

# CONSTITUTION OF SAVE DUFFIELD GREEN BELT

## Introduction

1. The name of the Association shall be Save Duffield Green Belt. It was constituted on the 13th March 2019 by a unanimous vote of those present at the community meeting on Wednesday the 13th March 2019 at 8.40 pm. The Constitution was further updated and approved at the Safe Duffield Greenbelt AGM held on 27<sup>th</sup> April 2022.

## Objectives

2. The objectives of the Association shall be:

- to raise awareness in the village of Duffield, Derbyshire of Amber Valley Borough Council's (AVBC) Local Plan with regard to proposals to remove sites from the Green Belt in order to build new houses.
- To raise awareness in the village of Duffield, Derbyshire of any sequent planning application on sites if they are taken out of Green Belt
- to co-ordinate the response of Duffield village residents to Amber Valley Borough Council's Local Plan for development and housing.
- to act as consultation body for any public and private sector body involved in the development and implementation of the AVBC Local Plan.
- to liaise with other groups, individuals and organisations in the Amber Valley region involved in consultations on the Local Plan
- to engage in the consultation process on the Local Plan and submit a response to any forthcoming consultations arguing that houses should not be built on proposed sites in Duffield.

## Membership

3. The Association shall consist of eligible members who are defined as persons who live, work, participate in community activities or have children in schools within the village of Duffield.

4. Where it is considered someone has a conflict of interest that would be detrimental to the aims and activities of the Group, the Management Committee (The Committee) shall have the power to refuse membership or may terminate or suspend the membership of any member by resolution passed at a meeting. Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the management committee.

## Management Committee

5. The Committee of the Association shall consist of the following officers and members:

- Chairperson
- Secretary
- Treasurer
- Up to 6 General Committee Members

The officers shall be ex-officio members of The Committee. The election of the initial nine members took place at an initial General meeting of the Association on the 13th March 2019 and re-elected at the AGM on 23<sup>rd</sup> March 2020. The committee members should notify all other committee members immediately both via e mail and at a committee meeting if they believe they have a conflict of interest at any point during the work of the committee and the Association. Where they have a conflict of interest, committee members must excuse themselves from discussions and decisions on the issue concerning the conflict of interest.

6. The affairs of the Association shall be conducted by The Committee. Updates will be provided by email, website ([www.saveduffieldgreenbelt.com](http://www.saveduffieldgreenbelt.com)) and at village meetings as and when The Committee deem necessary. Where there is a relatively short (less than 2 months) consultation period, the Committee will develop the consultation response document and share this at a village meeting prior to submission.

### **Operations**

7. The Association will hold general village meetings as and when required giving the wider community not less than 3 days notice of when, where and at what time such a meeting will be held. Special General Meetings shall be called on the request in writing of at least twenty eligible members. Meetings shall be communicated by a variety of means including emails, social media and a notice on the Parish Council notice board in the village of Duffield.

8. Terms of reference of The Committee were agreed at the meeting of the 13th March 2019 with particular reference to financial authorisation of funds held in the name of the Association.

9. All Committee members will be subject to re-election at the Annual General Meeting. A quorum of The Committee shall be no less than five members and must include at least any two of the Chairperson, Treasurer and or Secretary.

10. The Committee may delegate its' powers to sub-committees consisting of such Committee members and other persons as it thinks fit. Any sub-committee (A Sub-Committee) must have a set of terms of references, particularly regarding any financial commitments to an agreed level that can be made by that committee without approval from The Committee.

11. Members of the sub committees must include at least one (1) member of the main committee.

12. The Sub Committees must report outcomes of any meeting they hold. Decisions taken with particular reference to any financial commitments made by The Sub Committee must be communicated to the Treasurer within 24 hours, even if this commitment is below the delegated authority level. A sub-committee shall make recommendations with final decisions made at a committee meeting.

13. Matters agreed and actions taken at all meetings, whether The Committee or any Sub Committee, must be recorded in a format that is available to any interested party within 5 working days of the meeting, post approval of these committees.

14. At any meeting The Treasurer will give a financial update of The Associations financial affairs.

### **Finance**

15. The Committee shall open a bank account in the name of the association with such bank as the Committee may select. The signatories of the account shall be the Treasurer and two other officers of The Committee.

Payments may be made by cheque or via online banking.

Online Payments may be raised and authorised by one signatory. This will be the Treasurer unless that payment is to the benefit of the Treasurer.

In all cases, prior to raising a payment, transactions must be approved in writing (including by e mail) by two officers of the Committee of which one must be the Chairperson or the Secretary.

Where a payment is to a Committee Member, that individual must neither approve the payment nor raise the online payment or sign the cheque.

Payments by cheque will require two signatories

16.The Association shall conduct fundraising by whatever means it thinks is most appropriate and at times it thinks is most appropriate. The Committee shall decide how to spend any money raised in order to best achieve the Association's objectives. Decisions on how to spend money will be made at committee meetings. Funding decisions should ideally be unanimous. If not, a decision of the majority of full committee members is required. Money can only be spent on activities that help achieve the Association's objectives

17.All monies received from any source on behalf of the organisation shall be paid into the bank account. Where cash is collected it must be counted, signed for and deposited into The Association's account not more than 5 days after the event.

Where a Crowd funding tool is used as a means of raising money, this may be in the name of the Treasurer. Monies must be transferred to the Association's Bank Account within 24 hours of its transfer to a Personal Account.

All records must be retained.

Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Group stays within budget. Official accounts shall be maintained,

18.To cover small scale payments, a petty cash float of up to £150 can be held by the Treasurer who will maintain an up to date record of monies in an out.

19.An Auditor shall be appointed to audit the accounts and submit their report to the Annual General Meeting. The auditor(s) cannot be a member(s) of the Committee.

20.The Association will hold an Annual General Meeting, at which the audited accounts and Secretary's Report shall be submitted, and Officers and Committee for the ensuing year elected, shall be held. This AGM will be held within 3 months of the Financial Year end. Other general meetings shall be held at such times as the Committee shall determine. The Association's first accounting year will end on 31<sup>st</sup> March 2020 and thereafter the accounting year is 1<sup>st</sup> April to 31<sup>st</sup> March.

### **Amendments to the Constitution**

21.The constitution shall not be amended except by a two-thirds majority (by a show of hands) of members present in a general meeting so called by the Committee or point 23

22.Proposals for amendments to this constitution or dissolution (see clauses 21 and 23) must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a meeting to discuss such proposals, giving at least two weeks (14 days) clear notice.

### **Dissolution**

23.Dissolution -The group may be wound up at any time, if agreed, by two thirds of those members present and voting at an Extraordinary General Meeting. Any assets shall be donated to: Duffield Community Association (DCA). The DCA shall use the donation as they see fit for the benefit of the village. If the Committee unanimously agrees that all the objectives of the Association have been achieved, then the association shall be considered to be dissolved.

This amended constitution was adopted at the  
AGM held 27th April 2022