CAT - Constitution

Name

1. The group's name is Community at Tollers (CAT)

The area covered is **Tollers Lane Estate, Old Coulsdon, Surrey.**

This shall include all properties on Goodenough Way (and connected closes), Ellis Road (and connected closes), Jutland Gardens, Lacey Green, Toldene Court, Curling Close Admirals Walk and Tollers Lane (114-120 & 145-5)**.**

Aims

2. The main aims of the group are;

a. To represent the views of local residents and to work towards ensuring that the best interests of people living in the area are served.

b. To promote community engagement and work together as a group to ensure the best interests of the community are represented.

c. To empower individuals and families to have more control over their health and well being.

d. To inspire and educate individuals and families about sustainable living.

e. To maintain and improve services and the quality of the environment on the estate.

Objectives

3. The main objectives of the group are;

a. Ensure that all members are consulted regularly and that all residents from the area represented by the group, who are entitled to membership, are encouraged to join.

b. Arrange activities, events, workshops and support groups for residents.

c. Provide a range of opportunities for residents from the area to get together with their neighbours and share issues and ideas.

d. Work in partnership with providers of local and statutory services. e.g. Croydon Council, the police, local schools etc., to resolve issues and identify solutions.

e. To apply for funds and receive grants and donations to carry out the work of CAT. To look at self-funding streams to facilitate the objectives of the group.

f. All members must share information and contact details with all members of the committee concerned. Information must be shared to safeguard and support the need of residents CAT represents.

Conduct of Business

4. The business of the group will be conducted by a management group, elected at the Annual General Meeting, who will manage the group by shared responsibility of roles (see para 4a. for Definition of shared responsibility). The management group will consist of know less than 5 members one of whom must be the Treasurer. As far as possible, the composition of the management group shall reflect the local population of the area.

a. Definition of "Shared Responsibility" – This is defined as members of the management group sharing roles such as chairing meetings, taking notes, liaising with both residents, local and national organisations for particular projects or activities. The lead for a particular activity, meeting will be agreed by consensus of those elected to the management group. The position of Treasurer will not be a shared role.

b. The election or removal of management group members may take place only at a General Meeting of CAT. The management group may temporarily fill any vacancy arising amongst their number from its other members until the next General Meeting.

c. Management group member must declare any relevant personal interest in a matter under discussion. The group shall have the right to determine whether that member should withdraw, or be allowed to speak but not vote, or be allowed to speak and vote.

d. In addition to arranging meetings where members may share information and ideas.

e. The group shall establish and maintain an email account to enable all members to remain informed and in communication with the group, outside of meetings.

5. Money and property

a. All monies raised by or on behalf of the Group, or goods/materials/equipment (assets) donated to, or bought by, the group must only be used to further the aims of the Group and the community.
b. The property and funds of the Association shall be held and administered by the committee and resolution of the committee shall be sufficient authority for any payments from the bank account
c. The appointed Treasurer must keep up to date accounts that can be seen by members upon written request.
d. The Treasurer shall maintain a bank account in the name of the Association. Cheques, transfers and other banking instruments or instructions shall be signed and recorded for scrutiny, by the Treasurer and one other signatory, who must also be a member of the committee. The committee shall nominate three cheque signatories. Signatories must not be related to, or be members of, the same household.

(1) Proper records of all transactions, including petty-cash transactions must be kept.

(2) The accounts should be open to inspection by members of the Association, on request.

(3) An accurate record of income, expenditure, and balance must be produced each year at the AGM by the treasurer.

(4) The Treasurer will be responsible for presenting annually the accounts for any appropriate external scrutiny and/or audit, as required by legislation (the council can assist with this).

e. The Treasurer shall agree the arrangements for the security of the association's assets, including any bank facilities.
f. Committee members cannot receive any money or property from the group, except for reasonable expenses.
g. All money must be held in the group's bank account.

6. CAT Group management meetings

The management group shall meet not less than six times a year and hold an annual general meeting not less than once a year.

The management group shall monitor the work, finances and membership of CAT.

The management group shall report to each General Meeting on its activities since the last General Meeting.

7. Members

a. Membership of CAT will be free per household and donations are welcomed. Those who wish to become members will be asked to confirm this in writing through signing a membership form. Membership will be renewed, in writing, on a yearly basis. An increase in membership fees can only be agreed at the Annual General Meeting.

b. Safe guarding of members data – Any members personal details gained through joining CAT will be covered by the Data Protection Act and may not be used without the express permission of the member. This includes for the purpose of promoting the Group or dealing with third parties through activities organised by CAT.

c. Membership is open, irrespective of race, gender, sexuality, disability, political or religious belief, to all persons 16 years or over, living in the area shown above who accept the aims & objectives of the group.

d. The management group and members of CAT will work together to promote activities to all those living in the area and actively encourage those entitled to do so, to become a member.

e. Membership ends when a member moves out of the area or membership is not renewed the following year.

f. Members will be expected to conduct themselves in a polite and courteous manner whilst involved in the business of CAT – either at meetings, events or whilst canvassing etc.

g. Members should abide by the guidance contained in the Croydon Council's, code of conduct relating to those engaged in resident involvement, (available separately).

h. A member may be suspended from CAT for failing to observe this expectation (sect 7g) or for any other conduct not in line with the aims of CAT. The person to be suspended is to be informed in writing. Any member so suspended has the right of appeal to the following General Meeting, before expulsion from CAT takes place.

8. General meetings

General meetings of CAT shall be open to all those who are members as well as any other person who lives in the local area. All attendees shall be entitled to speak.

a. General meetings shall be held not less than twice a year. Decisions taken at these meetings shall be binding on the management group and shall be taken by a simple majority of those who are members, who are present and voting. All those who are entitled to attend shall be given not less than 7-14 days' notice of any General Meeting.

b. One of the key objectives for CAT is to arrange, finance and manage community-based projects and activities.

c. Planning and execution of such activities will be conducted by smaller project groups of resident members who will meet as and when the related project work requires as defined in 4a.

d. The purpose of general meetings will be to provide an opportunity for all members to:
   - Discuss and agree the general direction and aspirations of CAT
   - Discuss key details of new proposals and current projects
   - Receive updates on the progress made in relation to such proposals and projects
   - To find out about things that are going on in the area and discuss local issues of common concern

e. The purpose of the project groups will be to:
   - Consider the outcomes of discussions at the general meetings relating to the project
   - Develop more detailed plans for the proposed projects or activities
   - Ensure brief notes are made to record results of discussions and any actions agreed by the project groups
   - Provide feedback by a member of the project group to the next general meeting
   - Manage the execution of the final project or activity as required

9. Annual General Meeting (AGM)

The management group shall call an Annual General Meeting of CAT in the last week in May. Not less than 7-14 days' notice shall be given of the AGM to all members and to all those eligible for membership. A formal application for membership shall also be distributed at this meeting.

At this meeting:

- The management group shall present their annual report
- The Treasurer shall present the audited accounts for CAT covering the past year
- The person or body responsible for auditing the next years accounts will also be agreed
- The management group for the next year shall be elected
- Any proposals should be submitted to the management group in writing not less than 7-14 days in advance of the meeting shall be considered

10. Special General Meeting

The management group shall call a Special General Meeting at the request of the majority of the group, or on receipt of a written petition by at least one third of all those who are members of CAT. The management group must arrange the meeting as soon as practicably possible, which shall take place no later than 21 days after the request. Members must be given at least 7-14 days' notice of the meeting.

11. Quorum *(The minimum number of members who must be present before a meeting may make decisions)*

The quorum for management group meetings of CAT shall **be four members**.
The quorum for general meetings shall be one fifth of total members.

12. Notice of Meetings

Where practicable, dates of all General Meetings and the Annual General Meeting will be put in the newsletter, advertised on the CAT Facebook page or any other social/communication network platforms, to all those who are registered as members and will include the date, time and place of the meeting and the agenda of matters to be discussed.

a. In addition, posters will be displayed on estate notice boards informing all those who live in the local area and are entitled to membership, of the date, time, location and key issues to be discussed at that meeting.

13. Duties of Officers

The management group shall work together to further the aims of CAT.

a. A Chair agreed by consensus shall guide the meetings of CAT.

b. The management group shall agree by consensus one of their members to arrange meetings and ensuring the relevant notice has been given to members and others who are entitled to attend. A note taker will ensure that a proper record is kept of all meetings of CAT and its management group in the form of minutes, and make them available as required.

c. The Treasurer shall open and/or maintain a bank or building society account in the name of CAT. All cheques must be signed by the Treasurer and **at least one of the three authorised**

signatures from the committee who are from different households and not related. There will be only one bank account into which all monies are paid.

d. The Treasurer shall keep proper accounts of income and expenditure details. He/she will also report on them as required by the management group, to a General Meeting. The accounts should be available for inspection by any member of CAT upon written request.

e. Anyone appointed to represent CAT in discussions with any other body (including the media) shall act on the instructions of the management group and shall report back to the following management group meeting or General Meeting, whichever is the sooner.

f. Each member of the management group has to inform members of new contacts of people who benefit the groups aims

14. Voting

a. Those attending a meeting where members of the management group are selected will be informed that any member may stand for a position on the management group. Any member may nominate individuals or volunteer themselves for any such positions.

b. Where there is a contest for management group position, or where the Group are unable to reach agreement on an issue, voting will be carried out by a written ballot.

c. Each household will have one vote only. The nominated Chair for the meeting will have only one vote; they will not have an additional or casting vote.

d. Where voting is required and a council officer is in attendance, they may be asked to administer and supervise the voting process.

e. In special circumstances where a committee member resigns or leaves without prior warning an emergency public vote can be taken to elect a new member. Only those present in the meeting can vote.

15. Equal Opportunities Statement

CAT shall positively promote equal opportunities within the community and within its membership, and work for the elimination of discrimination against persons on the basis of race, gender, age, sexuality, disability, politics or religious beliefs.

16. Additional Policies

a. CAT (as a body) must ensure it adheres to guidance and relevant policies relating to health and safety, child protection, safeguarding of vulnerable adults

and other related issues. Where relevant, there should be the capacity to develop and implement specific policies and guidance which relate to the specific activities of CAT and its members.

b. Further, that any member engaged in a particular activity or project is made aware of any obligations under such policies or guidance and that those members undertake (in writing if required) to adhere to the policies relevant to that activity. Where required members should complete training or other learning to ensure they are competent or have suitable levels of understanding.

c. CAT shall maintain and update an accurate record of all those members, or shall check the qualifications of others such as contractors etc., who have received such training or are considered experienced or qualified in particular areas of work, related to health and safety, safeguarding etc.

d. CAT shall not allow members or others, to carry out roles for which they are not suitably experienced or qualified.

17. Alteration to the Constitution

Any proposal to change this Constitution must be given to the management group not less than 7-14 days before the General Meeting at which it is to be discussed. Any change requires the agreement of two thirds of those present and voting at the meeting.

a. The management group or, if a management group no longer exists, a majority of the remaining members, can propose that CAT should be wound up. They must give to all those eligible for membership at least 7-14 days' notice of the meeting at which the matter is to be discussed, in accordance with the guidance at action 12 (notice of meetings) above.

b. For the sole purpose of dissolution, a quorum need not apply, and CAT may be dissolved by a two thirds majority of those present. Any assets remaining when all debts have been paid shall be applied for such purposes of benefit to the community as the meeting shall decide.

c. Any member of the management group that fails to adhere to the code of conduct or constituted terms can be removed by a written vote of the remaining members of the management group.

d. All members of the management group will keep other members informed of their projects, progress and consult all other members prior to making decisions.

e. A full update should be given of all tasks by the management group at each meeting and public meeting.

Approved and accepted by members of the CAT committee
AGM 2023: Monday 16th May 2023

Approved and accepted by Committee Members at the Community at Tollers ECM
Monday 16th May 2022

Position	Signature	Print name
Group member 1		KAYSEN ASANTE
Group member 2		JANET CLEGG.
Group member 3		PETER HAMMOND
Group member 4		RACHEL MARITZ
Group member 5		Jenny Shannon
Group member 6		CHRISTINE HACKSHAW
Group member 7		Rod SWAIN
Group member 8		CHERYL WHITE
Group member 9		Jordan PLOWS
Group member 10		Anees CARR
Group member 11		JOYCE RUMBOL
Group member 12	T. Hunter	Tracey Hunter

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Appendix A

Finance Policy

The finance policy of Community at Tollers **(CAT)** is as follows:

The policy was agreed at the Annual General Meeting of the Association held on **Monday 16th May 2023**

The Association's Bank/ Building Society is **NatWest Bank**

Three management group members shall be authorised to sign cheques. Of these, one must be the Treasurer.

Two of the three authorised signatures must sign every cheque or cash receipt

Accurate and up to date accounts are to be kept by the Treasurer

The signatories authorised to sign cheques are from May 2023 are:

Treasurer: Management Group member 1 Joyce Rumbol

Secretary: Management Group member 2 Rachel Maritz

Committee Member: Management Group member Peter Hammond

Changes to the members authorised to sign cheques must be agreed at a meeting of the management group.

The Association's Auditor agreed the accounts at the Annual General Meeting held on **Monday 16th May 2023**

Full Name

_____

Address

_____

_____

Telephone Number

_____

Community at Tollers (CAT) has the following policies relating to finance:

- All transactions will be by debit card payments, online payments or cheque– blank cheques will never be signed.
- The Treasurer shall be responsible for keeping full financial records, and for entering details of all transactions in the books. The Treasurer shall keep a cash book and a petty cash book up to date at all times.
- The Treasurer will balance the cash book at least once a month.
- Any member of the management group of CAT may inspect the cash book in the presence of the Treasurer.
- The books shall not be removed from where they are kept unless authorised by a meeting of the full management group.
- There will be a financial report on every management group meeting agenda. This report will include the most recent bank statement reconciled with the cash book, a list of creditors and commitments and a list of income received since the last report.
- The management group needs to be made aware of all CAT commitments and decisions on whether to pay need to be discussed and minuted.
- The maximum level of expenditure that can be made without committee approval is **£……10…….**
- The maximum amount of money to be held in petty cash is **£……100…….**
- Loans will not be given to members and personal cheques will not be cashed.
- The Treasurer must cancel any spoilt cheques and keep them on file.
- The Treasurer must mark all paid invoices as paid, date them and ensure they are filed away.
- The Treasurer shall make sure that all receipts are filed
- The Treasurer will ensure that all income received by CAT is banked on a regular basis and keep the stamped receipts on file.
- The Treasurer will carry out the bank reconciliation each time a bank statement is received.
- The Treasurer will report to the management group on any irregularities that may arise, and confirm that all cheques can be accounted for.
- The Treasurer and the management group will ensure that CATs accounts are audited and presented for consideration annually at the Annual General Meeting.

Approved and accepted by committee members at the Community at Tollers AGM meeting Held on Monday 16th May 2023

Position	Signature	Print name
Group member 1		
Group member 2		
Group member 3		
Group member 4		
Group member 5		
Group member 6		
Group member 7		
Group member 8		
Group member 9		
Group member 10		
Group member 11		
Group member 12		
Group member 13		