

Constitution for Management Committee for the Queen Elizabeth II Playing Field, Exford

1 Name

The Committee shall be called the Queen Elizabeth II [Playing] Field Exford Management Committee (the "Committee").

2 Objects

The Committee will preside over of all land known as the Queen Elizabeth II Playing Field Exford (the "Playing Field") of which Exford Parish Council (the "Council") is holding Title in a Custodian capacity on behalf of the Management Committee as registered with the Land Registry No. ST303436 which for the purposes of identification only is edged in red on the plan annexed hereto (Appendix 1). This site is dedicated as a Field in Trust with the National Playing Fields Association and subject of a Deed of Dedication.

The objects of the Playing Field shall be to provide for the inhabitants of the Parish of Exford and adjacent thereabouts in the Greater Exmoor Area (hereinafter called "the Area of Benefit") in the interests of social welfare facilities for recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

Any organisation ("User Group") wishing to make regular of use the Playing Field must be approved by the Council and will be represented on the Committee.

3 Committee

The Playing Field shall be managed by a Management Committee of Members (hereinafter called the "Committee") and shall operate under the following conditions:

- (a) there will be two Members from the Council.
- (b) there will be two representatives from each User Group.
- (c) all Members shall be aged eighteen or over.

Each User Group shall appoint its own representative(s) to the Committee. In the case of one of the appointed members having to resign or having significant cause to be absent the User Group may appoint either a permanent replacement or a temporary substitute. Use of temporary substitutes should be only in exceptional circumstances to minimise disruption to the continuity of Committee business.

4 Costs

Each User Group is entitled to use the Playing Field under the terms set out by the Committee. The charges for using the Playing Field for each User Group shall be determined annually by the Committee

5 Payments

Each User Group shall commit to 12 months or 5 years of use depending on their choice from the date of their User Group Agreement and the costs therein agreed. Payment shall be made within 5 working days upon receipt of valid invoices and paid on the agreed proportional or by usage basis.

6 Alteration of Rules

The Committee shall have power to alter the rules, but no such alteration shall take effect until the same has been confirmed at a Special General Meeting convened for the purpose and is subject to the conditions set out in Clause 8 and 9 hereof.

7 General Meeting

A General Meeting of the Management Committee shall be held at least twice a year and whenever necessary to transact the following business:

- (a) to receive and, if approved, to adopt the Statement of Accounts to the end of the preceding year;
- (b) to consider and, if approved, sanction any duly made alteration of the rules;
- (c) to appoint the Officers and other Members of the Committee;
- (d) to deal with any special matter which the Committee desire to bring before the Members and to receive suggestions from the Members for consideration by the Committee

8 Special General Meeting

A Special General Meeting may be convened at any time by the Committee and shall be convened within twenty-one days from the receipt of a requisition in writing signed by not less than two Members specifying the object of the Meeting for any of the following purposes:

- (a) to consider and, if approved, sanction any duly made alteration of the rules
- (b) to deal with any special matter which the Committee may desire to place before the members;
- (c) to receive the resignation of the Committee or to remove any Member or Members thereof from office and to fill any vacancy or vacancies caused thereby; and
- (d) to deal with any special matter which the Members requiring the Meeting may desire to place before the Association. Notice convening a Special General Meeting shall be given as hereinafter provided and shall specify the matters to be dealt with

9 Chair at Meetings

The Chair of the Committee shall be a member of the Council.

10 Quorum

At Committee Meetings reasonable effort will be made to have a minimum of one representative from each User Group and the Council. The essential workings of the Committee should not be hindered by a User Group continuously failing to attend meetings and therefore a quorum of four shall comprise at least one representative from each of two User Groups and one from the Parish Council.

11 Voting

Where a vote is deemed to be required every matter shall be determined by the majority of the Members present and voting on the question with the following requirements:

- (a) Each Committee member will have one vote, including the Chair.
- (b) If a User Group is represented by only one member at a vote then that member shall have two votes.
- (c) The Chair shall have the casting vote in the event that a vote results in no majority.

13 Notices of Meetings

Every General Meeting and Special General Meeting shall be notified to Committee members at least seven days before the date thereof. Such notice shall specify the matters to be dealt

with. Meetings must be held either in the Exford Memorial Hall or The Pavilion. Notification of any meeting must be acknowledged by at least one Committee member from each User Group.

14 Finance

- (a) All monies raised by or on behalf of the Playing Field shall be applied to further the objects of the Playing Field and for no other purpose.
- (b) The Treasurer shall be the Finance Officer of the Council and shall attend the Committee meetings as and when required.

15 Promotion of activities

The Committee shall encourage all User Groups to work together whenever possible and promote activities and projects to stimulate greater participation in sport and leisure activities in the Area of Benefit.

Date: May 2nd, 2013,
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