

# Wellesley Residents Committee

## - Terms of Reference

### Name of Organisation:

- Wellesley Residents Committee

### Aims:

- To promote the interests of all its members on matters concerning the environment and the community at Wellesley.
- To assist residents to have a greater say over the services they receive.
- To contribute in the setting of standards for service delivery and monitor performance against these standard.
- To promote and develop the relationship between the Residents Committee, Wellesley Residents Trust Board, Rushmoor Borough Council, and any other appropriate agency, with the aim of promoting greater harmony.
- The Committee shall be non-political.

### Committee set-up:

- All Members of the Committee must be Wellesley residents and the membership will be free.
- A Chair, Secretary and possibly also a Treasurer shall be elected by the Residents Committee - each will be **24 no.** months.
- It is suggested the Committee shall have a minimum of **8 no.** and a maximum of **10 no.** members which must include the Chair, Secretary and Treasurer.
- Minutes of Committee meetings shall be kept and made available to all members of Wellesley Residents Trust on request.

### Finances:

- Any money raised on or on behalf of the Committee is to be used only to further the aims of the Committee.
- The Treasurer shall open a bank account in the name of the Committee.
- All expenditure shall be agreed and controlled by the Committee. Receipts should be acquired for all expenditure over one pound.
- Accounts should be made available and presented to the Annual General Meeting of the group.
- The accounts shall be made available to Wellesley Residents Trust if required.
- Initially an annual grant of £300 will be donated from Wellesley Residents Trust to the Committee once the Trust is satisfied that the Committee has been established correctly.
- Signatories will be the two members of the Committee.

## Meetings

### Annual General Meeting (AGM):

- An Annual General Meeting to be held each year.
- At the meeting, the Committee will report on its work, present accounts and make any changes to Committee members appointments.
- The Secretary will notify all members of the date of the meeting, no less than twenty-one days before the AGM.
- The AGM shall be held at a suitable venue to accommodate as many members as possible – including online platforms.
- The AGM shall elect the Committee for next year.
- The AGM shall vote on recommendations and any amendments to the terms of reference.
- Voting at the AGM shall be by show of hands.
- Special General Meetings can be held if **4 no.** or more members submit a request for such a meeting to the Secretary. The Secretary will arrange for the meeting to take place within 28-days.

### General Committee Meetings:

- General Meetings shall be once a quarter. The Secretary shall arrange for the meeting to take place.
- The Secretary will publicise all general meetings at least **14 no.** days in advance.
- Extraordinary meetings can be arranged for emergency issues.

### Quorum:

- In order to hold a meeting, there should be at least 50% of members in attendance or a minimum of **4 no.** members.

## Changes to Terms of Reference (TOR)

- The TOR can only be altered at an AGM or at a Special General Meeting called for that purpose.
- Any suggested changes to the TOR must be handed to the Secretary 14 days before the AGM.
- Changes to the TOR must be agreed by two thirds of the members present at the meeting.

## Decision Making and Voting

- Any member may make a proposal.
- In order for it to be voted on by other members it must be seconded by someone else.
- Only members present at the meeting may vote.
- No member shall have more than one vote.
- In the event of an equal vote, the Chair shall have the casting vote.

- There must be at least **4 no.** of the Committee members present for any decisions to be made at a Committee meeting.
- Committee members can be voted off if they have not attended **3 no.** consecutive meetings without good reason and have not sent apologies.
- Committee members must declare any interest they may have in the topic under discussion and the Committee will decide if they need to forfeit their right to vote on this occasion.

### **Dissolution:**

- The Committee may only be dissolved at an AGM or Special General Meeting and requires the consent of the Wellesley Residents Trust. The proposal for dissolution must be advertised at least fourteen days before the meeting.
- Any assets (financial or otherwise) remaining after the payment of all debts and liabilities shall be distributed to local charities aims approved by Wellesley Residents Trust.

### **Conduct during meetings:**

- Members shall at all times conduct themselves in a reasonable manner. The Committee will not tolerate behaviour that is aggressive, threatening, insulting or discriminating. The Chair may exclude members behaving in this way.
- Meetings will end at the time agreed by the Committee unless all those present agree to extend the meeting.
- The Secretary shall deal with all correspondence.
- Where possible Agendas will be distributed to the Committee at least **4 no.** days before a meeting. Items for the agenda should be forwarded to the Secretary and Chair **7 no.** days before the meeting. Ideally minutes of the meetings will be distributed to the membership **7 no.** days after a meeting.
- Complaints about the conduct of members or the actions of the Committee can be made to the appropriate officer of Wellesley Residents Trust.
- Any member who brings the group into disrepute or refuses to comply with the Terms of Reference shall be removed from the Committee. Any such member will have the right to appeal within 28 days of the expulsion. The appeal shall be heard by the membership at a Special General Meeting called for that purpose.

***This constitution was adopted at a Committee meeting of the Wellesley Residents Committee on 24<sup>th</sup> June 2021.***

***And as a member of the Committee I understand and will adhere to the Terms of Reference.***

***Print name:***

***Signature:***

***Date:***

***Role (please tick as appropriate)***

Chairperson

Secretary

Treasurer

Committee Member

**Member contact details:** In order for the Committee to undertake its function, please give permission for your contact details below to be shared with other members of the Committee via the Committee Secretary:

**Contact Email:**

**Contact Telephone Number:**