

# **PONTEFRACT IN BLOOM**

## **CONSTITUTION NOVEMBER 2016**

### **1. NAME**

The name of the organisation is Pontefract in Bloom, a voluntary community group.

### **2. AIMS**

- 2.1 Pontefract in Bloom is established to deliver “Pontefract in Bloom” every year.
- 2.2 Pontefract in Bloom is an annual, rolling project aiming to enhance Pontefract Town Centre and surrounding district through improved floral displays by obtaining grant funding and sponsorship and by encouraging community participation.

### **3. OBJECTIVES**

- 3.1 The enhancement of Pontefract Town Centre with floral displays; hanging baskets and planters in appropriate locations.
- 3.2 Identify potential locations for baskets and planters
- 3.3 Liaise with town centre businesses and property owners to increase the number of planting locations.
- 3.4 Work in partnership with a local plant nursery to deliver the baskets and planters, installation, planting, maintenance, watering, removal at season end and storage.
- 3.5 Liaise with Wakefield Council and other relevant organisations such as Amey (responsible for lamp standards) for approval of planting as necessary.
- 3.6 Identify funding opportunities and apply for relevant grants.
- 3.7 Publicise the “Pontefract in Bloom” project widely through posters, leaflets, social and local media to maximise awareness and community involvement.
- 3.8 Seek sponsorship from local businesses, community organisations and individuals.
- 3.9 Encourage local organisations to participate in the project with their own planting initiatives; for instance, schools, churches, friends groups and businesses.
- 3.10 Participate annually in “Yorkshire in Bloom”.
- 3.11 Coordinate the visits of the “Yorkshire in Bloom” judging panel each spring and summer to include all participant organisations.
- 3.12 Aim to achieve a “Gold Award” and “Category Winner” in the Large Town Category.

#### **4. MEMBERSHIP**

Membership is open to all residents and organisations of the town and district who are interested in Pontefract in Bloom. It is the Committee's prerogative to decide if an individual or organisation's representative should become, or continue to be, a member of the Committee.

#### **5. COMMITTEE**

- 5.1 The business of Pontefract in Bloom will be conducted by the Committee: Chairperson, Vice Chairperson, Secretary, Treasurer (officers) and other committee members
- 5.2 All participating members can attend the committee meetings.
- 5.3 The officers will be elected at the Annual General Meeting (AGM) and serve until the next AGM when they may be re-elected.
- 5.4 If a member of the Committee resigns the Committee may appoint a replacement until the next AGM
- 5.5 The Committee may invite key stakeholder groups to appoint a representative to the Committee, which will be reviewed on an annual basis.

#### **6. COMMITTEE MEMBERS' INTERESTS**

Committee members will not receive any payment, apart from reimbursement of out-of-pocket expenses and must declare any conflict of interest related to the aims and objectives of Pontefract in Bloom.

#### **7. COMMITTEE MEETINGS**

- 7.1 The Committee will decide when and where to hold its meetings and will have at least 6 meetings in each year with intervals between meetings of not greater than 3 months.
- 7.2 The number of committee members present to constitute a valid committee meeting will be two officers and two other committee members.
- 7.3 Decisions will be determined by a simple majority of committee members present, with the meeting chairperson having the casting vote.
- 7.4 Minutes of the proceedings of all committee meetings will be kept and will record the date of the meeting, the names of those present and the decisions taken.

#### **8. POWERS**

- 8.1 The Town Centre is the responsibility of Wakefield Council. Pontefract in Bloom is a voluntary community group whose role is to work in liaison with Wakefield Council and other relevant organisations
- 8.2 The business of Pontefract in Bloom will be conducted by the Committee: Chairperson, Vice Chairperson, Secretary, Treasurer and other committee members
- 8.3 The Committee will have the power to set up sub-committees to deal with specific interests

- 8.4 The Committee will have the power to enlist the services of any person for a specific purpose of benefit to Pontefract in Bloom project.
- 8.5 The Committee will have representation at the Pontefract Town Centre Business Partnership who will be kept informed concerning Pontefract in Bloom.

## **9. Annual General Meeting (AGM)**

- 9.1 The Committee must call an AGM in March of each year, or as soon as possible afterwards and no more than 15 months should elapse between AGMs.
- 9.2 At least 14 days' notice of an AGM and the agenda for the meeting will be given to all members.
- 9.3 Each member will have one vote at the AGM and voting will be by a show of hands.
- 9.4 All committee members will retire at the AGM, but may be re-elected for a further term.

## **10. Special General Meetings (SGM)**

- 10.1 The Committee may call a special general meeting at any time and must do so if requested to do so in writing by not fewer than 5 members, stating the business to be considered.
- 10.2 At least 14 days' notice of special general meetings will be given to all members
- 10.3 each member will have one vote at special general meetings

## **11. Quorum of General Meetings (AGM and SGM)**

The quorum for a general meeting (AGM or SGM) shall be 5 members, including 2 officers.

## **12. Finances and Accounts**

- 12.1 Pontefract in Bloom will operate a bank account in the name of Pontefract in Bloom and all income received will be paid into the account
- 12.2 All cheques drawn on the bank account will require two signatures from the three authorised Officers, Treasurer, Chair, Vice Chair or Secretary.
- 12.3 The Treasurer will be responsible for maintaining records of income and expenditure and for preparing and presenting financial reports and annual statements of accounts to the Committee and AGM.

## **13. Alterations to the Constitution**

The Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting (AGM or SGM). The notice of the general meeting must include notice of the resolution and set out the terms of the proposed alteration.

#### **14. Winding up Pontefract in Bloom**

- 14.1 Pontefract in Bloom may be dissolved by a resolution passed by a majority of not less than two thirds of those members present and voting in favour at a properly convened SGM or AGM. The notice of the meeting shall state the purpose of the meeting.
- 14.2 In the event that a resolution to dissolve Pontefract in Bloom is passed and any assets remain after the settlement of all proper debts and liabilities, these shall not be divided amongst the members but shall be transferred to a charity having similar aims for the benefit of the Pontefract locality.

#### **15. Arrangements until the first Annual General Meeting**

This constitution shall take effect until the first Annual General Meeting takes place. The members of the Committee referred to in this constitution are listed at the end of the document.

This constitution was adopted on **9<sup>th</sup> November 2016** by the persons whose signatures appear below:

**Chair:** **Colin White**

**Secretary** **Mike Skidmore**

**Treasurer** **Brian Chappell (absent)**

**Committee Members:** **Cathie Hall**

**Jean Morgan**

**George Morgan**

**Christopher Pennock**