

Collings Park Trust Management Committee

Terms of Reference

1. Powers

The development and operation of Collings Park Trust's Community Garden project shall be administered by a Management Committee. To achieve the Trust's aims for the project, the Management Committee may, on behalf of the Board of Trustees, undertake the following activities, provided that such activity fits the agreed and authorised policies and plans of the Trust:

- a) Manage land and/or buildings;
- b) Choose contractors;
- c) Organise courses, events and public campaigns;
- d) Work with similar groups and exchange information and advice;
- e) Do anything that is lawful which will help it to fulfil the aims of CPT.

2. Management Committee

- a) The Management Committee shall comprise not less than four (4) and not more than twelve (12) individuals nominated in the first instance by the Trustees and subsequently elected by the members at the Trust's Annual General Meeting.
- b) In addition, all Trustees shall be ex-officio members of the Committee and any of its Sub-committees.
- c) The Committee's Officers shall include: a Chair, Vice Chair, Treasurer, Secretary, Events Organiser and Membership Secretary.
- d) The Committee may co-opt up to four (4) individuals in an advisory and non-voting capacity who may help to fulfil the Trust's aims.
- e) The Committee shall meet at least four times a year.
- f) At least four (4) Committee members shall be present for a Committee meeting to take place and for sub-committees, 75% of the membership of the sub-committee shall be present.
- g) Voting at Committee meetings shall normally be by a show of hands and decisions made by majority voting. If there is a tied vote then the Chair shall have a second vote.
- h) The Board may remove any member of the Committee for good and proper reason, following a minuted Board meeting.

3. The Duties of the Officers

- a) The duties of the Chair (and Vice Chair in the absence of the Chair) shall be to:
 - plan and chair meetings of the Committee;
 - present to the Trustees an annual business plan, including a statement of community benefit;
 - ensure that sub-committees and working groups have clear terms of reference;
 - employ good governance by operating through open and accountable processes.

- b) The duties of the Secretary shall be to:
 - prepare in consultation with the Chair and circulate the agenda for each Committee meeting;
 - take and keep minutes of all Committee meetings;
 - collect and circulate any relevant information within the Committee.

- c) The duties of the Treasurer shall be to:
 - supervise the Trust's financial affairs in accordance with its policies;
 - keep proper accounts that show all monies received and paid out by the Trust;
 - provide formal quarterly reports to the Board of Trustees.

- d) The duties of the Events Organiser shall be to:
 - organise and run any events approved by the Management Committee;
 - account for all monies raised and spent on each event.

- e) The duties of the Membership Secretary shall be to:
 - maintain a full membership list;
 - ensure collection of membership subscriptions as and when required.

4. Finance

- a) All monies received by or on behalf of the Trust shall be applied to further the Trust's aims and for no other purpose, in accordance with the Trust's Financial Authorisation policy.
- b) Any bank accounts opened for the Trust shall be in the Trust's name.

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- c) Any cheques issued shall be signed by any two of the Officers nominated by the Management Committee and approved by the Board to sign cheques.
- d) The Management Committee shall ensure that the Board is provided annually with the Trust's accounts for the purposes of auditing or independent examination in line with legal requirements
- e) The Management Committee may approve reasonable out of pocket expenses including travel, childcare and meal costs to Trust members, in accordance with policy.

CPT/Oct2022