



“FRIENDS OF” START UP GUIDANCE PACK

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GUIDANCE NOTES FOR STARTING
A FRIENDS GROUP

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INTRODUCTION

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This pack has been put together as a set of guidelines for members of the community to work with Lowestoft Town Council (LTC) and set up their own “Friends of” groups, assisting to enhance and promote the use of parks, green spaces and community buildings across Lowestoft.

For many years ~~Lowestoftians~~ local people have felt ~~may feel~~ as though their local park or green space has been neglected and they have been unable to do anything about it. As a new council, we want to change ~~that situation~~ these community assets. Setting up a group gives ~~all~~ members of the community the chance to develop their local park, green space or community building in line with the needs of the community. Being a “Friend” is an excellent way of ensuring ~~improving that~~ facilities or events and activities are provided for in your local community. Although this is sometimes hard work the rewards are more than worth the effort.

This pack explains the basic stages of starting up a group, organising your first meeting, sources of funding which may be of use in reaching your groups aims and objectives and finally a list of useful contacts. If you do feel you need any help or would like answers to ask any questions please do not hesitate to contact us on the details below. We will be able to put you in contact with other “Friends of” groups who may have similar experiences when starting up as well as one of our staff who can assist you.

Please contact:

Write: ~~Town Clerk~~

Lowestoft Town Council
Hamilton House
Battery Green Rd
Lowestoft
Suffolk
NR32 1DE

Tel: 0330 053 6019

Email: ~~shona.bendix~~ admin@lowestofttowncouncil.uk

Web: <http://www.lowestofttowncouncil.gov.uk>

WORKING WITH ~~THE~~ LOWESTOFT TOWN COUNCIL

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Friends Groups work in partnership with ~~the~~ Lowestoft Town Council, their contractors, tenants and other park users such as sports groups. As the statutory body ~~who~~ is responsible for the buildings and green spaces on behalf of ALL Lowestoft citizens, ~~the~~ LTC is the final authority on what can or cannot be done to ~~the~~ its publicly owned buildings and green spaces. Here are a few overarching understandings/principles that must be agreed to by any Friends Group:—

- There can only be **ONE** Friends Group per asset and that group will be officially recognised by ~~the~~ LTC. ~~The~~ LTC may rescind/cancel its recognition for any reason. Reasons that will cause ~~the~~ LTC to review its recognition include, but are not limited to, inactivity, unapproved projects, unfinished projects, financial or organisational irregularities, or refusal to follow safeguarding or health and safety rules.
- All Friends groups must be open to any Lowestoft resident regardless of race, ethnicity, gender, age or ability. There will be no fee for joining a Friends group. Voting membership will be of/from residents of the ward.
- All Friends groups agree to proper safeguarding practices of children and vulnerable adults and to follow LTC mandated health and safety regulations.
- All Friends groups agree to submit all projects to ~~the~~ LTC for prior approval except for member meetings, litter picking and tidying up.
- Any events on LTC property by the Friends groups will be scheduled with the council.
- All Friends groups will present positive and healthy public relations between themselves and the general public and between themselves and ~~the~~ LTC.

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These are very broad rules and that are designed to prevent conflicts and misunderstandings. For instance, if your group wants to plant daffodils in a wild area in December, it would be good to know LTC should be made aware so that the area is not mowed in spring! If you want to have a fete, ~~the~~ LTC should be made aware needs to know a head of time so that it doesn't rent the space out to another club. Good communication between the Friends Groups and ~~the~~ LTC is vital for a harmonious relationship and h How Friends Groups fit into the Council is explained in our "Friends Groups, Stakeholders and Assets Policy"



STARTING A GROUP

Setting up a “friends of” group takes four stages. Perhaps the most difficult stage is the first, which consists of finding like-minded individuals who want to become involved in a voluntary group. Stages 2 and 3 that follow should be carried out at the first meeting of the group. Finally stage 4 should be completed after the first AGM.

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Stage 1 – Arranging the initial meeting

As mentioned above, this can seem like the most difficult and daunting stage to tackle, don't panic! We will be happy to lend a hand. Most groups tend to advertise an informal gathering where interested parties can get a feel for what the group aims to do. The main aim of this stage is to gather as much interest in your potential group as possible, speak to your councillors and council staff because we may have contacts in the community who would like to become involved with such a group. Your group will generally find that there are many people in the local community who have an opinion about the park, green space or community building in question. Part of the work of a “Friends of” group is to take on these views and opinions and relay them back into the development and management plans for the park.

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Stage 2 – The initial Meeting or Launch Event

This is the second stage which should be a fairly informal meeting to ~~of~~ mull over ideas/issues, think about the aims of the group and also an opportunity to identify the members who have skills, interest and enthusiasm. All of this will help you decide how to move forward with the group. The most important thing to do is to collect contact details for everyone who attends and wants to be involved.

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This tool kit provides ideas and an agenda for this initial meeting. We are happy to help you organise the meeting and, if you want, facilitate it until you've agreed a constitution and elected a Chair, which probably won't happen at this first meeting.

Stage 3 – Setting up an AGM

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The third stage consists of organising an official meeting, the ~~Annual General Meeting (AGM)~~ of the Friends Group. At this meeting you will adopt your constitution and elect officers, a committee and your aims and objectives.

Setting up your first meeting can seem quite complicated if you have never done anything similar before. Below are some guidelines that should remind you of the small things that it is so easy to forget.

Where should we hold the meeting? - The meeting should be organised in a facility that is local to your park, open space or community building, and as open and accessible to as many community members as possible. Remember that there will be a range of people attending your meeting including older age people, parents of young children and possibly wheel chair users. Facilities such as schools, churches and community rooms are commonly used as meeting places as they usually offer toilets, parking and easy access to the building. If there is a building on site then speak to our Facilities Manager about using this facility.

When should we hold the meeting? - Give yourself at least 3 weeks to organise your first meeting, this will give interested parties the chance to make arrangements so that they can attend your meeting. Your meeting should be organised at a time when most people in the community are able to attend, late afternoon/evening meetings are good because they allow community members who work to attend the meeting. Following meetings can be held at whatever times suit the majority of your group best.

Who should we invite? - As a community group you need to involve as many people as possible, therefore your meeting should be advertised as much as possible. Word of mouth is the best form of advertising; however, posters and leaflets are also beneficial if they are put in the right place. Schools, shops, clubs and the ~~facility itself~~ are great places to put advertising for your meeting. It is also useful to speak to our Facilities Manager to help you with ~~invitations~~, he will also ensure that the appropriate councillors and interested parties ~~are~~ kept informed. Our Facilities Manager will always be happy to attend your meetings where ~~re-possible~~.

Comment [MS1]: Is it wise suggesting that Friends Of groups can just pin up advertisements in the park/area/asset? Will it be managed for example, will they get taken down or will they in fact remain? Consider this element to be revised or removed.

What do we need to do? - All meetings held by your group should have an agenda (what is to be included in the meeting) and all meetings should ~~be~~ have ~~minuted~~ minutes taken. Minutes do not have to be a complete copy of everything that is said in the meeting, they should reflect the major themes that are discussed in the meetings with any action points marked against a name. Minutes should also record the names of the people who have attended and any apologies sent for the meeting. Sample agendas and minutes are included within this pack.

Stage 4 – Holding the AGM and agreeing a Constitution, Officers and Committee

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A constitution basically explains how your group will be managed, from the aims and objectives of the group through to how meetings are to be run. ~~Lowestoft Town Council~~ LTC has a standard “Friends of” constitution which should get you going and

which can be amended with the Council's permission. This needs to be tailored for your group and adopted at the AGM. For you to then be recognised as an official "Friends of" group the constitution (sign by the elected Chair) should be forwarded to [Lowestoft Town Council LTC](#) along with a copy of the minutes of the first AGM.

At this AGM you will also elect your officers and committee as agreed in the Constitution. The standard Constitution sets out a guide to officers and committee members. If, at the beginning, you do not fill all the positions do not worry, you may be able to fill them as you go. The town council will support you if you are actively trying to grow the group and work towards the constitution.

At this stage you may also wish to set up a bank account, any account set up for the group should be set up in the name of the group with at least 2 signatories for the account. The signatories must be members of the committee, usually the chairperson and the treasurer. Other groups have chosen to have 3 signatories on the account, therefore if one member of the committee is unavailable, another can sign in their place. Alternatively, you could decide to ask the town council to hold our funds in a reserve specifically for your group. Your funds could be accessed using the council financial processes which involve providing a receipt for expenses and an appropriate section in the minutes authorising the spending/payment. This is the same procedure that you would need to follow if you set up your own bank account.

After these stages are complete you will be a fully constituted group with a committee and a bank account, the next stage is to start working towards your [group's](#) aims and objectives.

If you would like any further information on any of the above, please contact our Facilities Manager who will either be able to help, or will be able to put you in contact with someone who can help.



RUNNING A GROUP

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Once you've got past your first meeting hopefully you will have keen volunteers on board. Now is the time to get things started. You should hold your first committee meeting about a week or two after the AGM and start getting things planned. Having a successful project or event will add encouragement to the group. Be sure to plan something that is easily achievable as nothing is more demoralising than a failure and remaining positive is key to keeping a group successful.

Ideally you will split up responsibilities amongst the committee and not leave things to individuals to achieve. It may be useful to have a support team to help your Secretary organise the Open meetings and think about different themes/activities and speakers to maintain enthusiasm and attendance.

Other committee members may take on responsibilities for specific tasks or projects either individually or as sub-committees or working groups. The key is to find a balance. Not to take on too much initially so that you feel overwhelmed but not to take on too little so that people wonder what the group is doing. It is probably useful to draw up a SMART plan for the year with a calendar so people know what is happening.

A key role for the committee is to send representatives to the Asset Committee to which the Friends Group belongs. This consists of representatives of all the interested parties in the facility which could include tenants (such as cafes or museums), grounds staff, sports clubs etc. They also send representatives to the ~~the Lowestoft Town Council~~ LTC Stakeholder Forum which considers overall policies recommendation for the council's assets.

If you have any concerns regarding how the group is running or want fresh ideas then do contact our Facilities Manager or one of the Chairs of the other 'Friends of' groups.



APPLYING FOR FUNDING

When applying for funding it is really important that the funder you apply to is willing to give funds for projects similar to yours. For example, it would not be advisable to apply for an environmental grant if you wanted to set up a sports' project. By reading through the information provided with the funding application you will be able to work out what the funder is willing to give money for. Before starting a funding application, it is always worth speaking to our Facilities Manager to see what options there are, whether local groups have applied for the funding before or if the funding contravenes council policies.

To help fill in your application please bear the following points in mind:

- 1) Photocopy the application **first,first**; you can fill the photocopy in without worrying about any mistakes.
- 2) Don't be too extravagant with your first bid, it is better to apply for smaller amounts of money when you first begin. Funders like to see experience of dealing with money and projects before they offer you a large sum of money.
- 3) Make a list of the funder's aims and objectives and make statements about how your project will reach these aims and objectives.
- 4) Funders like projects which meet the needs of local people, if you have completed a piece of consultation that shows that your project will meet these needs try to refer to it in the application.

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5) Funders also like to fund projects which include more than one group or organisation, refer to the fact that you work in partnership with ~~Lowestoft Town Council~~LTC and any other groups or organisations such as the Police.

6) Before filling out the application make sure that you have a full project proposal that covers how the project will be managed. Funders like to give money to groups who are well organised and would be ready to start the project as soon as the money is available.

7) Try not to ramble, include everything that you feel you need to write but write it in the shortest way possible.

8) Make sure you include any match funding you have received. Equipment, facilities or volunteer time given in kind can be classed as match funding.

9) Make a check list of any extra information other than the application form, which needs to be returned to the funder, such as a constitution or financial records. Tick each item as you put it in the envelope. Ensure you have kept a copy of the application and the supporting information.

10) If you are not successful with your first bid, don't give up, try and try again! Some funders will give you an explanation of why you were not successful if you request it in writing.

11) Try to get a copy of a successful application for that funder, this will show you what kind of things the funders are looking for. Many friends' groups apply to the same funders so another "friends of" group may be able to offer you some help.

12) Finally, remember that our council staff are always available to help and support your group and can offer start up grants of up to £500 for new Friends groups.

TRAINING

~~Lowestoft Town Council~~LTC is committed to supporting and helping to develop "Friends of" groups. In order to achieve this, we plan that interactive workshops will be held periodically to help support groups. These workshops will help in tackling issues and raising awareness and sharing good practice.

Key elements which we hope to address over time are as follows:

- Volunteering
- Organising Events & Activities
- Fundraising
- Health & Wellbeing
- Safeguarding

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- Basic Health & Safety
- Equality and Inclusion



SAMPLE AGENDAS

An agenda does not have to be complicated. It should simply reflect what the group wish to cover in the meeting. The agenda below is an example of how an agenda could be set out and what it could contain. It is completely fictional and is not linked to any “friends of” group.

AGM Agenda

AGENDA

For the AGM of the Friends of West Garden*****

Date: 6.30pm, 20th July 2018*****

Time: *****

Park Pavilion, West GardenLocation: *****

1. Chair’s Welcome,
2. Apologies
3. Minutes of the Previous Meeting
4. Annual Report
5. Financial Report
6. Election of Officers & Committee
7. Motions
8. Close of meeting

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Ordinary Agenda

AGENDA

Meeting of the Friends of West Garden*****

Date: 6.30pm, 20th October 2018,*****

Time: *****

Park Pavilion, West GardenLocation: *****

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1. Chairs Welcome
2. Apologies
3. Minutes of the Previous Meeting
4. Matters Arising from the Minutes not otherwise covered on the agenda
5. Officers Reports
6. Financial Report
7. Projects Reports
8. Future Activities/Events
9. Funding
10. Members Questions
11. A.O.B. (any other business)
12. Date and time of next meeting
13. Close

The general agenda could also be tailored for Committee meetings by removing the Members Questions item. Open meetings and the AGM might also include a Guest Speaker as an attraction to the meeting.

SAMPLE MINUTES

Minutes of the committee meeting ~~of for~~ the Friends of West Park(Insert NAME) held on (Insert DATE) at (Insert TIME) 6.30pm on the 20th OCTOBER 2018 in the Park Pavilion(Insert VENUE).

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1. Chair's Welcome.
The Chair welcomed everyone to the meeting.
2. Apologies
Apologies were received from ~~Justin Case~~(Insert NAME) and ~~Neva Here~~(Insert NAME)
3. Minutes of the Previous Meeting
The minutes of the last meeting were read and approved. Nominated ~~Peter Smith~~ (Insert NAME), Seconded ~~Elaine Brown~~ (Insert NAME). All in favour.
4. Matters Arising
There were no matters arising not covered elsewhere on the agenda.

5. Officers Reports

The Secretary had circulated her written report (copy attached). Adoption of the report proposed by: ~~Elaine Brown~~(Insert NAME), seconded by ~~David Singh~~(Insert NAME). All in Favour.
There were no other reports.

6. Financial Report

The Treasurer had circulated at written report. He noted that at present the current account stands at ~~£536.42~~,(Insert VALUE) with ~~£2126~~(Insert VALUE) in the deposit account. Adoption of the report proposed by ~~David Singh~~(Insert NAME) and seconded by ~~Elaine Brown~~.(Insert NAME).--All in favour.

7. Project Reports

a) Lowestoft in Bloom 2019 – the sub-committee has ~~meet~~~~met~~ and ~~starting~~~~started~~ planning for displays for the competition. They ~~would~~ ~~will~~ be presenting their ideas and the budget at the next meeting.

b) Annual Tree Survey – ~~West End High School~~(Insert NAME) had conducted the survey. All the trees in the park are now identified and referenced along with a record of the circumference of the trunk and any issues (if any). This information will be forward to ~~Lowestoft Town Council~~~~LTC~~ once approved by the meeting. The Chair formally thanks ~~David Singh~~(Insert NAME) for his work on this project and liaising with the school. It was agreed that at thanks you letter would be sent to the school.

~~Janet Williams~~(Insert NAME) proposed accepting the reports; this was seconded by ~~Elaine Brown~~(Insert NAME). All in favour.

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8. Future Activities/Events

a) The Chair reminded everyone that volunteers were needed to help with planting the new rose bed next weekend. The roses would arrive on Thursday and would be safely stored until the weekend.

b) ~~Elaine Brown~~(Insert NAME) raised the suggestion of having a Spring Plant Fair. It was agreed to set up a sub-committee to plan this and report back to the next meeting. The sub-committee consists of ~~Elaine Brown~~(Insert NAME), ~~Helen Nowak~~(Insert NAME), ~~Peter Dean~~(Insert NAME) and ~~David Singh~~(Insert NAME).

9. Funding

The Treasurer confirmed that we had received the ~~£500~~(Insert VALUE) grant from the Town Council for the new rose ~~bed~~ ~~There~~~~bed~~. ~~There~~ is an opportunity to gain extra funding for the park due to us having a “Friends of” group.

10. AOB.

There was no AOB

11. Date and time of next meeting

The next meeting would be on the ~~19th November at 6.30pm~~(Insert DATE & TIME)

12. Meeting closed at ~~7.45pm~~(Insert TIME)

Sign by ~~Beryl Jones~~(Insert NAME), ~~Chair~~(Insert POSITION HELD)

STANDARD CONSTITUTION

Below is the standard ~~Lowestoft Town Council~~LTC “Friends of” Constitution. This should be used to set up your Friends group. Any changes to the constitution need to be approved by a 2/3rds majority at an AGM and by ~~Lowestoft Town Council~~LTC.

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Constitution for the Friends of: _____
(Insert GROUP NAME)



NAME

The group will be known as the Friends of _____ (Insert GROUP NAME) and for the purpose of this document will be known as the Friends group.

AIMS

The Friends group will to help create a well maintained and safe public space or building which enhances the quality of life for local people by bring people together and improving mental and physical health.

The Friends group will:

- Create a secure environment in which everyone can enjoy the benefits of the facility. This is to be achieved through liaison with the residents, police, council and any other relevant bodies and groups.
- Enable and encourage informal and formal activities for those of all ages who live and work in the neighbourhood.
- Work in partnership with Lowestoft Town Council and take part in the Stakeholder Forum and the Assets Committee to which the Friends Group belongs and (whilst
 - recognising that the ultimate responsibility for funding lies with the Council), identifying other funding sources to secure an adequate level of resources to meet local needs; ensure that all developments, activities and uses of the park are carried out in such a way as to encourage and promote environmental sensitivity.
- Work with Council staff and contractors to care for the facility.
- Consult with local people and facility users to find out their views and wishes for the facility and involve them in any decisions that the Friends Group makes.
- Organise and encourage others to organise events, fun days and activities in the facility in concert with the Town Council and the Asset Committee.
- Encourage and promote good environmental practice.
- Establish an acceptable balance between the needs of dog owners and the needs of other park users.

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MEMBERSHIP

Membership shall be open to all interested in actively furthering the aims of the Friends Group. Voting Membership shall be open to the above who live within the ward area for that facility.

Membership will be taken as being active once a membership form has been acknowledged by the Friends Secretary, which s/he will do within 14 days of receipt of a membership form. Membership shall be renewed annually.

Corporate members shall be such societies as; educational institutions or businesses as who are interested in actively furthering the needs of the Friends Group who operate within the ward in which the facility is located. A corporate member shall appoint one representative to vote on its behalf at all meetings but before such representative exercises his/her right the corporate member shall give written details of the representative to the Secretary.

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~~Cessation of Membership~~ TERMINATION OF MEMBERSHIP

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Voting Membership will cease should a member move out of the ward in which the Friends Group is based.

Membership may be terminated if at any time it is deemed that a member has acted in a way contrary to the constitution of the Friends Group, if they have become involved in intimidation of facility users/staff, members, committee members/officers or individuals involved with the facility or if they are involved in misconduct whilst acting for the Friends Group. In order to terminate membership, a special meeting of the committee shall be called and the member in question along with an independent person such as a ~~Lowestoft Town Councillor~~ LTC will take place to consider the situation and make an appropriate decision. Any decision ~~much be~~ made by the majority of those present and if membership is terminated then an official letter will be generated. ~~The letter will including include~~ an explanation for the reason for the termination and, will be sent by the Chair/Secretary with seven days.

MEETINGS

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The ~~Inaugural-Initial~~ General Meeting will be held on (Insert DATE) followed by an ~~Annual General Meeting-AGM~~ in or about (Insert DATE ONE YEAR ON) of subsequent years meeting.

The AGM will cover the following business:

- Apologies
- Minutes of the Previous AGM
- Annual Report
- Election of Officers
- Financial Report & Auditors Report
- Motions

There will be a minimum of four ordinary open meetings of the Friends Group each year, the timing of which will be decided by the Executive Committee. Special ~~General meetings~~ Meetings of the Friends Group shall be held at the written request of 25 per cent or more members or by the Officers of the Friends Group.

The Open Meeting will cover the following business:

- Apologies
- Minutes of the Previous Meeting
- Committee Report (since the previous meeting)
- Ongoing projects and activities
- Future projects and activities

- Fundraising
- Members Questions & Answers

The Executive Committee shall give at least 21 days' notice to members of the ~~Annual General Meeting~~AGM each year and at least 7 days' notice of other meetings.

In the event of equality in the votes cast at an ~~Annual General Meeting~~AGM or Special General meeting the motion will fall.

The Friends Group will use ~~Lowestoft Town Council~~LTC Standing Orders to run its meetings.

OFFICERS

The Officers of the Friends Group shall consist of:

Chair
 Vice Chair
 Secretary
 Treasurer
 Youth Representative (Under 19 years of age)

All of who shall relinquish their office every year and shall be eligible for re-election at the ~~Annual General Meeting~~AGM, but no individual may serve more than 3 consecutive years in one post, unless no other member is eligible or nominated.

Officers will be elected at the AGM. Nomination for the election of officer shall be made in writing to the Secretary at least 7 days before the ~~Annual General Meeting~~AGM. To be valid a nomination must be of a member of the Friends Group who is resident of the local neighbourhood, their nomination must be proposed and seconded by other paid up members and the consent of the nominee must be obtained. Nomination forms will be available on request from the Secretary.

If there is no nomination for a particular post received 7 days before the ~~Annual General Meeting~~AGM nominations shall be accepted from the floor of that meeting.

Nominees for election as officers and Executive Committee members shall declare at the meeting of which their election is to be considered any financial or professional interest known or likely to be of concern to the Friends Group.

THE EXECUTIVE COMMITTEE

The Executive Committee shall be responsible for the management and administration of the Friends Group. The Executive Committee shall consist of the

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Officers and not less than 5 and not more than 8 individual members (who are not officers), plus up to 3 corporate members.

The Executive Committee shall have the power to co-opt further members who shall attend in an advisory and no-voting capacity.

The Executive Committee shall meet not less than 4 times a year. The Secretary shall give all members not less than 7 days' notice of all the meetings.

The ~~quorum~~ minimum number of members shall be 50% + 1 of the members of the Executive Committee.

In the event of equality in the votes cast at a meeting of the Executive Committee the motion will fall.

The Executive Committee will appoint two representatives, normally the Chair and Secretary or substitutes, to the relevant ~~Lowestoft Town Council~~ TC Asset Committee. Failure to attend these meetings could result in the dissolution of the Friends Group.

Members of the Executive Committee shall be elected annually at the ~~Annual General Meeting~~ AGM of the Friends Group; outgoing members may be re-elected up to a maximum of 6 consecutive years, unless no other member is eligible or nominated.

Nomination for election to the Executive Committee shall be made in writing to the Secretary at least 7 days before the ~~Annual General Meeting~~ AGM. To be valid; nominations must be of fully paid up members who are local residents (with the exception of corporate members), proposed and seconded by two other paid up members and the consent of the nominee must be obtained. Nomination papers will be available from the Secretary on request.

If fewer nominations are received by the deadline than there are vacancies, nominations may be taken from the floor of the meeting up to the number of vacancies available.

The Executive Committee shall have the power to fill casual vacancies occurring between General Meetings from amongst the paid-up members of the Friends Group.

ELECTIONS

If more than one valid nomination for an officer post is received within the time specified, or if the number of valid nominations for members of the Executive Committee received within the specified time exceeds the numbers of places available, election shall be by secret ballot at the ~~Annual General Meeting~~ AGM.

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Only those members of the Friends Group present in person at the meeting may vote. The votes will be counted during the meeting, scrutinisers appointed by the meeting and the results announced before the end of the meeting.

POWERS

The Friends Group will have the powers to carry out the following:

- Open a bank account or request that ~~Lowestoft Town Council~~LTC set up a special reserve on their behalf.
- Raise funds for the facility in line with ~~Lowestoft Town Council~~LTC permissions.
- Apply to appropriate organisations for funding once it has obtained relevant permission from ~~Lowestoft Town Council~~LTC.
- Acquire and run buildings.
- Hold and take out insurance.
- Organise and run regular events, fun days and activities in conjunction with ~~Lowestoft Town Council~~LTC and its policies.

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SUB COMMITTEES

The Executive Committee may constitute such subcommittees from time to time as shall be considered necessary for such purposes as shall be thought fit in pursuit of the aims of the Friends Group.

The members of each sub-committee shall be appointed by the Executive Committee from amongst the members of the Friends Group. Sub-committees may, with the approval of the Executive Committee, co-opt members who are not members of the Friends Group but they shall advise in an advisory and non-voting capacity only.

In the event of an equality of votes cast at any meeting of any subcommittee the motion will fall.

Members of the Executive Committee may be members of any sub-committee. Sub-committees shall be subordinate to and may be regulated or dissolved by the Executive Committee.

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DECLARATION OF INTEREST

It shall be the duty of every member who is in any way, directly or indirectly, interested financially in any item discussed at any meeting of the Friends Group (including any meeting of any committee or sub-committee) at which s/he is present

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to declare such interest and s/he shall not discuss such item (except by invitation of the Chair) or vote there on.

FINANCES

The Executive Committee shall, out of the funds of the Friends Group, pay all proper expenses of administration and management of the Friends Group.

After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Friends Group shall be applied by the Executive Committee in the advancement of a scheme or interest~~furthurance of for~~ the purposes of the Friends Group.

The Friends Group shall have the right to hold a petty cash float at a level agreed annually with ~~Lowestoft Town Council~~LTC.

Any funds raised for a specific project should only be spent on that project unless approval for alternative spending is given by a general meeting of the Friends Group and from ~~Lowestoft Town Council~~LTC.

All moneys at any time belonging to the Friends Group and required for immediate application for its purposes shall be invested by the Executive Committee in or upon such investment, securities or property as it may think fit, subject nevertheless to such authority, approval or consent by the Charity Commissioners as may for the time being be required by law or by the special trusts affecting any property in the hands of the Executive Committee.

Should the Friends Group not wish to open their own accounts then ~~the Town Council-LTC~~ will make arrangements to hold their funds for the Friends Group in a special reserve for the Group. This reserve can be accessed at any time by providing minutes of the meeting authorising the release of funds.

AMENDMENTS & DISSOLUTION

This constitution may be amended by a 2/3rds majority of members voting at an ~~Annual General Meeting~~AGM or Special General Meeting of the Friends Group confirmed by a simple majority of members voting at a further Special General Meeting held not less than 28 days after the previous meeting, providing that at both meetings the majority of those present and voting are residents of the local neighbourhood. Any changes then have to be approved by ~~Lowestoft Town Council~~LTC before they can take effect.

If a motion for dissolution of the Friends Group is to be proposed at an ~~Annual General Meeting~~AGM or a Special General meeting this motion shall be referred to specifically when notice of the meeting is given.

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| ~~Lowestoft Town Council~~LTC has the right to dissolve any Friends Group which is not working in the interest of the asset or is in breach of its constitution.

| In the event of dissolution of the Friends Group the available funds of the Friends Group shall be transferred to ~~Lowestoft Town Council~~LTC and held in a special reserve for that facility.

| On dissolution the minutes and other records of the Friends Group shall be deposited with ~~Lowestoft Town Council~~LTC.

Adopted by:

Name:

Signature:

Chair of Friends of

Date:

As approved in the minutes of the AGM held on the (Copy attached)

