



*Friends of Parkinsons Park CIC*

## *Constitution*

The name of this organization will officially be Friends of Parkinsons Park CIC (FOPP). FOPP is a community interest company limited by guarantee and regulated by the CIC Regulator. The company was incorporated on 4<sup>th</sup> March 2016: **Company Number 10044868**.

### **1. Objective**

The objective of the Company is to carry on activities which benefit the community and in particular to ensure a well maintained **public landscape park** that promotes and conserves its social and environmental heritage. To enhance the quality of life and promote the health and wellbeing of the community of Aireborough, Leeds, and advance their education in respect of history, culture, geology and ecology.

### **2. Community Interest Statement**

The Company's activities will be carried out for the benefit of the 'People of Aireborough'. Aireborough is a district of Leeds, consisting of Guiseley, Yeadon, Rawdon, Hawksworth, High Royds and Carlton. Its population of around 28,000 is 'typical' of the population of England<sup>1</sup> as a whole. Parkinson's Park was given to the people of Aireborough by local factory owners Frank and Albert Parkinson in the mid 20<sup>th</sup> Century as the area, was, and still is, short of green spaces for community use.<sup>2</sup> However, F & A Parkinson Ltd kept ownership of the land, to ensure it was kept as a Park. The land was sold to Bellway Homes around 2006 as part of a brownfield development site.

Aireborough has an increasing population, particularly families, on a number of new developments – many houses have tiny gardens but are within walking distance of the Park. The acquisition of the Park by the Friends of Parkinson's Park in 2016 from Bellway Homes Ltd, will give the Company the ability to fulfil the Parkinsons' bequest and ensure the Park is maintained and developed for the benefit and enjoyment of residents in Aireborough. We have chosen to do this as a Community Interest Company to ensure we can generate the revenue to carry out the task as described in our objective. Leeds City Council say they are unable to maintain the Park long-term, as they do not have the resource to do so.

---

<sup>1</sup> See census data

<sup>2</sup> Leeds City Council Local Plan 2014- evidence base

### 3. Community Benefits & Activities

Activity	Community Benefit
<p>Provide a well maintained, public landscape park that is consistent with its setting on the west flank of The Chevin – part of the South Pennines Natural Characteristic Area. We will ensure the Park conserves its social, cultural and ecological heritage – including its early medieval lynchets, and acid grassland.</p>	<p>We have first-hand experience that when the Park is not maintained, but left semi-wild, it degenerates into a space where anti-social behaviour and vandalism become rife – eg drug taking, setting trees alight; creating issues for residents and police. Also, as the area is close by many houses, the use by dogs when the owners cannot ‘pick up’ in untidy long grass means that the ecology changes; the Park then becomes an unpleasant place for people to picnic, sit, and children to play. When the Park is maintained it becomes a place of enjoyment for many types of people, where children can safely experience nature, and where we can educate on its history and ecology eg Heritage Open Days.</p>
<p>Develop features in the Park to suit the health and wellbeing needs of the local community, develop bio-diversity, provide horticultural experience eg community orchard, and meet standards for accessibility.</p>	<p>Aireborough has had much development in the past 10 years, increasing the population – particularly young people. The park is therefore an area which can develop to accommodate innovations such as paths for a range of users, including wheelchairs and runners, or natural bumps for children’s play: where we can establish wild flower meadows and community orchards, and teach about horticulture: where young people eg scouts, students, Open Country, can experiment with new ideas eg hibernacula. We keep close ties with Leeds Parks Forum, Groundwork , Otley &amp; Yorkshire Dales Branch of the Dry Stone Walling Association and the Royal Horticultural Society amongst others to keep abreast of new ideas.</p>
<p>To use the Park as a setting for regular Community Events that create community spirit eg a traditional Children’s Gala, and a Christmas Lantern Parade. To also allow the use of the Park for community events run by other organizations eg Summer Playschemes.</p>	<p>A growing community needs community events to bring people together and share experiences, building the local traditions that are memories for life. The Park is a setting for both traditional activities such as the Children’s Gala – which had fallen by the wayside when the land was acquired by housing developers. We are also starting up new events, such as an Advent Tree Dressing and a Christmas Lantern Parade, to create community enjoyment and civic involvement. With a shortage of useable public space in Aireborough, the Park will be available to other not-for-profit and community organizations to run events. Eg Aireborough Extended Services</p>
<p>To provide the means to generate a variety of income streams to ensure the viability of the Company in carrying out these activities.</p>	<p>Achieving the Company’s aims for public benefit, will mean the Company having a range of innovative income generating activities, so that the Park can survive and thrive. This will cover activities such as membership and friends schemes, grants, income from events, courses, walks, and selling FOPP products eg books, pictures, calendars. The latter will include locally sourced crafts which will benefit the local economy.</p> <p>The Park would not be suitable for a commercial venture, as the plan is to ensure that it is kept as a community asset with surpluses put back into both maintenance and development – this includes registering it with Fields in Trust.</p>

#### **4. Year End**

Year end for the AGM and accounts will be the 31<sup>st</sup> March.

#### **5. Finances & Reporting**

Details of annual reports contained in the Company's Articles of Association February 2016

A bank account will be set up in the name of the Friends of Parkinsons Park CIC, and approved by the Directors. There will be 2-4 cheque signatories approved by the Directors. Two of the approved signatures will be required on all cheques, one of whom must be a Director.

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.

In the event of FOPP being dissolved, remaining funds after payment of outstanding accounts shall be transferred to the organization nominated for the CIC asset lock under the Articles of Association.

#### **6. Directors & Members**

Details contained in the Company's Articles of Association February 2016

#### **7. Decision Making & Meetings**

Details contained in the Company's Articles of Association February 2016

#### **8. Friends Scheme**

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

- i) they agree with the objectives, benefits and activities of FOPP
- ii) they have given their name, contact details, Friends details to be put on to the FOPP database.
- iii) the required subscription is paid

Friends will be encouraged from a range of people eg of different skills, ages, needs, users, so that the park generates a feeling of community spirit. Friends will be encouraged to play a part in the development, maintenance, events, and running of the Park according to their particular skills and interests. Friends will be invited to the FOPP Annual General Meeting.

#### **9. Management Committee & Roles**

In line with item 11.1.1 of the Articles of Association February 2016, the day to day management of FOPP will be the responsibility of the 'Officers' on the Management Committee. The Management Committee Officers will be made up of 1) all Company Directors, and 2) Company Members elected at a General Meeting to take a role. A quorum of the Management Committee will be four, of whom three must be Directors. Management Committee meetings will be run on the same line as Directors Meetings at item 14-20 of the Articles of Association February 2016. The Management Committee will have the following roles. One Officer may undertake more than one role.

**Chair** – responsible for facilitating the achievement of objectives, and benefits, ensuring reporting, setting agendas, conducting meetings, and ensuring good governance. The Chair of the Management Committee will normally be the same person appointed to be the Chair of Directors.

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

**Friends & Membership Secretary** – responsible for maintaining the Friends scheme, Friends & Membership database, and ensuring good communication with all Friends & Members.

**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 research, and engagement and co-ordinating the planned programme of work to achieve the aim.

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

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

**Vice Chair** – to support the development of FOPP, the achievement of the objectives and benefits and deputise for the Chair.

## 10. Annual General Meeting

At each year end there will be an Annual General Meeting, held within two months of 31<sup>st</sup> March, chaired by the current Chair of Directors, and run in accordance with Organization of General Meetings in the Articles of Association February 2016. . At this meeting the Members and Friends will:

- Hear a report on the activities and finances of FOPP for the previous year
- Identify and discuss matters of particular importance for the forthcoming year,
- Discuss the details of the programme of work, and working groups
- Conduct any other relevant business the meeting so decides

## 11. Dissolution

If the Directors, Management Committee, or majority of FOPP members, wish at any time to dissolve FOPP, they should raise a special resolution and call a General Meeting under the rules of the Articles of Association February 2016..

If such a decision is agreed the assets will be disposed of according to the Asset Lock in the Articles of Association.

## 12. Agreement and Changes to the Constitution

This Constitution was adopted by Friends of Parkinsons Park CIC on 1 May 2016. Items on the constitution can be changed at any Management Committee Meeting– they should be detailed on an agenda received by all Officers at least 2 days in advance of the meeting, and the decision should be recorded in the minutes of that meeting.

Signed by Directors

Christine Parapia

Andy Cheetham

Jennifer Kirkby

Joanna Brooks

Martyn Hornsby Smith

Nicola Denson

## SCHEDULE OF TERMS

Director	Registered Director of FOPP CIC with Companies House. Responsible for the management of the Company's business.
Member	A company limited by guarantee does not usually have a shareholders, but instead has members who act as guarantors. The guarantors give an undertaking to contribute a nominal amount in the event of the winding up of the company. Members are admitted in accordance with the Articles of Association and are approved by the Directors.
Friend	Is a supporter, who has officially joined the Friends Scheme and helps FOPP CIC to achieve the community benefits.
Officer	A person who sits on the Management Committee and who has a <b>set role</b> in the running of the company and achievement of the community benefits.
Board of Directors	The group name for all FOPP CIC Directors
Management Committee	The committee to whom the Board of Directors have delegated the day to day running of FOPP CIC under item 11.1.1 of the Articles of Association.
General Meeting	Formal meeting of FOPP CIC Directors and Members observing the Articles of Association
Directors Meeting	Meeting of Directors under item 14-20 of the Articles of Association
Management Committee Meeting	Meeting of Officers under the same rules as 14-20 of the Articles of Association