

Friends of Parkinson's Park

Constitution

The name of this organization will officially be Friends of Parkinson's Park (FOPP). This constitution was drawn up in October 2011 and agreed in November 2011.

1. Aim

The central aim of FOPP is to ensure a well-maintained public 'landscape' park that honours its social, cultural and environmental heritage. Frank and Albert Parkinson (F & A Parkinson Ltd) brought the land in 1936/37 and established a Park for the employees of Crompton Parkinson and the people of Guiseley: they saw themselves as 'trustees' of their 'possessions'¹, and determined to use them for the public good. This is the inheritance FOPP will continue.

The purpose of the park is, as originally intended, to enhance the quality of life for the residents of Guiseley: to provide a facility to improve physical and mental health, to inspire personal growth, and act as a means for bringing people together.

The park is especially for residents of Guiseley, but, in line with the Parkinson Trusts², the particular focus of the park will be the well being and education of young people, ex Crompton Parkinson employees, and those in the latter years of their life.

Also in line with the aims of the Parkinson's Trusts, the organization will seek to use innovative and well-researched³ land management practices.

2. Objectives

The objectives will be reviewed annually at the AGM to ensure they match the aim with resources.

Phase 1 – Short Term

- a) To work with the owners and other stakeholders to eliminate anti-social behaviour and make the Park safe, and presentable - in line with traditional general usage
- b) To establish and report on, the historical, cultural, geological and ecological significance of the Park to the people of Guiseley and its environs.

Phase 2 – Medium to Long Term

- c) To establish a relevant and flourishing Friends and stakeholder network, to achieve the aim,
- d) Together with relevant stakeholders, develop and maintain a programme of work, long term landscape development plan and a management and event plan for the Park in line with the aim
- e) To devise and maintain a funding programme to achieve the aim and objectives for the Park to be a community asset
- f) Encourage usage of the Park in line with the aim : to inform, educate and devise an events programme for community building and to attract visitors

¹ Obituary for Frank Parkinson, Wharfedale Observer, 1 Feb 1946

² Peter Wilson, Tale of Two Trusts, (2000) p 27, 57

³ In line with the Frank Parkinson Agricultural Trust

3. Year End

FOPP is an unincorporated association, whose year end for the AGM and accounts will be the 31st March.

4. Terms

Aim/s – The unchanging purpose of FOPP

FOPP – Friends of Parkinson's Park

FOPP member or 'Friend' – Someone who has become a member of FOPP by meeting the criteria at 5i-iii.

General Meeting – A meeting for decision taking by the required quorum

Management Committee – The group nominated by FOPP members to achieve the aims

Objectives – The shorter-term achievements set for FOPP, bearing in mind resources, these should be specific and measurable

Plan or Programme – A specific annual plan for achieving a specific objective

Programme of Work – The overarching annual plan for achieving all objectives

Stakeholder – All groups or persons who affect or will be affected by the aim and objectives of FOPP eg title holders, local community groups, and official bodies

Users – Someone who uses the park to benefit from the aim

Working Group – A group of Friends set up to achieve a specific objective

5. FOPP Membership and Management Committee

FOPP membership will be open to anybody with an interest in using the park, as long as:

- i) they agree with the aims of the group
- ii) they have given their name, contact details, and membership details to be put on to the friends membership list.
- iii) subscription paid according to the schedule agreed at each AGM

Friends will be encouraged from a range of people eg of different skills, ages, needs, users, so that the park generates a feeling of ownership and community spirit. Friends will be very actively encouraged to play a part in the development, maintenance and running of the park according to their particular skills and interests. Friends will be organized in working groups, although some Friends may not belong to any group.

The management committee will have the following 10 (an no more than 10) roles :

Chairperson – responsible for facilitating the achievement of group aim and objectives, setting agendas, conducting meetings, and ensuring good governance

Ecology and Education Officer – responsible for environmental research, services and education

Technical & Facilities Officer – responsible for planning and maintenance of boundary and internal structures, also supporting information technology

Fundraiser – responsible for the planning and raising of funds

Heritage and Education Officer – responsible for historic research, services and education

Land Manager – responsible for landscape planning maintenance of the park

Secretary – responsible for committee communication, agendas, meeting, minutes and documentary governance

Services & Events – responsible for user services eg playgrounds and a programme of events

Strategic Marketing & Publicity Officer – responsible for stakeholder and Friends research, and engagement and co-ordinating the planned programme of work to achieve the aim.

Treasurer – responsible for keep good accounts and managing the finances of the group

Vice Chairperson – this responsibility will be taken on by one of the other officers each year, the task is to support FOPP and deputise for the Chairperson.

- The management committee is responsible for the actions of FOPP, and no member of FOPP can act for the group without the committee's authorisation.
- The Committee shall have the power to appoint working groups as it may from time to time determine, and may determine their power and terms of reference
- Each working groups will be the responsibility of a relevant officer.
- The Committee officers will be nominated and voted for at the AGM from amongst and by the FOPP membership.
- In some years one committee officer may hold more than one of the committee roles.
- If it is necessary, the committee can co-opt a Friend to fill a vacancy between AGM's.

6. Annual General Meeting

At each year end there will be an Annual General Meeting chaired by the current Chairperson. At this meeting the members will:

- Hear a report on the activities of FOPP for the previous year by the various committee officers, and on the group's finances, prepared by the Treasurer.
- Decide whether there will be a FOPP membership subscription for the forthcoming year to raise needed funds
- Identify and discuss matters of particular importance for the forthcoming year, altering the objectives as necessary
- Discuss the details of the programme of work, and working groups
- Make rules on the way FOPP will operate by amending the Constitution . Notice of any resolution to change the constitution shall be forwarded to the Secretary in sufficient time for that change to be circulated to all known Friends with the notice of the meeting.
- Elect officers to the management committee, and elect up to 2 more bank signatories
- Conduct any other relevant business the meeting so decides

Every FOPP member on the membership list will receive at least two weeks' notice of the Annual General Meeting by relevant personal contact eg email, letter, and by putting up notices in relevant public media used by Friends eg park notices, social media. Friends will also receive information on how to become active in working groups.

7. Other Meetings and General Running of FOPP

Besides the AGM, at least one other General Meeting for Friends and other park users will be organised during the year. These meetings will be publicised in good time to Friends and users. At these meetings members of working groups will:

- Keep Friends up to date with work, plans and decisions affecting the park
- Collect the views of members and other park users

The management committee will meet on a regular basis as required, but at least four times a year. Meetings will be called and co-ordinated by the Chairperson. Officers of the management committee, and members of working groups, may meet outside of the regular schedule to progress work eg ,

- Planning general meetings of the group and other activities in the park
- Working on funding bids
- Liaising with stakeholders
- Managing and completion of the work of FOPP

All outcomes must be reported to the management committee(or relevant officer for a working party) at a relevant time.

8. Procedure at All General and Management Committee Meetings

General and management committee meetings are the forum for decision making at FOPP. Decisions should be decided by consensus or alternatively by a simple majority vote, except for amendments to the Constitution which require a two-thirds majority at the AGM. In the event of an equality of votes, the Chair shall have a second or casting vote

A quorum shall be 4 members except at the AGM where it will be 6. If there isn't a quorum, any decisions made regarding policy must be ratified at the following meeting.

Meetings may decide to set up working groups, or to delegate any relevant tasks to individual Friends, but these must be responsible to an Officer of the Management Committee.

Minutes will be taken, approved by the committee and held by the secretary for use by any relevant stakeholder at each general meeting.

9. Finances

A bank account will be set up in the name of the Friends of Parkinson's Park, and approved by the Management Committee of FOPP.

All money received in the form of donations, subscriptions or any other contributions will be put into the bank account and will be used to further the aims of FOPP, and no other purpose.

Cheques will be 2-4 signatories, including the Treasurer and Chairperson. Two signatures, one of whom must be the Treasurer or Chairperson, will be required on all cheques.

The Treasurer shall keep a proper account of the finances of FOPP, which shall be made available for inspection on request at the AGM to anyone who wishes to see them. Additionally, the accounts shall be audited or examined at least once a year by an independent examiner appointed at any General Meeting or by the Management Committee.

In the event of FOPP being dissolved, remaining funds after payment of outstanding accounts shall be transferred to another relevant organisation – see below in section 11 Dissolution.

10. Powers of FOPP

FOPP has the power to raise funds, to employ such staff as are necessary, and to enter into any transactions necessary to further its aims. It has the power to manage, licence, lease or buy property and to maintain and equip it for use. It has the power to appoint trustees, and to take out trustee liability insurance cover.

11. Dissolution

If a management committee meeting, or 10 FOPP members, wish at any time to dissolve FOPP, they should give to all Friends and stakeholders at least 14 days notice of a Special General Meeting to discuss this. Notice should be served so as to reach as many Friends and stakeholders as possible.

If such a decision is agreed at that meeting by a simple majority of those members present and voting, the assets will be disposed of to another voluntary organisation with compatible aims and principles, this group being agreed at the same meeting, with the final decision resting with the Chairperson and the Treasurer.

This Constitution was Adopted by Friends of Parkinson's Park on **30th November 2011** by the following management committee.

Name	Office
Christine Parapia	Chairperson
Jennifer Kirkby	Vice Chairperson and Marketing Officer
Josie Brooks	Secretary and Ecology Officer
Colin Alexander	Treasurer
Andrew Cheetham	Technical and Facilities and Officer
Barbara Winfield	Heritage and Education Officer