

Mill Lane Community Garden Constitution

Aims:

To develop an area that has been set aside by Nicolas King developers and now under a 10-year lease with the Chinnor Parish Council, for the use and benefit of the local community.

Objectives:

Create an area that will meet a variety of outdoor needs for Chinnor residents, with special consideration to the new neighbouring estate, local schools and other groups.

- ▮ Design a modern & inspiring outdoor space
- ▮ Designed for easy maintenance and achievable goals
- ▮ To set up a management group who will hold regular meetings to ensure the successful development and long-term maintenance of the area
- ▮ To open a bank account and obtain funding for the project
- ▮ To promote ownership of allocated spaces (pods), by families or groups
- ▮ To increase confidence in growing and maintaining this space
- ▮ To grow food to be shared
- ▮ To promote learning about growing and eating self-grown produce
- ▮ Inclusion of fruit and nut trees, the produce of which will be shared
- ▮ Flexible space for growing, picnicking and connecting with nature, with consideration for Covid 19 requirements
- ▮ Outdoor growing area designed for all ages and abilities with raised growing beds
- ▮ Extra effort to include the surrounding residents of Mill Lane and the new estate, to promote community inclusion and blending
- ▮ Manageable growing space
- ▮ Parking for easy access for use by people with disability
- ▮ Long term maintenance of the area for the benefit for all

Membership:

Residents can become a member of the group by notifying the secretary. Decisions on membership will be taken at any group meeting by consensus. There is no subscription for joining. The secretary or treasurer will keep a record of members.

Meetings:

Members meetings will be held as necessary, normally monthly, to decide the objectives of the Group, to direct its work and delegate actions and activities. Decisions will normally be taken by consensus but, if considered necessary by the meeting, by majority vote.

Annual General Meeting & Special General Meetings:

The AGM will review the group's finances, authorise the scope of proposed activities, elect officers, and address any other issue brought forward by a member. Any member may table a motion or resolution by giving it to the secretary before the meeting.

An annual general meeting (AGM) will be held once a year after the accounts for the previous financial year are available.

The secretary will call the meeting at least 21 days before the date of the meeting by distributing an announcement to all members and posting a notice within the community to attract new members. Three members will form a quorum (the minimum number of people needed at the meeting in order to make decisions). The chair of the organisation or a member authorised by the chair will conduct the meeting.

Special General Meeting: A special general meeting may be called at the request of any member with the agreement of an officer. A special general meeting can perform the same functions as an AGM. The secretary will inform all members of a special general meeting at least one week before it takes place.

Changing the constitution:

The constitution may be changed at a special or annual general meeting. A proposal for changing the constitution will be circulated by the secretary at least one week before the meeting. The decision will normally be taken by consensus, unless the members decide that a majority vote should be used. Any changes to the constitution must not lead to designated funds contributed for one purpose being diverted to some quite different purpose. A draft of the new constitution will be placed on the local notice board and sent out via e-mail for viewing by members. Comments can then be made by a date decided at the meeting. Any changes to the constitution will be made in negotiation with a CAG officer. CAG officers will be informed of any changes made.

Officers of the organisation:

The officers of the group will be a chairperson, secretary, and treasurer. However other roles will also be assigned. This will take place at the inaugural meeting of the group. Officers will be elected at an annual general meeting for one year, with no limit on the number of times that they can be re-elected. Officers will not be paid, the exception being for approved expenses. Officers may be removed by a decision taken by a special general meeting or AGM if they do not attend meetings or carry out their duties for four months. Officers may leave at any time by notifying a members’ meeting and the vacancies will be filled at a special general meeting or AGM. Officers’ powers and responsibilities will be defined by members at an AGM. The group will have one ‘nominee’ to formally be a member of The Community Action Groups Project Oxfordshire (or ‘CAG Oxfordshire’, a community benefit society). The nominee will participate in the general meetings of CAG Oxfordshire and vote on behalf of the group. Only the group nominee can stand for election on the board of CAG Oxfordshire. The chairperson will normally act as the nominee from the group, though the group may decide in a general meeting to pass this role onto another officer. To change the nominee the chairperson should contact The CAG Project staff team.

Finance:

The Treasurer will keep the group’s financial accounts and records, prepare annual accounts, and control expenditure. The Treasurer will be responsible for setting up and managing the group’s bank accounts, and will approve signature of cheques (two signatures from among three specified officers, who will normally be the chairperson, the secretary and the treasurer; signatories must not be related). Where a debit card/s is/are held, the card must be kept secure by the officer named on the card and oversight of the use of this card will be the responsibility of the treasurer. The treasurer is also responsible for providing annual accounts to the CAG project every April and keeping an audit trail of receipts.

Members may through a decision at an annual general meeting or a special general meeting, make provision for the accounts to be independently examined or audited, and to appoint a person authorised to do this and may decide to dismiss that person. Officers and members of the group may not act as the independent examiner, but a CAG officer may be approached to fulfil the role.

Termination of group:

A decision to wind up the group can be taken by an AGM or an SGM and in consultation with the CAG Project. The members will transfer any assets of the organisation to an organisation with similar aims and objectives.

This constitution was adopted at the inaugural meeting of the Mill Lane Community Garden on 19.2.20

Signed	Maureen Dyroff	Position	Chairperson	Date	19.2.20
Signed	Thelma Jones	Position	Secretary	Date	20.7.22

Signed	Wendy Jennings	Position	Treasurer	Date	19.2.20
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