

Parc Howard Association Constitution  
(Revised 2018)



*Parc Howard Association*  
Protecting Llanelli's 'Park for the People'

# **PARC HOWARD ASSOCIATION (PHA)**

# **CONSTITUTION**

(Revised August 2018)

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**1. NAME:**

The name of the group shall be **'Parc Howard Association'** and abbreviated **'PHA'**.

**2. AIMS:**

- a) To support the retention and maintenance of Parc Howard as a park in public ownership, freely open to residents and visitors in accordance with the spirit of the original gifting by Sir Stafford **Howard** and Lady Howard **Stepney** on **21 September, 1912**.
- b) To actively promote Parc Howard as a recreational facility that enhances the well-being of all who use it.
- c) To promote the maintenance and improvement of the Parc through volunteering and fund-raising activities involving other agencies as well as Parc Howard Association.
- d) In furtherance of the above Aims, to co-operate with and work with other organisations as necessary.

**3. MEMBERSHIP:**

All residents of Llanelli aged 18 and over, who agree with the Aims of the Association are entitled to speak and vote at public meetings and AGMs and stand for election onto the Committee.

**a) Committee Membership:**

Up to a maximum of **18** Committee Members will be elected each year.

In the instance of a Member or Officer of the Committee resigning either through verbal or written notice during the course of the year, it will be for the Committee to decide whether to co-opt a replacement.

The Association actively welcomes members of the public to apply for Committee Membership.

**b) Associate Membership:**

The Association will invite members of the public, volunteers and committee members to become associate members of Parc Howard Association.

Associate Members must be willing to abide by the rules of the Association and be prepared to pay a annual Subscription Fee as determined by the Association.

The Association will hold a Register of Associate Memberships so that all are notified of events and matters relating to Parc Howard.

**c) Co-opted Membership:**

Up to **TWO** additional Members may be co-opted in the course of a year where skills or expertise are considered valuable to the work of the Association.

**d) Ex Officio Members:**

The Member of Parliament (MP) and Welsh Assembly Member (AM) for Llanelli and members of the rural, town and county councils will be considered ex officio members of the Association and will have voting rights at committee and all other general meetings, unless there is deemed a conflict of interest.

**4. ELECTIONS:**

**a) Committee Member Election.**

1. The election of Committee Members will take place at each Annual General Meeting.
2. Members of the public may cast ONE vote per person.
3. Nomination Forms are available from the Secretary and must be received by the Secretary within **3 weeks** of an Annual General Meeting.
4. Forms must be signed by the candidate, a proposer and seconder.
5. Nomination Forms received less than **21 days** before the Annual General Meeting will be rejected.
6. Existing Members **MUST** apply if they wish to be considered for re-election.
7. A Nomination Form may be subject to vetting by the Association in cases of potential conflict of interest to the Association.

A list of Nominations will be posted on Parc Howard Notice Boards **21 days** prior to an Annual General Meeting.

**b) Officer Election:**

- 1) The election of Officers will take place during the first Committee Meeting immediately post the Annual General Meeting.
- 2) Where there is more than one candidate for an officer's post, voting will take place by either a show of hands or secret ballot.
- 3) In the case of a tied vote, the Chairperson will have the casting vote.
- 4) Officers will remain in post until the first meeting of the new Committee to ensure the smooth transition of duties to the incoming officer (s).
- 5) Where a Secretary stands down at an AGM, that officer will remain responsible for recording the Minutes of the Open Meeting immediately post that AGM.

**5. DUTIES OF OFFICERS:**

**a) Chairperson:**

- 1) Chair meetings of the Association.
- 2) Represent the Association at functions and meetings.
- 3) Act as spokesperson for the Association when necessary.

**b) Vice-Chairperson:**

- 1) Deputise for the Chairperson in times of absence.

**c) Secretary:**

- 1) Record and distribute Minutes of Meetings.
- 2) Prepare the agenda for meetings of the Association.
- 3) Maintain the Membership register.
- 4) Collect and circulate relevant information within the Group.
- 5) Deal with correspondence.

**Note: Duties of Secretary can be shared if necessary.**

**d) Treasurer:**

- 1) Administer the financial affairs of the Association.
- 2) Reconcile account against bank statements.
- 3) Prepare accounts for Annual Audit.
- 4) Prepare reports for General & Committee Meetings.
- 5) Deposit monies into bank and raise payments.
- 6) Advise the committee on financial matters.

**e) Additional appointments:**

Parc Howard Association will appoint the following additional posts from among its Members and also, to any other position considered necessary to achieve the aims of the Association:

- Communications & Web Master.
- Events Leader.

Note: These additional duties may be shared if necessary.

The Association will establish a Register of Volunteers who may wish to be involved in assisting with work undertaken by the Association in maintaining the parkland or any other aspect that helps in achieving the Aims of the Association.

**6. MANAGEMENT:**

The Association will be administered by a Management Committee as elected at the Annual General Meeting.

Members will be elected for a period of **TWO** years.

The Management Committee will comprise of the following:

- a) Officers - Chairperson / Vice Chair / Secretary / Treasurer.
- b) Members - up to a maximum of 18 (including Officers).
- c) Ex officio - as required.

**7. CONDUCT:**

Any Member whose behaviour is considered to bring the Association into disrepute MAY be asked to leave the Association by the Management Committee.

In incidents where respect is not shown towards the Chair, a Committee Member or the Association, that person or persons may be asked to leave the meeting. This applies to members of the public as well as committee members.

## 8. MEETINGS:

All residents of Llanelli, who support the Aims of the Association, will be entitled to attend, speak and vote at Open, Extraordinary and Annual General Meetings.

The Annual Schedule of Meetings is outlined below:

### a) Committee Meetings (CM):

Parc Howard Association Committee Meetings will convene on the second Tuesday of each month (except August).

Committee Members will be required to attend monthly Committee Meetings of the purpose of voting and decision making.

Committee Members will be given a minimum of **10** days' notice of a Committee Meeting and will be notified of the venue, date and time either by post, text message, e-mail or telephone call.

Prior to Committee Meetings members will receive a copy of the Agenda plus **Minutes** of the previous Meeting.

A Committee Meeting may be convened at short notice (i.e: instance of emergency) and a minimum of **3** Committee Members will be required to submit a request to convene such a Meeting.

The quorum required to convene a Committee Meeting is:

#### ➤ **1 Officer plus 4 Committee Members**

Minutes of each Committee Meeting will be taken by the Secretary.

Committee Meeting Minutes will be signed by the Chair after approval of the Committee and archived for a minimum of **7** years.

Officers will present a Report on matters pertaining to their role at each Committee Meeting.

Agenda points and questions arising are to be discussed openly and where applicable members will reach a general agreement. Where an agreement is not reached, a resolution is to be secured through an open vote by Members to reach an agreement.

Where a majority vote is still not reached, the Chair shall have the casting vote. In such instances the casting vote is always to be in the best interest of the Association.

In the event of a Committee Member failing to attend **3** Committee Meetings within a six month period, consideration may be given to their position as a Committee Member.

**b) Annual General Meetings (AGM):**

Where **practical**, Annual General Meetings will convene in September however this may be changed at the discretion of the committee, in instances where it is deemed impractical. In such an instance, the alternative month must be as close to September as possible.

Notices shall be displayed no later than **21 days** prior to the Annual General Meeting and as follows:

- 1) PHA website.
- 2) Notice Boards within the park.
- 3) Social Media (e.g: Facebook).
- 4) Local Press.

Points for discussion are to be received (in writing) by the Secretary no less than **21 days** prior to the Meeting.

The Agenda for the Annual general Meeting will be placed on the Notice Boards within the park **21 days** prior to the Annual General Meeting.

The Secretary will present Minutes from the previous AGM.

The **Chair** will give an opening welcome to the AGM.

The **Secretary** will present an **Annual Report** of work undertaken and the achievements of Parc Howard Association for that year.

The **Treasurer** will present a **Financial Report** and **Statement of Account** for that year.

Matters arising from **Officer Reports** may be discussed at the Annual General Meeting.

No other subject other than the above is to be discussed at an AGM.

The sole purposes of the AGM are to present Officer Reports, Elect Committee Members and to discuss any proposal received in writing 21 days prior to the AGM.

**c) Open Meetings (OM):**

At least two Open Meetings (including a Post Annual General Meeting) will be convened during a PHA year.

If the Management Committee deem it necessary to convene a meeting outside of the Open Meeting schedule, that meeting will be convened as an **Extraordinary General Meeting (EGM)**.

Members of the public and media may attend Open Meetings.

Details of Open Meetings are to be notified as for an Annual General Meeting.

All Open Meetings are to be minuted and a copy of previous Minutes made available to those in attendance.

**d) Extraordinary General Meeting (EGM):**

An Extraordinary General Meeting may **ONLY** be called at the request of at least **10 Committee Members**.

Members of the public and Associates may request an **EGM** by submitting a full written request to the Secretary.

A Public Notice of date and venue of **an** Extraordinary General Meeting and **reason** for convening the Meeting will be placed in

the local press, website and on Parc Howard Notice Boards at least two weeks prior to convening the Meeting.

## 9. FINANCES & BANKING:

For purposes of clarity, the Parc Howard Association Financial Year runs from:

**1<sup>st</sup> August to 31<sup>st</sup> July.**

The Association will have three Officers registered as signatories with the Treasurer being a **mandatory** signatory.

Cheques must be signed by two Officers.

The Treasurer will be responsible for notifying the bank of any changes required to the Account Mandate.

All monies received must be fully accounted, recorded in the Income Ledger and deposited into the account by the Treasurer on behalf of the Association.

Monies held by Parc Howard Association is only to be used as determined by the Committee to promote and further the aims of Parc Howard Association, as outlined in Article 2 above.

All spending must be **voted** on by the Committee.

Insurance claims processed in respect of Parc Howard Association will be prepared by the **Secretary** and assisted by Officers as necessary before being approved by the Committee.

The PHA Accounts will be examined and approved annually by a competent and independent person who is **NOT** a member of the Parc Howard Association.

For the purpose of clarity, an auditor does not need to be an accountant, bookkeeper or qualified in accountancy of any level.

Accounts and Audit Reports **MUST** be retained for a minimum of 7 years in accordance with HMRC **guidelines**.

**10. ALTERATIONS TO CONSTITUTION:**

Proposed alterations to the Constitution are to be discussed at an Annual General or Extraordinary General Meeting.

Proposals to alter the Constitution are to be submitted in writing to the Secretary at least **21** days prior to the Annual General Meeting or, accompanied by a request to convene an Extraordinary General Meeting.

Alteration to the Constitution will be determined by a majority vote at the Annual General or Extraordinary General Meeting.

**11. DISSOLUTION**

The PHA may be dissolved at any time if agreed by two-thirds of members present at a General Meeting.

In the event of being dissolved, assets remaining (post debts settled) shall be gifted to local organisations with similar aims to the PHA, as agreed by the Committee.

‘Dissolution Notices’ are to be posted on Parc Howard Notice Boards, social media and to the following in writing or email by the Secretary:

- a) Parc Howard Collaboration Group.
- b) Barclays Bank
- c) Llanelli Town Council (Town Clerk).
- d) Carmarthenshire County Council.
- e) Llanelli Rural Council.
- f) Associate Members.
- g) Ex Officios incl MP & AM for Llanelli.
- h) Local press.
- i) Insurance Underwriters.
- j) Host Website.
- k) Llanelli Friends of the Museum.
- l) Llanelli Heritage Society.

## **Declaration**

This revised Constitution was approved at the  
Parc Howard Association Annual General Meeting  
convened at Llanelli Town Hall on:

Saturday 6<sup>th</sup> October 2018

## **Signed**

- a. Chairperson: **Philip Thomas** *Philip Thomas*
  
- b. Vice-chairperson: **David Bannister** *David Bannister*
  
- c. Secretary: **Alison Jenkins** *Alison Jenkins*