

Constitution of the Carlton Gardening Group

1 Name

- 1.1 The name of the organisation shall be the **Carlton Gardening Group**, hereafter referred to as the CGG.

2 Purpose

- 2.1 The purpose of the CGG shall be to oversee the creation and management of the Carlton Diamond Jubilee Orchard for the enjoyment and benefit of the public, and to encourage public involvement in this project.

3 Terms of reference

- 3.1 The CGG shall be responsible to Carlton Parish Council (the PC) for delivery of the Carlton Diamond Jubilee Orchard Project, in accordance with agreements, made by the PC with third parties including NCHA and H&BBC, and within timescales set by the PC.
- 3.2 The CGG shall not make any changes to the agreed landscaping plans or specifications, or carry out any construction works or make any significant plantings without the prior written agreement of the PC.
- 3.3 The PC shall give consideration to recommendations made by the CGG, but may need to consult with third parties before reaching a decision. The PC shall keep the CGG informed of the progress of any such consultations.

4 Membership and Officers

- 4.1 Membership of the CGG shall be free and open to any resident of the Parish of Carlton or any parish whose boundary adjoins that of the Parish of Carlton.
- 4.2 The activities of the CGG shall be managed by an Executive Committee of six people, comprising five members of the CGG and one Parish Councillor *ex officio*.
- 4.3 The five members of the CGG Executive Committee shall be elected to office at the Annual Meeting of the CGG and shall serve for one year. Members may stand for re-election.
- 4.4 The *ex officio* Parish Councillor member shall be appointed by resolution of Carlton Parish Council and shall serve until a replacement is appointed.
- 4.5 The Executive Committee shall appoint one of its members to act as Chairman and one to act as Secretary.
- 4.6 One member of the Executive Committee shall be appointed to represent the CGG at meetings of the Northfields Liaison Group.
- 4.7 Any vacancy on the Executive Committee which arises between March and December may be filled by co-option of a member of the CGG.

5 Meetings

- 5.1 The Annual Meeting of the CGG shall be held on any day in March each year, and must be advertised at least seven clear days in advance by public notice on the Carlton Parish noticeboard, and by any other means considered appropriate by the Executive Committee.
- 5.2 An Extraordinary Meeting of the whole membership may be called at any time by the Executive Committee or Carlton Parish Council, and must be advertised as above.
- 5.3 The Executive Committee shall meet as necessary, and members of the Executive Committee shall be given at least three clear days notice of any meeting. Notice may be given by email or in writing.
- 5.4 The quorum for any meeting of the Executive Committee shall be three members.
- 5.5 Minutes shall be taken of all meetings and made available to any member of the CGG on request.
- 5.6 A copy of the minutes of each meeting shall be forwarded to Carlton Parish Council within fourteen days of the day of the meeting.
- 5.7 Voting at all meetings shall be by show of hands of those present and voting. The Chairman shall have a casting vote.
- 5.7 The CGG shall make report to the Annual Meeting of Carlton Parish Council, held each year in May.
- 5.8 Carlton Parish Council shall provide a page on the Parish Council website for material relating to the CGG, and shall include notices of meetings and events in the Diary and News pages.
- 5.9 The CGG shall inform the public of developments in the project and arrange public meetings and demonstrations as appropriate.
- 5.10 The CGG may arrange social and educational meetings and events for members of the CGG.

6 Changes to the constitution

- 6.1 Changes to the constitution of the Carlton Gardening Group may be made at any time by resolution of Carlton Parish Council.

7 Finance

- 7.1 Carlton Parish Council shall maintain an earmarked fund for the CGG and shall make information about this account available to the Secretary of the CGG as required.
- 7.2 All orders for goods and services shall be made by the PC's Responsible Financial Officer (RFO) and shall be in the name of Carlton Parish Council.
- 7.3 The Secretary of the CGG shall forward all invoices, receipts and similar documentation to the RFO of Carlton Parish Council on receipt.
- 7.4 Grants may be applied for as necessary to complete the project. Applications shall be made in the name of Carlton Parish Council unless otherwise agreed by resolution of the PC.

This constitution was approved by Carlton Parish Council on 13th February 2013.