

# CONSTITUTION OF THE LECKHAMPTON GREEN LAND ACTION GROUP

(As originally agreed at the Annual General Meeting on 15th February 1995, and incorporating amendments agreed at the A.G.Ms. on 12th March 1997, 19th February 2003 and 19th March, 2008 and 28th March, 2012 and 24th October, 2017.

**1. TITLE.** The Title of the Group shall be 'The Leckhampton Green Land Action Group', (LEGLAG), a Limited Company hereinafter referred to as "The Company". There are at present five Directors of the Company, who are also committee members.

**2. AIMS.** The main aims of The Company shall be :-

- (a) to preserve and enhance the green open character of existing undeveloped areas in and around the Parish of Leckhampton for the public benefit, including areas designated 'White Land' in the Cheltenham Local Plan and, where appropriate, to secure the variation of the Green Belt to include such land.
- (b) to encourage and facilitate public access to such areas without adversely affecting their character or beneficial use.
- (c) to secure recognition and designation of such areas as essential communal amenities.
- (d) to encourage general recognition of the importance of providing conveniently accessible green open areas within, or in close proximity to, urban areas.

In furtherance of these aims The Company may make representations to local and other authorities, comment on planning applications, undertake or commission studies and research, enter into co-operative arrangements, including sponsorship arrangements, with other organisations with similar aims or relevant functions, arrange representation at public enquiries, disseminate relevant information and call public meetings.

**3. MEMBERSHIP** shall be open to all individuals who support the aims of the Company, regardless of area of residence. No subscription is requested but should we need money for legal/expense purposes, members may be asked for donations.

**4. OFFICERS** The officers shall be the Planning Activities Officer, Secretary, Membership Secretary and Treasurer, each elected for the following year at the Annual General Meeting of the Company

**5. EXECUTIVE COMMITTEE.** The Executive Committee, referred to hereinafter as 'The Committee', shall comprise the Officers and up to 6 members elected for the following year at the Annual General Meeting. Vacancies occurring during the year may be filled by co-option by the Committee. In addition a further two members may be co-opted if, in the opinion of the Committee, they may be expected to make a useful contribution to the work or aims of the Company. These two co-opted members may be appointed as full or as consultant members, the latter being persons who are prepared to contribute specialized knowledge or experience but who do not feel able to participate in the general business of the Committee. Only co-opted full members may vote at Committee meetings.

**6. ELECTION OF OFFICERS AND COMMITTEE.** Nominations for election as officers or as members of the Committee should be sent to the secretary in writing at least 7 days prior to the date of the AGM, and should bear the signatures of the members proposing and seconding the candidate and the signature of the candidate indicating his or her willingness to serve. The notice calling the AGM should indicate which, if any, of the present officers or committee members wish to retire. Present officers or committee members who have not indicated their wish to retire automatically become candidates for re-election to their present posts.

**7. MEETINGS OF THE EXECUTIVE COMMITTEE.** The Executive Committee shall at its first meeting after each AGM elect one of the Committee members to be the meetings Chairman, who will chair both committee and general meetings until and including the next AGM. In his absence, any other officer may chair a meeting. Five members, including at least one officer, shall constitute a quorum at any meeting of The Committee. The Chairman shall not normally vote at committee meetings but shall have a casting vote in the event of a tied vote.

**8. SUB-COMMITTEES.** The Committee may set up sub-committees, sub-groups or working parties to undertake specific tasks under the chairmanship of any member of The Committee who will be expected to report progress periodically at meetings of the Committee. A majority of members of such sub-committees, sub-groups and working parties shall be members of LEGLAG.

**9. ANNUAL GENERAL MEETING.** The Annual General Meeting of The Group shall be held by 31st October in each calendar year. The agenda for the meeting shall include the following items :-

- (a) Approval of the minutes of the previous AGM
- (b) Matters arising from (a)
- (c) Chairman's Report

- (d) Secretary's Report
- (e) Treasurer's Report, and presentation and adoption of accounts
- (f) Election of Officers
- (g) Election of Committee
- (h) Other business as necessary

**10. GENERAL MEETINGS.** A General Meeting of members of The Group may be called at any time by the Committee. A General meeting must be called on receipt of a request submitted in writing to the Secretary and signed by at least five members of the Company and indicating the purpose of the meeting. Such a meeting should be held within 45 days of the receipt of the request.

**11. NOTICE OF, AND ATTENDANCE AT GENERAL MEETINGS.** At least 21 days notice of General Meetings shall be given to members. Motions for discussion at General Meetings shall be sent to the Secretary at least 7 days prior to the date of a meeting and shall bear the signatures of the proposer and seconder. A minimum of twenty members shall constitute a quorum at a general meeting.

## **12. PROTOCOL FOR MEMBER, COMMITTEE and OFFICER RELATIONS**

12.1 The purpose of this protocol is to guide LEGLAG members, the committee and officers in their relations with one another.

12.2 The object of that Code is to enhance and maintain the integrity (real and perceived) of local resident's groups and demands high standards of personal conduct.

12.3 This Code of Members' Conduct requests of members:

1. *You must treat others with respect, be open and honest in all dealings with other members and the public.*
2. *You must not:*
  - (a) *do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006);*
  - (b) *do anything against the wider public interest;*
  - (c) *bully any person;*
  - (d) *do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of LEGLAG;*
  - (e) *use or attempt to use your position as a member or committee member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage.*
5. *When reaching decisions on any matter you must:*
  - (a) *have full consideration of any public consultation;*
  - (b) *have regard to any relevant advice provided to you by the LEGLAG Committee, the Parish Council or CBC Council.*

12.4 In line with the Code's reference to "respect" it is important that in any dealings between Members, the Committee and Officers in that all parties should be courteous and that neither party should seek to take unfair advantage of his or her position.

12.5 The fundamental principle essential for ensuring proper relationships between LEGLAG Members, the Committee and Officers are a clear understanding of, and respect for, their distinct roles.

12.6 Should a LEGLAG Member or Committee Member have cause to complain about the actions or failings of any other member, he or she should lodge their complaint in writing and be copied to all Committee Members for consideration and necessary action.

**13. FINANCE and ACCOUNTS.** The funds of The Company shall be held by the Treasurer in a Bank or Building Society account and notified to The Committee. All transactions shall be recorded electronically. All expenditure shall be authorised by the Committee or in exceptional circumstances, by at least two Officers and reported to the Committee. Claims for reimbursement of expenditure made on behalf of The Company shall be made to the Treasurer on a signed and dated claim form stating the purpose and date of the expenditure complete with supporting receipts. Withdrawals from the aforesaid account shall only be made by the Treasurer electronically or by cheque over the signature of two Directors, previously authorised and accepted by the Bank or Building Society. The financial position of The Company should normally be reported to the Committee at each meeting. The Financial year shall run from 1<sup>st</sup> January to 31<sup>st</sup> December. The accounts will be audited at the end of each year and the outcome presented at the Annual General Meeting.

In the unlikely event of LEGLAG'S closure, any outstanding funds, after payment to any of its creditors, will be passed on to the local branch of the CPRE, or the Gloucestershire CPRE/National CPRE.

**14. AMENDMENTS TO THIS CONSTITUTION** may only be made at a general meeting of members of The Company of which the required 21 days notice has been given to members. Details of the proposed amendment(s) shall be sent to the Secretary in writing, supported by the signatures of at least three members. Proposed amendments will normally be placed on the agenda of the next General Meeting and circulated to members with the formal notice calling that meeting. A proposal for amendment(s) received after a notice calling a general meeting has been issued will not normally be placed on the agenda for that meeting unless the proposer undertakes to circulate details of the proposal to all members, at his or her own expense, at least 7 days prior to the meeting. Alternatively a proposal for an amendment may be accompanied by a request that a special general meeting be called. Such a request must be supported by the signatures of at least five other members.

24<sup>th</sup> October, 2017.