

SAVE OUR MANOR CONSTITUTION AND TERMS OF REFERENCE

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1. **TITLE**

The Organisation will be called “SAVE OUR MANOR”, or an appropriate derivative thereof, as agreed from time to time by a majority vote at the Annual General Meeting.

This organisation will be referenced as The Supporters throughout this Document.

2. **OBJECTIVES**

2.1 To make and support an Application to Gosport Borough Council for the Bridgemary Manor to be registered as an Asset of Community Value.

2.2 To define the appropriate range of Community Uses for which these premises should be operated.

2.3 To foster and promote the inclusion of community groups in their use of the Bridgemary Manor facilities.

2.4 To foster understanding of how the premises can be used and developed to further the social wellbeing, cultural and recreational interests of the Community.

2.5 To provide a channel for feedback from Community Users.

2.6 To actively engage and consult with the local Community and Users to identify what facilities and activities they would like to see provided.

2.7 To contribute to decisions which positively affect the Community Usage and Users wherever possible.

2.8 To support the acquisition of the Bridgemary Manor by a purchaser who will use the premises for the purposes so defined.

3. MEMBERSHIP

3.1 Membership is open to any individual or community group interested in the objectives of The Supporters.

3.2 Membership fees: there are no plans to charge membership fees to those individuals or community groups who wish to become members of The Supporters.

3.3 The Supporters will ensure that all members are given an opportunity to participate fully and equally, in accordance with the Equality Act 2010. The Supporters will be a non-political organisation.

4. GOVERNANCE and MEETING ARRANGEMENTS

4.1 The members of The Supporters shall annually elect a Chair, Vice Chair, Treasurer and Secretary, (the Officers) normally at the Annual General Meeting, for a term of 12 months.

4.2 Any member so appointed as an Officer may resign their office at any time.

4.3 On resignation of an Officer, another member of The Supporters will be appointed by a majority vote of The Supporters for the remainder of the term of office.

4.4 In the absence of both the Chair and Vice Chair at a convened meeting, an Acting Chair will be elected by those members of The Supporters present, for the duration of that meeting.

4.5 The Supporters shall hold an AGM, together with additional public meetings when required.

4.6 The Supporters shall hold formal meetings as required, with a minimum of 14 days' Notice to all members entitled to attend. The minimum quorum will be 5 voting members for any such meeting.

4.7 Decisions of The Supporters will be made by majority vote, with each member entitled to a single vote to be either cast in person at the meeting or cast by notification to the Chair in advance of the meeting.

4.8 The member who is in the role of Chair at a meeting, whether Chair, Vice Chair or Acting Chair, will be entitled to a casting vote in the event of a tie in the votes cast by members of The Supporters for that meeting.

4.9 The Supporters shall ensure that records of meetings are kept on file. These should include items for discussion, items to be actioned and decisions made, with the number and nature of votes recorded.

4.10 To help with preparation for meetings, the Secretary will distribute an Agenda and the Minutes of the previous meeting to all members of The Supporters, at least 1 week prior to the next meeting.

5. **FINANCE**

5.1 During the initial stages of making of an Application to Gosport Borough Council the Supporters do not envisage any requirement to raise Finance for the stated purposes.

5.2 However, should finances become necessary to work towards the aims and objectives of the Supporters, then they will collectively have the power to raise money by grants, donations, fees or other means to fund this work.

Monies raised by or on behalf of The Supporters shall only be applied in furtherance of the objectives of The Supporters and shall be on a “not for profit” basis.

5.3 The Treasurer shall have the power to open a bank account (or credit union account) or a building society account on behalf of and in the name of The Supporters if so required by a majority of the members, for the specific purposes of the furtherance of the aims of The Supporters.

The Treasurer and two other members of The Supporters will be signatories for the account. All withdrawals from the account shall be authorised by the

Treasurer and one of the other two signatories, including payments and transfers made using online banking facilities.

Payments, transfers out or withdrawals shall have been approved by The Supporters in a committee meeting and that decision shall have been Minuted.

No partners, relatives or people residing in the same house shall be signatories to any such bank account at the same time.

5.4 Any money raised shall be paid in to The Supporters' bank account on the same day or as soon as practicable.

5.5 The appointment of independent external auditors will be agreed by The Supporters at a committee meeting and put to the AGM for Approval.

5.6 The Treasurer shall present a report outlining the accounts of The Supporters to the AGM. The Treasurer shall also present a financial update, including a note of the bank balance, at each committee meeting and present a list of any payments to be made for the committee's approval.

5.7 The financial year of The Supporters shall be 1 April to 31 March.

6. ***WINDING UP***

In the event of there being funds or other assets remaining at the time The Supporters' Group is wound up, these will be donated equally to The White Horse Public House in Nobes Avenue, Gosport and for the further enhancement of the Memorial Community Garden at Bridgemary Library, these two local places being most in line with the objectives of The Supporters. This is on the understanding that the White Horse Public House is in the ownership of Gosport Borough Council for the benefit of the Community in perpetuity.

7. ADOPTION OF THE CONSTITUTION

This Constitution was presented to the Inaugural Committee Meeting of the Members of The Supporters and unanimously approved on 2 April 2023. The Meeting took place at 26 Braemar Road, Bridgemary, Gosport PO13 0YA from 5pm to 7pm.

Signed By:

Acting Chair: Annie Manly

Joyce Dawson

Stuart Cockcroft

Pauline Trace

Sharon Archdale

Tarina Kitching

Michael White