

# Bramshall Road Park

**Uttoxeter  
Management Plan 2021-2030**

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Cllr Dennis Fletcher  
Deputy Leader

## Foreword

Bramshall Road Park is one of the finest parks in the Borough, and as such, very important to the Council's commitments to delivering its corporate priority of Environment and Health & Well Being.

The Council's 380 Hectares of parks and open spaces contribute much to what attracts people to live and work in the Borough, and provides ample opportunities for all to lead healthier more enjoyable lives.

As such, the drive to improve quality in our most valuable green spaces is one which I support and commend. In particular, our ambition to achieve a Green Flag Award for Bramshall Road Park is one I totally support and wish the officers and the local community every success in this endeavour.

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## Introduction

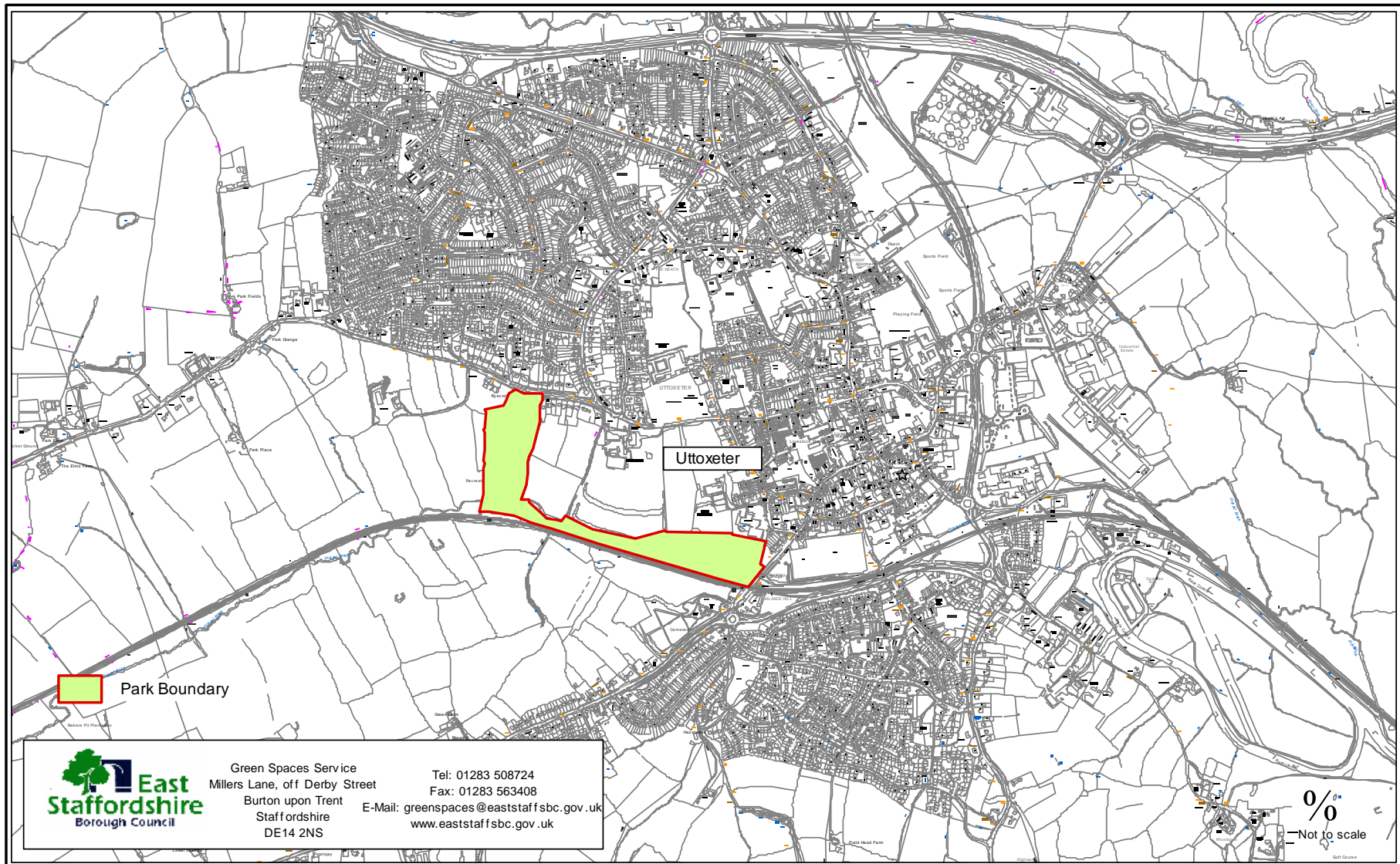
Bramshall Road Park is one of the Borough's principal 'Town Parks' and is central to the provision of public open space in Uttoxeter. The park occupies a central location on the western edge of Uttoxeter, covering 11 hectares. The park is open to all and offers visitors a wide variety of play and recreation opportunities. Families can enjoy picnics and walks throughout the park. Two fenced children's play areas allow children to play safely whilst benches enable parents to watch at their leisure. Informal kick about areas and a skateboard park provide opportunities for teenagers and older children. Sports enthusiasts are equally well catered for with the provision of Tennis, Basketball, Rugby, and Bowling. Those that like to stay active and healthy can visit the nearby Uttoxeter Leisure Centre, enjoy the outdoor gym equipment or undertake one of three marked running routes. Visitors with a more sedate outlook can experience walks and hold picnics throughout the park and appreciate the varied wildlife. Finally, four legged visitors are also welcome for those that spend their time with "man's best friend". Bramshall Park, truly has something for everyone.

Moving into the forthcoming decade the Council's aim is to preserve local people's warmth and good regard of Bramshall Park and to positively harness that nostalgia. The onset of Coronavirus has seen the use of parks raise exponentially, whilst this has been challenging at times the Council will aim



to foster this new found interest and create an environment that contains something for everyone. However, this will be done using 21st century approaches that reflect an increasing need to think about individual well-being (physical and mental) and addressing the climate crisis. To this end, in 2020 the Council adopted a borough wide Parks Development Plan that sets out the Council's ambitions for all parks and open spaces over the next decade. Anchoring this plan are the clear strategic pillars of health and well-being (physical and mental) and climate change.

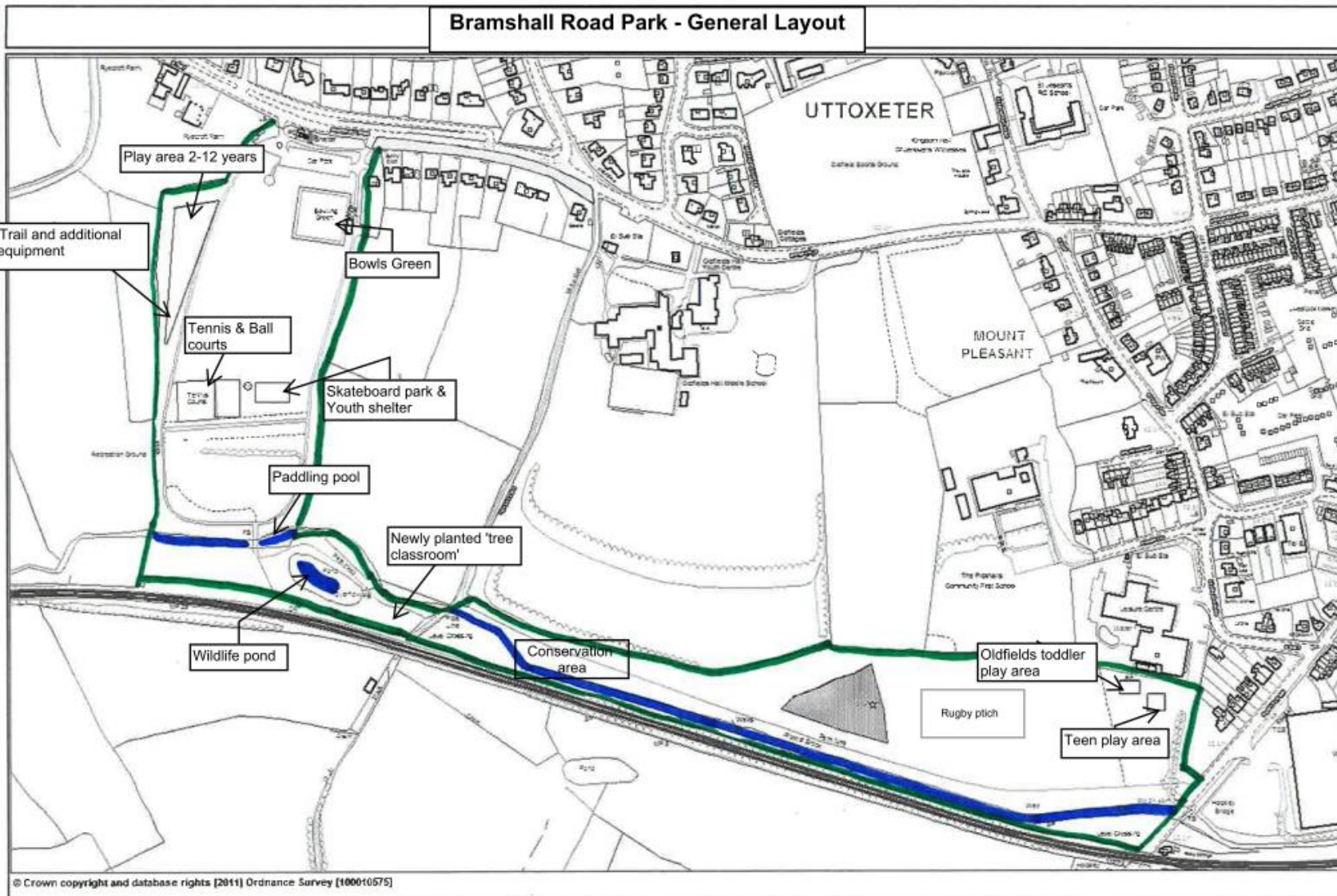
# Bramshall Road Park - Location within Uttoxeter



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Scale: Not to scale  
Date: April 2013  
Ref: xxx



## History

**1921-** Charles Henry Elkes purchase 12 acres at a cost of £999 for recreation activities for boys

**1923-** Land is vested in Uttoxeter Urban District Council

**1925-** First Town carnival takes place to coincide with the official opening

**1930-** Creation of open air swimming pool by damming sections of Picknall Brook

**1964-** Outdoor lido built to replace swimming pool

**1985-** Indoor swimming pool opened by Olympic Medallist David Wilkie

**1999-** The first “Plant out in the Park” takes place

**2007-** Major expansion of the Skateboarding ramps

**2013-** Bramshall Road Park “Friends of” group comes into existence and is formally constituted

**2015-** Big lottery funding sees the introduction of outdoor gym equipment. The first such facility in East Staffordshire.

**2017-** The Friends of Bramshall Road Park secured funding from the Tesco “bags of help” scheme to install interpretation boards, place bird/bat boxes and plant wild flowers.

**2020 –** Creation of “Bog Garden”.

**2022-** Hosted the Queen’s Baton Relay for 2022 Commonwealth Games.



## Community Use: Something for everyone

- ✓ Rugby pitch home of Uttoxeter Rugby Club and available for informal play.
- ✓ Picnic benches and tables
- ✓ Ice cream sold by a local company
- ✓ Paddling area
- ✓ Skateboard ramps
- ✓ 2 fenced children's play areas (dogs are prohibited from these areas)
- ✓ Tennis courts have been used by Uttoxeter Tennis Club and available for informal games.
- ✓ Basketball Courts
- ✓ Outdoor Gym equipment
- ✓ Bowling green and clubhouse used by the Jubilee Bowls Club
- ✓ Dog walking
- ✓ Walking routes
- ✓ Park Run
- ✓ Marked 1, 2 or 3 mile runs
- ✓ Football kick about area
- ✓ Plant fairs held every year
- ✓ Schools "Plant out in the Park"
- ✓ Volunteering opportunities at the GO Garden scheme
- ✓ Outdoor learning space for local schools
- ✓ Wild Play days organised by Staffordshire Wildlife Trust.





## A Welcoming Place

- 🌸 Main entrance on Bramshall Road with twin gates. A secondary foot entrance from Oldfields Road.
- 🌸 Maintenance takes place throughout the year and is undertaken by uniformed Council contractors from ID Verde.
- 🌸 Noticeboards are present in key locations containing the latest information and important contact numbers/details.
- 🌸 Streets around Bramshall Road Park are litter picked every 10 days and swept on a 12 weekly cycle
- 🌸 Accessible by bus from Stone Road (route 4) and Oldfields School (route 841)
- 🌸 Every June the “Plant out in the Park” school event enhances the entrance features of the park
- 🌸 The toilet block, owned and managed by the Borough Council was extensively refurbished in 2015 with new modern facilities installed. This building, along with the bowling pavilion, is inspected annually for faults or defects.
- 🌸 Zero tolerance of litter and dog fouling with public space protection order in place.
- 🌸 Dogs welcomed but encouraged to be on a lead
- 🌸 Dog bag dispensers installed in 2022



## General Maintenance and Safety

ID Verde maintain Bramshall Road Park for ESBC, although not based on site, can be seen about the park during a typical day. ID Verde staff wear, distinct uniforms with fluorescent vests or jackets with logos and identification badges clearly visible. Examples of the uniform are illustrated below.

FLEECE JACKET



POLO SHIRT



## Maintenance schedule

Action	Frequency
Grass cutting	10 per year (March to November)
Shrub bed spot treatment	3 per year (April-July-September)
Shrub bed maintenance with long handled shears	5 per year (June, July, August, September, October)
Play inspection (visual)	2 per week
Play inspection (operational)	4 per year (1 each quarter)
Play inspection (annual)	1 per year
Property/building inspections	Annually
Play equipment painting	Every 5 years
Play area surface treatment	3 per year (April, July, September)
Safety Surface inspections	2 per week
ESBC Officer whole site inspections	12 per year
Bin emptying and litter picking	2 per week (Monday & Friday)
Picnic area chemical control	3 per year
Sweeping	Weekly following mowing

The table on the previous page sets out the contractual works and operational inspection regimes quantitatively. ESBC inspect all parks on a monthly basis using a balanced scorecard methodology (an example can be seen in the Appendices). This method enables the officers to consider the entirety of the park from different and varying perspectives. These inspections are conducted monthly. The exception to this monthly whole site regime takes place in December and January when officers revert to tree inspections that are conducted in line with the Council's Tree Management Policy. But, as can be seen from the balanced scorecard, trees are also reviewed all year round.

Sitting behind these monthly inspections are an annual site audit conducted by the Council's officer responsible for biodiversity and horticulture. These annual audits seek to assess the level of biodiversity in the park and identify further opportunities to enhance the open space through environmental improvements.

Repair works or items such as graffiti when identified by officers or by members of the public are reported to contractors on the same day and are given a red, amber or green rating. Red denotes emergency works and requires an immediate response. Amber within one week and green up to three weeks. All works allocated to the contractors are tracked in real time using the contractors ACORN system. Details on how the public can report issues to the Council are set out below.

## Important and useful safety information

Opening times. The Park gates are open 364 days a year. During the summer the park is open 8:00-21:00. Winter opening times are 8:00-16:30.

The Council and ID Verde strive to ensure that the park is maintained to the highest standard. Unfortunately, sometimes things do go wrong or break. To report a fault contact the Open Spaces Team on 01283 508013 during office hours. Weekends and evenings contact the Council out of hours number on 01283 517111 for emergencies.

Bramshall Road Park is enjoyed and respected by the majority of visitors. However, a small minority taint this experience for others. To report ASB contact the Police 101 number or report it via the Staffordshire Police or ESBC websites. Dog Fouling and Littering can be reported to the Council's Community & Civil Enforcement team on 01283 508856 or [community.civil.enforcement@eaststaffsbc.gov.uk](mailto:community.civil.enforcement@eaststaffsbc.gov.uk)

Want to take part in one of the many sports playable at Bramshall Road Park? Then contact Everyone Active via the website [www.everyoneactive.com](http://www.everyoneactive.com) for details of local clubs and teams

## Conservation & Heritage

East Staffordshire Borough Council, through the Climate Change Strategy have committed to becoming carbon neutral by 2040. As part of this strategy the Council have declared both a climate change and ecological emergency, Bramshall, Park as the premier park in Uttoxeter, can play a key role in response to these emergencies.

Across Bramshall Park the Council have planted a number of native trees, relaxed the mowing regime and introduced a wildflower mix to encourage pollinators. Trees planted in 2022 are to be all designated “Queens Trees” to celebrate the platinum jubilee. Furthermore, the recently re-tendered grounds maintenance contract, requires the contractor to utilise vehicles and equipment that does not use fossil fuels and reduce the use of chemicals. For many years, the Council have operated a peat free policy. All none green waste generated on site is taken to the contractor’s waste facility and recycled wherever possible. 100% of green waste is recycled.

Bramshall Park is home to a rich and diverse flora and fauna that can be enjoyed by visitors to the park. The Council makes every endeavour to encourage wildlife and examples of some of the species can be found below.

- ✓ Kingfishers
- ✓ White Clawed Crayfish
- ✓ American Signal Crayfish
- ✓ Otters

- ✓ Grey squirrels
- ✓ Dragon and Damsel fly
- ✓ Other Birds- Jays, Mallards, Moorhens to name but a few
- ✓ Fish Species- Chub, Minnow, Stickleback, Bullhead, Stone Loach

Inspection and maintenance regimes for the park’s trees follow the standard prescription for the Borough and is delivered through the Council’s Tree Management Policy. The tree stock planting can be split into three main areas of Bramshall Road Park:

- a) Formal area adjacent to Bramshall Road
  - b) Central conservation area
  - c) Informal planting area next to Uttoxeter Leisure Centre
- ✓ Tree species include: Ash, Beech, Black Poplar, Common Alder, Common Elder, Common Lime, Common Walnut, Copper Beech, Corsican Pine, Crack Willow, English Elm, English Oak, Hawthorn, Holly, Horse Chestnut, Hybrid Poplar, Japanese Cherry, Lawson Cypress, Leyland Cypress, Lombardy Poplar, Norway Maple, Rowan, Scots Pine, Silver Birch, Swedish Whitebeam, Sycamore, Weeping Willow, Western Red Cedar, White Poplar, White Willow

## Community Involvement

The following organised groups are active within the park:

### **The Friends of Bramshall Park**

Officially formed in 2013, the Friends of Bramshall Road Park have been instrumental in the development of a number of park improvements. In 2014 the group oversaw the introduction of the Tree classroom and additional play equipment after raising funds from various sources. 2016 saw the group secure Tesco “bags of help” funding for new interpretation boards around the park. These were installed in 2017 and have proven very popular with visitors.

The group is incredibly proactive and holds the Council and contractors to account for maintaining standards in the park, and are particularly helpful in reporting faults. Friends of Group members have contact details of all Open Spaces officers.

Furthermore, the group has conducted site surveys to help the Council with improvements to the park. Consultation undertaken by the Friends group has influenced the introduction of children’s play equipment, clearing of the paddling pool, development of the GO Garden project and the pioneering introduction of outdoor gym facilities.

### **GO Garden project**

Innovative and unique, the GO Garden project offers local residents the opportunity to undertake gardening and grow vegetables as a form of exercise and helps to maintain a

healthy diet which improves mental and physical wellbeing. Plants grown at the project form part of the displays for Uttoxeter in Bloom.

### **Balls, Bulls and Bowls**

A number of sports teams have made use of Bramshall Road Park’s sporting facilities. Jubilee Bowls Club lease the bowls pavilion from the Borough and use the facility for their home fixtures. Bramshall Park is called home by Uttoxeter Rugby Club’s 2<sup>nd</sup> team (men), Uttoxeter tennis club have also used the courts for practice and training. Finally, Uttoxeter Bulls Basketball Team have been known to use the outdoor basketball provision in conjunction with the indoor facilities at Uttoxeter Leisure Centre.

### **The Uttoxeter Lions**

With support from the Borough Council the Uttoxeter Lions organise the annual “Lark in the Park” event and bonfire and fireworks displays. These attract over 1000 people to the park and are major features in the events diary of the town and local area.

### **Local Schools**

As an active partner the local school, Picknalls First School, have attended awareness workshops set up by Council officers to raise awareness of the importance of parks and open spaces, and the wildlife within them. Picknalls School in association with Staffordshire Wildlife Trust made the bird boxes that can be seen throughout the park. The four local first schools have also been involved in “plant out in the park” since 1999 with over 150 children in attendance most years.

Furthermore, the local secondary school (Thomas Alleyne's) utilise the tree classroom (which was created by pupils from the school) for outdoor education.

### **Globe Foundation**

Annually the Globe Foundation host their family fun day at Bramshall Park as part of their Big Green Week programme. This fun community events brings residents of Uttoxeter together and promotes strong messages around tackling climate change and addressing global warming.

### **Everyone Active**

The Council's Leisure services provider also use the park to run sports sessions for children during the School holidays as part of a wider programme of diversionary activities

### **Staffordshire Athletics Network and Parkrun**

As part of a project to encourage people to take up running and maintain healthy lifestyles Staffordshire Athletics Network have set up running routes, with markers, setting out courses of 1, 2 and 3 miles in length. Introduced in 2015 these routes whilst primarily designed for runs are also open to use by walkers and cyclists. 2022 saw the introduction of a regular Park Run event, the first in East Staffordshire. The continued success of Park Run led to the establishment of junior version from the spring of 2024.

### **Staffordshire Wildlife Trust**

Staffs Wildlife Trust hold various activities on Bramshall Road Park including family wildlife walks, Wild Play sessions and a Wildlife Watch events.

### **Midlands cross country relay**

Working in partnership with the Environment Agency and the Midlands Counties Athletics Association the Council were able to bring the Brooks Midlands Cross Country race to Bramshall Road Park in 2016 attracting over 300 competitors.

### **Uttoxeter in Bloom**

Bramshall Road Park has been a pivotal part of Uttoxeter in Bloom, which has seen gold medal success achieved at the West Midlands level over the past 13 years. In 2017 Uttoxeter entered the national "In Bloom" awards winning a silver gilt award. Uttoxeter returns to the nationals again in 2020. In the RHS Parks awards the park scooped a gold award in 2023.

### **FOREST (Friends of Renewing East Staffordshire Trees) Volunteers**

In 2020 the Council created the FOREST volunteers programme to plant trees and encourage biodiversity through part of the Council's Climate change strategy. Like all volunteer programmes this scheme is about more than the environment and gives people the chance to exercise in the fresh air, meet people and make a real tangible difference.

### **JCB**

Uttoxeter and the surrounding area is home to the global headquarters of JCB. Despite their global reach, JCB remain very much focused on supporting the local community. As part of that support, JCB, in 2022, carried out works free of charge to "Muddy Lane" to improve drainage and to laid a surface to the desire line known locally as the "dipper path".

**Ice cream retailer**

Local ice cream retailer, Ashmore's, have rights to sell ice creams from the park providing residents and users with much needed refreshments. As part of the agreement the Borough Council receives a quarterly percentage of takings which is reinvested into improvements on the park.

Want to host an event or get involved? Then contact the Open Spaces Team on 01283 508013 or e-mail [openspacesteam@eaststaffsbc.gov.uk](mailto:openspacesteam@eaststaffsbc.gov.uk) and the team would be happy to talk you through what is needed and current opportunities

## Promoting Bramshall Park

Bramshall Park is well renowned locally and really has something for everyone. However, ESBC, Bramshall Park Friends of Group and partners are active in promoting the park.

ESBC has a dedicated webpage for Bramshall Park which receives annual views exceeding 2,500, the third highest of any park in East Staffordshire. Furthermore, the Council develops an annual plan of marketing and communications activities to increase awareness and visits from residents.

Promotion of parks and open spaces, much like consumer behaviour, is now focussed on digital engagement, developing digital media to bring parks and open spaces to life.

This includes having a virtual tour video embedded into the Bramshall Park web page, highlighting the benefits of the open space and to further illustrate that the park genuinely has something for everyone and encourage more visitors.

The corporate social media channels are also utilised, to not only promote the park, but also distribute relevant information to residents on news, opening times and open space campaigns. Throughout 2022 social media has been a key tool in promoting sensible and safe use of parks.

Bramshall Park features heavily in other Council open spaces campaigns, such as the annual "In Bloom" awards, which showcases the work of volunteers in developing and maintaining open spaces. ESBC have consistently achieved a gold standard for over a decade and have reached the national finals twice in the last five years.

Traditional media channels, such as press releases through the local written media, remain in use to promote events and news stories from the park throughout the year.

Promotion of the park is not just left to ESBC, Bramshall Friends of Group have a specific Facebook page, and partner organisations such as Uttoxeter Lions and Staffordshire Wildlife Trust utilise their various social media platforms to promote events and share content.



## Action Plan

The Action Plan for Bramshall Park is derived from the SWOT analysis below which is reviewed annually following a site tour with officers and other stakeholders. The resulting actions are defined for just one year with the Parks Development Plan providing the 10 year strategic vision for all ESBC owned open spaces.

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Active FOG (Friends of Group)</li> <li>• Park Run</li> <li>• Numerous and varied play opportunities</li> <li>• Varied plants and wildlife</li> <li>• Uttoxeter Leisure Centre and GO Garden</li> <li>• Well regarded and used by residents</li> <li>• Public Space Protection Order for dogs on lead and zero tolerance of litter with fines issued to offenders</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• Limited external income (excluding S106)</li> <li>• Council budgets are limited</li> <li>• Officer time restricted due to the number of parks across East Staffordshire that need inspecting</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Potential external funding available to the FOG</li> <li>• Friends of group willing and eager to keep Bramshall Road Park to the highest standard</li> <li>• UKSPF funding</li> <li>• Increased footfall from developments</li> <li>• Increased public awareness of climate change and ecological crises</li> <li>• Opportunities for increased tree planting and carbon capture</li> <li>• More people are staying local and enjoying parks</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• Management of costs and budget restrictions</li> <li>• Further strains to Council budgets</li> </ul>

## Actions in 2024/25

Task	Cost	Lead	Objective	
Hold annual review of Bramshall Park	n/a	All Partners	All categories	Nov 2024
Continue with FOREST volunteers programme and tree planting	n/a	Paul Steed	All categories	On going
Continue to monitor condition of the brook	n/a	Zoe Belcher	Biodiversity, Landscape and Heritage	Ongoing
Host the Globe's Foundations annual Family Fun Day	n/a	Globe Foundation	A Welcoming Place, Biodiversity, Landscape and Heritage and Community Involvement	September 2024
Prepare a capital bid for resurfacing the basketball and tennis courts	Est £15,000	ESBC	Well Maintained and Clean	October 2024
Explore opportunity to introduce defibrillators	£5,000	Michael Hovers	General Maintenance & Safety	August 2024
Work with Regeneration team to identify opportunities for the use of UKSPF funding	TBC	Michael Hovers/ESBC Regeneration	All categories	March 2025

## **Appendix 1**

### **Policies and strategies in other service areas**

Running and operating a local authority park impinges on a number of other Council policies and strategies. The Open Spaces team work in close collaboration with our colleagues in other departments to ensure the requirements of these policies are implemented in all ESBC ran parks. These documents in their own right are long and detailed and providing a full copy of all these would make this management plan unwieldy. All of the items below can be made available on request or can be viewed on the Council's website. The name in brackets denotes the lead service for each of these policies.

- i) Climate change (Environmental Health)**
- ii) Enforcement Policy (Enforcement)**
- iii) Anti-Social Behaviour Strategy (Enforcement)**
- iv) Maintenance and upkeep of buildings strategy (Facilities)**
- v) Littering and graffiti policy (Waste Management)**
- vi) Community Engagement Strategy (Neighbourhood Working)**
- vii) Communications & Marketing (Marketing & Communications)**
- viii) Public Space Protection Order (Community & Civil Enforcement)**
- ix) Events Policy (Environmental Health)**
- x) Health & Safety Policy (Health & Safety)**
- xi) Waste Management & Recycling Policy (Waste Management)**
- xii) Tree Management Policy (Open Spaces)**

**Appendix 2: Sample Balanced Scorecard Inspection**

<b>Parish:</b>	<b>Site:</b>	<b>Date:</b>
<b>Overall assessment</b>	<b>Non-contract items</b>	
Welcoming?	Water-side access:	
	Car park surface and lines:	
	Path edges and surface:	
Safe & Secure?	Play equipment appearance:	
	Fixture and fittings appearance (includes fences and bollards):	
Well Maintained and clean?	Lighting (condition- including post- and functioning)	
	Memorials or artwork:	
What is missing or could be added?	Bridges and structures (e.g. fishing pegs):	
	Display brackets:	
	Condition of buildings:	

<b>Contract Items (condition as per contract expectations)</b>	<b>Trees &amp; Hedges (general condition and any works required)</b>
<p>Grass cutting and maintenance:</p> <p>Beds/weeds and edging:</p> <p>External displays:</p> <p>Cleaning- sweeping, litter picking bin emptying:</p> <p>Pitches</p> <p>Play equipment and surfaces:</p> <p>Furniture &amp; Fixtures:</p> <p>Notices &amp; Signs:</p> <p>Lifebuoys and belts</p>	

## Appendix 3 Friends of Bramshall Road Park – Constitution (May 2013)

### Aim

To champion improvements on Bramshall Road Park in line with the wishes of current park users and to safeguard the park for the use and enjoyment of future generations

### Objectives

The group will fulfil its aim by:

- Working in close collaboration with East Staffordshire Borough Council which is responsible for managing the park.
- Forming a cohesive community group of local residents working together regardless of age, ethnic origin, ability, sex, belief or political affiliation.
- Encouraging the health and well-being of the residents of the area.
- Promoting sport, community recreation and play facilities.
- Advocating both environmental improvement and practical conservation; to educate, encourage and support the local population in environmental practice by working with statutory and non-statutory agencies.
- Raising funds and receiving contributions where appropriate to help finance improvement projects for the park.
- Publicising and promoting the work of the community group.
- Exchanging information and advice with similar groups when opportunities arise.

### Membership

- Membership of the Friends of Bramshall Road Park shall be open to anyone who is interested in helping the community group to achieve its purpose and willing to abide by the rules of the community group.
- Every member shall have one vote at general meetings.
- The management committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the community group.
- The officers of the community group shall be:
  - The Chairperson
  - The Vice-chairperson
  - The Treasurer
  - The Secretary

These officers will be elected at the group's Annual General Meeting (AGM).

Registration and termination of membership.

- Any member of the community group may resign his/her membership by putting in writing such a request to the secretary.
- The management committee has the right to terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

### **General Meetings**

- General meetings will be the main vehicle whereby the community group will establish, monitor and progress its activities, projects and programmes.
- General meetings will be held at least four times each year to discuss all aspects of potential improvements to the Park.
- Any member of the Friends of Bramshall Road Park has the right to attend every general meeting.
- General meetings will be chaired by the chairperson of the community group (or vice-chairperson in chairperson's absence).
- The quorum for a meeting shall be five.
- If voting is required at a general meeting, every member present shall have one vote. Decisions will be taken by a show of hands on a simple majority basis. If there is a tied vote then the chairperson shall have a second casting vote. If deemed necessary by the Chairperson, the vote shall be by confidential ballot.
- All meetings must be minuted by the secretary (or nominated deputy in absence) and these minutes will be available to any interested party.
- All members shall be given at least seven days' notice of a meeting unless it is deemed an emergency meeting.
- General meetings have the power to set up sub-groups and working parties as deemed necessary, which shall be accountable to the management committee.

### **Management**

- Friends of Bramshall Road Park shall be administered by a management committee.
- The management committee will consist of not less than three people and not more than six members elected at the group's Annual General Meeting, including the chairperson, vice-chairperson, treasurer and secretary.
- The Management Committee shall meet as required, normally after a general meeting and at least twice per year.

- At least three management committee members must be present for a management committee meeting to take place.
- If voting is required at a management committee meeting, every management committee member present shall have one vote. Decisions will be taken by a show of hands on a simple majority basis. If there is a tied vote then the chairperson shall have a second casting vote. If deemed necessary by the Chairperson, the vote shall be by confidential ballot.
- The management committee shall be accountable to members of the community group at all times.

### **Finance**

- Any money obtained by the group shall be used only for the community group.
- The group will hold all money within a designated bank account in the name of the community group.
- Any cheque issued shall be signed by at least two of any three nominated signatures.
- The management committee will be responsible for ensuring that the group stays within agreed budgets for any project.
- Where appropriate, insurances will be taken out in the name of the community group and charity status applied for on behalf of the community group.

### **Annual General Meetings**

- The community group shall hold an AGM at not more than 15 month intervals, usually as an addendum to a routine general meeting.
- In addition to notifying members personally, notice of each AGM will be advertised in at least three public places, inviting members of the general public to also attend and join the community group.
- The Chairperson of the community group shall normally chair each AGM.
- The quorum for AGM shall be at least eight persons of which no more than four shall be outgoing committee members.
- Each member attending the AGM will have one vote. Decisions are taken by a simple majority. In the event of a tied vote, the Chairperson shall have a second casting vote. If deemed necessary by the Chairperson, the vote shall be by confidential ballot.
- The business of the AGM shall include:
  - Receiving a report from the Chairperson on the group's activities over the year,
  - Receiving a report on the last financial year's accounts from the Treasurer,
  - Electing new officers and new management committee,



- Considering any other matter as may be appropriate.
- At least fourteen days' notice of the AGM must be given.
- Minutes of the AGM will be distributed to all members and also available to the general public.

#### **Alteration of the Constitution**

- Proposals for amendments to this constitution or dissolution (see Clause below) must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks clear notice.
- Any changes to this constitution subsequent to this forum meeting must be agreed by a least two thirds of those members present and voting at the next general meeting.

#### **Dissolution**

- The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

**Adoption of the constitution**

**Adoption of the constitution**

- o This constitution was adopted by all community group members present at the AGM held on:

16th May 2013 2013

Signed:

Janet & a Dean (Chairperson)

Jim Shields (Vice-chairperson)

Dave Trenery (Secretary)

Pen Coffin (Treasurer)

Sheila Mould (Member)

Linda Palmer (Member)

[Signature] (Member)

[Signature] (Member)