

# Writtle Parish Plan Association

## Constitution

- 1. Title** - The Association shall be called "The Writtle Parish Plan Association" (hereinafter referred to as "The Association").
- 2. Membership** - All residents of Writtle shall be deemed to be members of the Association.
- 3. Objects** - The objects of the Association are: -
  - 3.1. To research, prepare and produce a Parish Plan (PP) for the future and benefit of the Parish of Writtle.
  - 3.2. To ensure that all members of the Association have an opportunity to make known their views.
  - 3.3. To associate the Writtle Parish Council fully in the production of the PP and to gain the Council's formal approval.
  - 3.4. To secure approval of the PP by Chelmsford Borough Council and any other appropriate relevant authority
- 4. Methods** - The PP will be produced following: -
  - 4.1. Wide Consultation of the people of Writtle.
  - 4.2. Consultation with other interested bodies in Writtle, whose views and interests will be taken into account when preparing the PP.
  - 4.3. Discussion with the appropriate officers and elected members of Chelmsford Borough Council and any other relevant authorities with a view to achieving the objects at 3 above.
- 5. Officers** - The officers of the Association shall be the Chairman, Secretary and Treasurer, who shall be elected by the Annual General Meeting for one year and shall be eligible for re-election.
- 6. Executive Committee:** -
  - 6.1. Composition: The Executive Committee shall consist of: -
    - 6.1.1. The Officers of the Association;
    - 6.1.2. A minimum of 4 and maximum of 12 residents of Writtle who shall be elected at the AGM for a period of two years and eligible for re-election.
  - 6.2. Powers: The Executive Committee: -
    - 6.2.1. May invite representatives of bodies and individuals who are able to make a useful contribution to attend its meetings.
    - 6.2.2. Is responsible for taking or directing action required to achieve the objects in Clause 3 above.
    - 6.2.3. May raise funds and invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial trading activities and shall conform to any legal requirements.
  - 6.3. Procedures:
    - 6.3.1 The quorum, for a meeting of the Executive Committee shall be three.
    - 6.3.2 Decisions shall be taken by a simple majority of members present and voting, and in the case of a tied vote, the Chairman shall have a second, casting vote.
- 7. Finance:** -
  - 7.1. The Executive Committee shall maintain a bank or building society account in the name of the Association.
  - 7.2. All disbursements from this account shall require the authority of two officers of the Association.

- 7.3. The accounts of the Association shall be certified prior to the AGM by an Independent Examiner appointed by the Executive Committee.
- 7.4. The financial year shall end on 31<sup>st</sup> March.

**8. General Meeting: -**

- 8.1. An Annual General Meeting shall be held before the end of May, at which the Chairman shall give a report and the certified accounts shall be presented for approval.
- 8.2. The Chairman may call a Special General Meeting for any purpose specified in the notice of the meeting.
- 8.3. An Inaugural General Meeting shall be called in order to approve this constitution and to confirm or elect the officers and members of the Executive Committee. The Chairman shall announce the names of officers and members requiring confirmation. Candidates for election to fill any vacancies may be proposed and seconded at the meeting. At this meeting the Chairman will report progress on the PP and the financial situation.
- 8.4. All members of the Association are entitled to attend and those members aged 16 and over are entitled to vote at a General Meeting.
- 8.5. Twenty-one days notice of all General Meetings shall be given by public announcement.
- 8.6. The quorum for a General Meeting shall be 8 members.
- 8.7. Decisions shall be taken by a simple majority of those present and voting, and in the case of a tie, the Chairman shall have a second casting vote.

**9. Winding Up: -**

When the production of the PP has been completed and, in the opinion of the Executive Committee, the objects of the Association have been achieved, the Association shall be dissolved by resolution at a General Meeting. After all liabilities of the Association have been met any remaining funds shall be transferred to an organisation within the area of benefit with similar objectives.

Constitution accepted at a meeting on.....9 September 2006

Signed.....Chairman

Witnessed.....Treasurer