

**FRIENDS OF CANFORD PARK**  
A Sub-Group of the Westbury on Trym Society  
CONSTITUTION (V1 – March 2017)

To conserve and enhance Canford park as a place of freedom, recreation and enjoyment for all

**1. The Aims of the group will be:**

- a) To liaise with Bristol City Council's Parks Department to ensure a high level of care for Canford Park and to have a positive input into how the park is managed
- b) To work within the constitution of the Westbury on Trym Society and not compromise its charitable status in any way
- c) To work with Bristol City Council, the local Neighbourhood Partnership and other bodies (such as Bristol University, Bristol Parks Forum, Natural England, English Heritage) to ensure that the effects on Canford Park are fully considered in any plans or developments for the surrounding areas
- d) To contribute to making Canford Park a safe and inviting place to visit and enhancing the Park as a community asset.
- e) To encourage considerate behaviour and respect for Canford Park from all users
- f) To contribute ideas to the management of Canford Park, including the conservation of wildlife habitats and promoting the importance of urban green spaces
- g) In co-operation with others, to seek or raise funding for improvements in the Park
- h) Research and collect information about the wildlife and history of Canford Park.

**2. Membership and Equality:**

The Sub-group is non-political and Membership is open to anybody with an interest in Canford Park.

The Sub-group will ensure that Membership is widely publicised and promote the fact that membership is open to everyone.

**3. Organisation:**

**The Sub-group will hold Ordinary Meetings as necessary – at least 3 times a year. Members will be given at least two weeks' notice of dates for ordinary meetings,** with the exception of an emergency meeting if needed for any reason. There will be a standing invitation to the Westbury on Trym Society to be represented at these Meetings.

**All meetings will be open to all members of the Sub-group.** The Group's Committee will consist of a Chairman, Secretary, and Treasurer and will include two ordinary members of the Friends. The Sub-group's committee will have the following officers who will:

- a) **Chairman** – Co-ordinate all policies/ideas/suggestions and operation of the Sub-Group, call meetings, keep meetings fair, unbiased and on time and present a quarterly report to the Committee of WOTSOC on behalf of members of the 'Friends'.
- b) **Secretary** – will ensure that the Sub-group acts in accordance with: Its Constitution, the advice and instructions included in the Heads of Terms of Agreement of the Westbury on Trym Society (appended herewith) and will produce and circulate Agendas, Minutes and Notes, deputising for the chairman when necessary.
- c) **Treasurer** – will maintain proper financial records and ensure the Sub-Group complies with the financial instructions and requirements required by the Westbury on Trym Society, submitting a copy of the group's account quarterly to the WOTSOC treasurer.

**The Sub-group may develop additional roles as deemed necessary:**

- a) **A Membership Secretary** - to maintain a membership database and carry out prompt inter-action with members and those inquiring about membership. The secretary will ask permission of members before registering their details on the date base in accordance with present legal regulations.
- b) **A Member able to attend WOTSOC committee meetings** to link with Society activities
- c) **A Projects Co-ordinator** – to liaise with Bristol Parks Department and other outside Agencies and individuals regarding any specific activity or project organized for park users.

**4. A Quorum for the Sub-group will consist of a minimum of four members**

**5. Risk**

No practical work may be carried out by the Sub-group without a Risk Assessment having been agreed beforehand with Bristol City Council in order to meet the conditions of the Council's Public Liability Insurance. Each Working Party must have a Leader trained in the safe use of tools.

**6. Annual General Meeting**

There will be an Annual General Meeting (AGM) at which the Sub-group's finances and activities will be reported and the Sub-Group Committee elected. Changes to the Constitution may only be made at the AGM. Vacant Committee posts filled at any time during the year by substitution or co-option must be ratified by elections at the next AGM.

**The AGM will be held on a date in March or April each year, following due Notice of at least 28 days to registered members and the Westbury on Trym Society Committee**

**Incorporation of Friends of Canford Park (FOCP) as a sub group of WOTSOC**  
**Heads of terms of engagement**

1. WOTSOC

FOCP will operate as a sub group of WOTSOC with its own management committee.

2. Governance

FOCP will abide by all the working practices of WOTSOC including the Constitution (see web site for latest version) and in particular the regulations ensuring that they do not put the WOTSOC registered charity status at risk.

3. Committee meetings

A nominated member of the FOCP committee will be required to attend the WOTSOC committee meetings to give a written report on activities and planned future events for review.

4. Insurance

FOCP members will benefit from the WOTSOC insurance policies, providing that they abide by the limitations of the policies.

5. WOTSOC membership

All committee members of FOCP must also be members of WOTSOC with annual subscriptions paid and where appropriate a Gift Aid recovery form signed and submitted.

6. Bank account

FOCP will make use of the WOTSOC Bank account and the WOTSOC Treasurer will keep an account of FOCP financial affairs.

7. Income

All income payments will be passed to the WOTSOC Treasurer for banking.

8. Costs

Invoices for approved costs will be passed to the WOTSOC Treasurer for payment. Incidental expenses can be claimed using the WOTSOC expense claim form, which should be passed to the WOTSOC Treasurer for payment complete with all relevant receipts. (There are no cash floats).

9. VAT

WOTSOC is not VAT registered and VAT costs are not recovered by WOTSOC. Where VAT is paid on behalf of FOCP or WOTSOC the ensuing receipt should include the amount of VAT paid.

10. Financial year

The financial year will run from 1<sup>st</sup> April to the 31<sup>st</sup> March.

11. Budget

FOCP should submit a budget for any project work for approval prior to expenditure.

12. Records

All financial records for WOTSOC, including FOCP, will be maintained by the WOTSOC Treasurer to enable Charity Commission returns to be comprehensive, the AGM report to be complete and the Gift Aid refund to be maximised.

13. Liaison with BCC

WOTSOC will remain as the recognised local community stakeholder for Canford Park, albeit that day to day matters will be undertaken by FOCP on behalf of WOTSOC.

FOCP must keep the WOTSOC Chairman updated on all matters pertaining to Canford Park, preferably ahead of the matter wherever possible, either via the monthly report to the WOTSOC committee or via e-mail when circumstances dictate.

WOTSOC must keep the FOCP updated on all matters pertaining to Canford Park, preferably ahead of the matter wherever possible, either by a report to a nominated member of the FOCP or via e-mail when circumstances dictate.

Any works undertaken by FOCP in Canford Park must comply with the Bristol City Council Park's administration policies and procedures including safety training.

14. WOTSOC Newsletters

FOCP will be invited to contribute to the WOTSOC newsletters. Articles must comply with established protocols.

15. WOTSOC web site

FOCP will be invited to contribute to the WOTSOC web site via the web master.

16. Compliance

It is essential that all of the above be complied with to retain the support of WOTSOC.