reported to the committee at the next meeting.
- (4) Any expenditure not included in the approved budget must be submitted to the Managing Trustees BEFORE any commitment is made.

21. Income

- (1) The Managing Trustees authorise the Management Committee to set rental or contribution rates paid for the use of the Playing Fields or its facilities and generally manage the income of the Trust.

22. Youth Advisory Committee

The committee may appoint a Youth Advisory Committee to advise the committee on Youth matters.

- (1) The advisory committee must consist of at least one Committee member;
- (2) And other co-opted members as considered appropriate by the committee, such co-opted members may be less than 18 years of age. Clause 4 shall not apply to Advisory Committee co-opted members;
- (3) Minutes will be taken of all meetings and passed to the secretary.
- (4) Any recommendations made by the Advisory Committee shall be considered by the committee but shall not be binding on the committee.

THESE RULES WERE APPROVED BY THE MANAGING TRUSTEES AT A MEETING ON THE

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Chairman – Managing Trustees