

## Open Meeting on Tuesday May 21<sup>st</sup> - Changes to the Constitution

The Open Meeting will give us a chance to hear from Jon Dallow of Sheffield City Council about plans for Parkwood Springs, to ask him questions, and to give him our thoughts. This is really important, and a great opportunity to find things out. But in addition the meeting will be our Annual General Meeting (AGM).

One of the things that the committee would like to do in the AGM part of the meeting is to formally agree a small number of changes to the constitution. The constitution that we are using now was adopted when the Friends of Parkwood Springs was set up 14 years ago, and has not been changed since then. In the Friends Group we try to work in a friendly, informal and flexible way, but we still need a Constitution that matches the way we work. A good Constitution helps us to avoid problems, and to be effective..

The Committee is therefore proposing the following changes. By and large the changes make clear what has been happening for some time, or just make something clearer and easier to manage. The change is shown in **bold** in the whole clause, with an explanation of why we propose the change. Copies of the whole (existing) Constitution will be made available at the AGM.

### 2. Aims

- To help to protect and conserve the wildlife and the natural environment of the green space of Parkwood Springs .
- to work towards improving the green space as a resource for local residents and the City
- to encourage responsible use of the natural environment that Parkwood Springs offers
- **to encourage activities which promote the health and wellbeing of the community, through responsible use of the site**

**Purpose:** to make explicit the link with health and wellbeing. This matches what we have been doing for some time. but may also help with some funding applications in the future.

### 5. Management

- (a) The Friends of Parkwood Springs shall be administered by a Management Committee of not less than three (3) **Replace with 5** people and not more than fifteen (15) **Replace with 12** members elected at the group's Annual General Meeting, Committee Members must be at least 16 years old.
- (b) The committee shall be accountable to the members at all times.
- (c) The officers of the Management Committee shall be:

The Chairperson  
The Treasurer  
The Secretary

and such other officers the group shall deem necessary at the meeting.

**Where a post is unfilled the committee will decide how those responsibilities are to be carried out. Where this Constitution refers to**

**one of these posts, if the post is unfilled it should be read to apply to the committee as a whole**

The Management Committee shall meet at least twice a year.

(d) At least five (5) Management Committee members must be present for the Management Committee meeting to take place.

**Purpose:** changing the minimum size of the committee: to match clause 5(d) on the numbers required to be present at a meeting. Changing the maximum number makes sure that we have an effective size.

Unfilled posts: We have not had a Secretary for some time. This regularises the position, and says what will happen.

## 6. **Finance**

(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 cheque issued shall be signed by at least two of any three nominated signatures, as agreed by the management committee. **The Treasurer may also use electronic means of payment, but must inform the committee of all such payments and must obtain agreement from at least one other member of the committee for payments of (say) more than £50.**

**Purpose:** to allow the Treasurer to use internet banking, and set some basic protections

## 7. **General Public Meetings**

(a) The committee shall call at least two general public meetings each year. The purpose of these meetings is for the group to account for its actions and consider the conservation and improvement of Parkwood Springs according to the group's objectives.

(b) The Chair of the group shall normally chair these meetings.

(c) At least fourteen (14) days' notice of such a meeting must be given and advertised in at least five (5) public places.

**Change to: At least fourteen (14) days' notice of such a meeting must be given, by email to members, on social media and in other ways decided by the committee..**

**Purpose:** to recognise the use of email and social media since the Constitution was adopted.

(d) All meetings, including AGMs, must be minuted and available to any interested party.

(e) The quorum for a General Meeting is eight (8).

## 8. **Annual General Meeting**

(a) The Friends of Parkwood Springs shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.

(b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least five public places giving at least 14 days' notice of the AGM.

**Change to: At least fourteen (14) days' notice of such a meeting must be given, by email to members, on social media and in other ways decided by the committee..**

**Purpose:** to recognise the use of email and social media since the Constitution was adopted, and line up with the procedure for general meetings..

(c) The business of the AGM shall include:

- \* Receiving a report from the Chairperson of the group's activities over the year.
- \* Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
- \* Electing a new Management Committee and considering any other matter as may be appropriate at such a meeting..

**Nominations for election to the Management Committee must be made by a proposer and seconder (both of whom must be members) and received by the Secretary or committee 48 hours before the meeting. The way any election is to take place should be decided by the Chair of the meeting.**

**Purpose:** to make it easier for the Chair to manage the meeting. In addition to this clause, the committee may co-opt members.

(d) The quorum for Annual General Meeting shall be at least eight (8) members of which no more than four (4) shall be committee members.

We hope to see a good number of people at the Open Meeting, on Tuesday May 21<sup>st</sup>, at 7pm at St Catherines School, Firshill Crescent.

Louise Bull,  
Chair, the Friends of Parkwood Springs  
April 2024