



# “FRIENDS OF” START UP PACK

GUIDANCE NOTES FOR STARTING  
A FRIENDS GROUP

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## INTRODUCTION

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.

Lowestoft residents love their parks, play areas and open spaces and want to be involved with their management and upkeep. Lowestoft Town Council is keen to encourage the formation of local community groups who will adopt parks, play areas, open spaces and community assets and have a voice in how these assets are managed and enjoyed.

Setting up a “Friends of” group gives 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 that facilities or events and activities are provided for the local community. Although this can be hard work the rewards are more than worth the effort and the satisfaction gained by contributing to your neighbourhood can’t be measured.

This pack explains the basic steps that you can take to start a group, from organising your first meeting, developing your aims and goals, finding sources of funding and making useful contacts. If you feel you that you need any help or would like to ask any questions please do not hesitate to contact us.

## CONTACT

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# FRIENDS & LOWESTOFT TOWN COUNCIL

Friends Groups work in partnership with Lowestoft Town Council, their contractors, tenants, and other park users such as sports groups. As the statutory body which 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 publicly-owned buildings and green spaces.

Here are a few overarching 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.
- 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 drawn from residents of the parish of Lowestoft, however anyone can join the group as a non-voting member.
- All Friends groups agree to proper safeguarding practices for 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.

These are very broad rules 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 tell LTC and the groundskeepers so the area is not mowed in the spring! If you want to have an event, LTC needs to know ahead of time so that it doesn't rent the space to another club.

Good communication between the Friends Groups and LTC is vital for a harmonious relationship. 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: Starting Out, Launch Event, Setting up an Annual General Meeting (AGM) and the AGM itself.

## Starting Out

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 aim of this stage is to publicise the group and gather as much interest as possible. Speak to your Lowestoft Town 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 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.

Get a group together and keep the meeting casual, fun and short. Introduce yourselves and don’t be shy about what you can contribute to the group. What do you want to do? Some people will be happy to work on Social Media pages, while others just want to organise a litter pick. Everyone has skills and knowledge they can contribute!

## Launch Event

This should be a fairly informal meeting to mull over ideas/issues, think about the aims of the group as well as an opportunity to identify the members who have the skills, interest and enthusiasm to get the group started. 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.

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.

At this stage a representative of the Lowestoft Town Council will be happy to attend to give the group background information, contacts and encouragement.

## Setting up an AGM

This consists of organising an official meeting, the AGM of the Friends Group. At this meeting you will adopt your constitution and elect officers, committees, 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 held in a place that is local to your park, open space or community building, and be 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 people, parents of young children, and possibly wheelchair 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. Later on, you can set the meetings for whatever times suit the majority of your group.

**Who should we invite?** - As a community group you need to involve as many people as possible, therefore your meeting should be widely advertised. Word of mouth is the best form of advertising; however, posters and leaflets are also beneficial if they are put in the right place. Set up a Twitter account, Facebook page or other free social media. Schools, shops, clubs and the facility itself are great places to put advertising for your meeting. Always be sure to get permission and remember to take down the advertising after the event! It is also useful to speak to our Facilities Manager to help you with invitations and ensure that the appropriate councillors and interested parties are kept informed. Our Facilities Manager will always be happy to attend your meetings when possible.

- Look for as wide a range of people as possible. Don't forget the young, the old, and the disabled.
- Advertise widely in print (posters, flyers) and on social media.
- The Lowestoft Town Council might be able to advertise your group on its website and print ads if notified enough in advance. Contact the LTC for more information.

**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 minuted. 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.

## **Holding the AGM and agreeing a Constitution, Officers and Committee(s)**

**Adopt a Constitution** - 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 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 (signed by the elected Chair) should be forwarded to Lowestoft Town Council along with a copy of the minutes of the first AGM.

**Elect Your Officers** - 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, don't worry, you may find volunteers later on. The town council will support you if you are actively trying to grow the group and work towards the constitution.

**Agree to set up a Bank Account** - At this stage you may also wish to decide 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 your 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. You will need to take a vote on this at you AGM and ensure it is minuted as banks usually require a copy of the minutes to authorise an account and signatories.

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 YOUR GROUP**

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 encourage the group.

**Be sure to plan something that is easily achievable, fun, and can be completed quickly.** Remaining positive is key to keeping a group successful.

## Remember-

- Keep your goals realistic and achievable.
- Keep it fun!
- Anticipate problems (like bad weather) and have a plan.
- Make sure everyone has a role.

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. Don't 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 Lowestoft Town Council 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 Lowestoft Town Council 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; then 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.
- 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 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 SUGGESTIONS

Lowestoft Town Council 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
- 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.

### Initial AGM Agenda

#### AGENDA

For the Initial AGM of the Friends of West Garden  
6.30pm, 20<sup>th</sup> July 2018,  
Park Pavilion, West Garden

1. Chair’s Welcome and Introductions
2. Apologies
3. Presentation about the Group with a Q&A
4. Adopt the Constitution
5. Election of Officers & Committee
6. Approve Finances
7. Close of AGM

It is probably worth having a social time to get to know people after the formal part of the meeting.

### AGM Agenda

#### AGENDA

For the AGM of the Friends of West Garden  
6.30pm, 18<sup>th</sup> July 2019,  
Park Pavilion, West Garden

8. Chair’s Welcome,
9. Apologies
10. Minutes of the Previous Meeting
11. Annual Report
12. Financial Report
13. Election of Officers & Committee
14. Motions
15. Close of meeting

## Ordinary Agenda

### AGENDA

Meeting of the Friends of West Garden  
6.30pm, 20<sup>th</sup> October 2018,  
Park Pavilion, West Garden

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 the Friends of West Park held at 6.30pm on the 20<sup>th</sup> OCTOBER 2018 in the Park Pavilion

1. Chair's Welcome.  
The Chair welcomed everyone to the meeting.
2. Apologies  
Apologies were received from Justin Case and Neva Here
3. Minutes of the Previous Meeting  
The minutes of the last meeting were read and approved. Nominated Peter Smith, Seconded Elaine Brown. 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, seconded by David Singh. All in Favour.  
There were no other reports.

## 6. Financial Report

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

## 7. Project Reports

- a) Lowestoft in Bloom 2019 – the sub-committee has met and starting planning for displays for the competition. They would be presenting their ideas and the budget at the next meeting.
- b) Annual Tree Survey – West End High School 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 once approved by the meeting. The Chair formally thanks David Singh for his work on this project and liaising with the school. It was agreed that a thank you letter would be sent to the school.

Janet Williams proposed accepting the reports, this was seconded by Elaine Brown. All in favour.

## 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 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, Helen Nowak, Peter Dean and David Singh.

## 9. Funding

The Treasurer confirmed that we had received the £500 grant from the Town Council for the new rose 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 19<sup>th</sup> November at 6.30pm

## 12. Meeting closed at 7.45pm

Signed by Beryl Jones, Chair

# DRAFT CONSTITUTION

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

## Constitution for the Friends of

.....Insert Facility Name.....

### NAME

The group will be known as the Friends of (insert 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 in order to 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 LTC 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.

## **MEMBERSHIP**

Membership shall be open to all interested in actively furthering the aims of the Friends Group. Voting Membership shall be open to those who live or work within the parish of Lowestoft.

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, educational institutions or businesses as are interested in actively furthering the needs of the Friends Group who operate within the parish of Lowestoft. 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.

## **CESSATION OF MEMBERSHIP**

Voting Membership will cease should a member move out of or cease working in the parish of Lowestoft.

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 will be invited to attend to consider the situation and make an appropriate decision. Any decision must be made by the majority of those present and if membership is terminated then an official letter, including an explanation for the reason for termination, will be sent by the Chair/Secretary with seven days.

## **MEETINGS**

An Annual General Meeting (AGM) will be held each year in the month of .....

The AGM will cover the following business:

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

As well at the AGM there will be a minimum of three ordinary open meetings of the Friends Group each year, the timing of which will be decided by the Executive Committee and the four meetings spread evenly throughout the year.

Special General 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 AGM each year and at least 7 days' notice of other meetings.

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

The Friends Group will use the Lowestoft Town Council 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 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 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 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 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 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 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 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 AGM. To be valid nominations must be of current members who are local residents (with the exception of corporate members), proposed and seconded by two other current 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 AGM.

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 set up a special reserve on their behalf.
- Raise funds for the facility in line with Lowestoft Town Council permissions
- Apply to appropriate organisations for funding once it has obtained relevant permission from Lowestoft Town Council.
- Acquire and run buildings and equipment which are not on Lowestoft Town Council property
- Hold and take out insurance
- Organise and run regular events, fun days and activities in conjunction with Lowestoft Town Council and its policies.

## **SUB-COMMITTEES**

The Executive Committee may constitute such sub-committees 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 sub-committee 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.

## **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 subcommittee) at which s/he is present 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 furtherance of 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.



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.

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 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 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 before they can take effect.

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

Lowestoft Town Council 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 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.

Adopted by:

Name:

Signature:

Chair of Friends of .....

Date:

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