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**RULES GOVERNING THE CONDUCT OF THE**

**WHATTON AND ASLOCKTON PLAYING FIELD TRUST MANAGEMENT COMMITTEE**

**‘Management Committee Rules’**

**FEBRUARY 2007**

**AMENDED SEPTEMBER 2010**

**AMENDED JULY 2015**

**AMENDED NOVEMBER 2018**

**AMENDED JUNE 2019**

**AMENDED FEBRUARY 2022**

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# MANAGEMENT COMMITTEE

Whatton and Aslockton Playing Field Trust is a registered charity, number 1135385. Charity Trustees are Aslockton Parish Council and Whatton Parish Council.

The Management Committee is elected at the Annual General Meeting that committee is authorised to manage the property on a day to day basis.

The Management Committee is responsible for ensuring that the group is well managed and that all financial matters are correctly administered put to best use.

## 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 any organisation 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.

(4) The Committee may at its’ discretion co-opt the Treasurer, Secretary or the Ground Manager to the Committee as a full voting member. The cop-option will NOT count towards the Co-opted Members described in Rule 4 herein.

## 2. Elected members

(1) The elected members must be appointed at the annual general meeting.

1. The appointment will be effective from the end of the annual general meeting at which the appointment is made.
2. 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

1. One member to be appointed by any club or organisation domiciled within the parishes of Aslockton, Scarrington or Whatton-in-the-Vale and using the facilities at Whatton & Aslockton playing field as may be decided from time to time by the Management 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.

1. The person appointed need not be a member of the relevant appointing body.
2. In the event of any of the organisations specified in 3(1) and 3(2) above:
	1. Ceasing to be domiciled in the parishes of Aslockton, Scarrington or Whatton-in-the-Vale; or
	2. 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.

* 1. The Management Committee shall decide, by majority, if Rule 3 (7) (a) or(b) applies.
1. Where an organisation fails to appoint a member the committee may appoint additional co-opted member(s) in addition to those contained in 4. Below.

## 4. Co-opted members

The committee may appoint not more than six 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 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

1. acquire or hold any interest in property of the charity (except in order to hold it as a trustee of the charity).
2. 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.
3. 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 from all 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. Chair and Vice Chair

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. At their first meeting in each year after the annual general meeting the members must elect one of their number to act as Vice-Chairman.
3. If the Chairman is not present or the office of Chairman is vacant then the Vice-Chairman will chair the meeting. If the Vice-Chairman is also not present or the office of Vice-Chairman is vacant then the members present at a meeting must elect one of their number to chair the meeting.

## 10. Secretary, Treasurer and Ground Manager

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

(1) members (who must not receive any reward for acting and who may be dismissed as secretary, treasurer or ground manager at any time); or

1. some other suitable persons (who may be employed upon such reasonable terms, including terms as to notice, as the committee think fit).
2. The office of treasurer and secretary may not be vested in the same person.
3. The treasurer and secretary may not be related to any other officer.
4. In the case of a secretary, treasure or ground manager who is NOT employed but performed the role on a absolute voluntary basis, the Committee may under Rule 1 (4) at its’ absolute discretion the Committee may co-opt one or more of the said officers to the Committee as full voting members. Such co-options will not count towards the number of co-opted members defined in Rule 4.

# 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 or not less than three 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. In the absence of the Chairman the Vice-Chairman will chair the meeting. The persons present must elect one of their number to chair the meeting if the Chairman or Vice-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.

1. 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

***GENERAL CONDITIONS***

The Management Committee has a current account with National Westminster Bank and all bank transactions will go through that current account. To withdraw money from any other account, the Management Committee shall first transfer it to the current account and withdraw it from there. If monies are paid into any other account, it will be as a transfer from the National Westminster Bank current account.

Any withdrawals or transfers between accounts will be signed or sanctioned by two of the signatories. It is expected that one of these will be the Treasurer. If not, the treasurer will receive full details of the payment as soon as possible.

## 18. Bank

1. The Committee shall maintain a current and an interest bearing account in the name of Whatton and Aslockton Playing Field Trust.
2. The Chairman and at least two other Committee members shall be the authorised signatories. The Committee may at its discretion appoint as many of their number as they think appropriate.
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.
4. The Management Committee will keep appropriate financial records, including:

an account book or spreadsheet recording all the transactions in the bank account(s),

 bank statements (online access),

 details of all funds received,

 invoices and other receipts for all payments.

## 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’.
3. The Management Committee will discuss a financial report presented at every meeting showing any income and expenditure previous to that meeting.

## 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.
5. In the event of ANY expenditure in excess of £1,000 three separate quotations must be obtained BEFORE committing to such expenditure except where a fewer number of quotations are explicitly authorised by the TRUSTEE in writing.
6. The Management Committee will agree all payments in advance. This will either be shown in the annual budget or discussed at a committee meeting during the year.
7. **Any payment that is not authorised by the annual budget or by the Charity Trustee Constitution document will be referred to a Trustee Meeting for approval.**
8. The treasurer will keep a file of all the paperwork and check invoices before making payments.
9. The Management Committee will not sign a cheque, or authorise a direct debit, bank transfer (BACs) or debit card payments without paperwork to support the payment.
10. Two signatories are required on each cheque if applicable. Cheque stubs will be completed at the time of payment.
11. All other payments (including BACS, debit card payments, standing orders and direct debits) must be agreed for in advance by two signatories on our own payment form.
12. The Management Committeee will never sign a blank cheque.
13. The Management Committee will record details of payment in the accounts.:

## 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. Providing always that :
	1. In setting the rental or contribution rates due note is taken of the Approved Budget and that the total of such rental of contributions should not be lower than that included in the Approved Budget.
	2. In the event of a reduction of the rental or contribution rate from a previous level the approval of the Trustee MUST be obtained before effecting such a reduction.

 c. When the Management Committee receives cash as payment for room hire or other services, they will issue a receipt and keep a copy.

d. When the Management Committee receives cash at events, two members of the group will count up the cash, make a note of the total and sign for it.

e. When the treasurer collects cash from a group member, the treasurer will issue a receipt.

f. Details of cash received will be entered in the accounts.

g. The Management Committee shall bank all cash received as soon as possible It will not be used it for cash payments.

h. The Management Committee will record details of cheques received in the accounts and bank the cheques within one month.

i. The Management Committee will record details of all bank transfer (BACs) payments in the accounts.

j. The Treasurer will keep files of paperwork relating to cheques and BACs payments (e.g. grant award letters or copies of receipts issued by the group).

## 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.

## 23. Financial Governance

1. Management Accounts will be presented to each meeting where a transaction of any kind has taken place between the meeting immediately prior to the current meeting and the current meeting.
2. The Management Accounts presented will consist of:
	1. Profit and Loss
	2. Balance Sheet
	3. Bank Reconciliation
	4. Operating Accounts

THESE RULES WERE APPROVED BY THE TRUSTEE

June 2019

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