

# Mortimer Village Partnership

## Connecting People, Groups and Interests

### CONSTITUTION

27<sup>th</sup> March 2011

## 1. Background

The original 2004 Mortimer Parish Plan was reviewed in 2008, and a new process of consultation through questionnaires and public meetings was undertaken. Many priorities were identified that do not fall within the remit of the Parish Council, West Berkshire Council or other statutory agencies. Mortimer Village Partnership (MVP) was proposed as a vehicle to take forward priorities that people who live and work in Mortimer and its immediate environs feel would make a difference to them. MVP held its inaugural meeting on 3<sup>rd</sup> September 2009.

## 2. Purpose and Objectives

The overall purpose of Mortimer Village Partnership is to involve people and groups in the life of the village, by improving communications, by connecting people together and by facilitating activities and events, thereby enhancing the lives of those who live and work in Mortimer (\*\* see below).

In order to achieve its purpose Mortimer Village Partnership shall have the following key objectives for action, where applicable: -

- ✓ To ensure that MVP maintains close contact with, and involves, the community to ensure that projects address identified priorities.
- ✓ To seek out and work with partners to ensure the delivery of those projects and action plans.
- ✓ To identify and apply for sources of funding.
- ✓ To review regularly projects to ensure their progress and to identify where changes are needed
- ✓ To promote actively the interests of Mortimer and those people who live and work in the village
- ✓ To pursue good working relationships with local Councils and other statutory agencies, and community organisations in neighbouring villages

(\*\* **Note:** throughout this document “Mortimer” includes its immediate environs)

## 3. Structure and Administration

MVP is an unincorporated association of organisations and individuals representing the community and interests of Mortimer and its immediate environs.

### 3.1 Powers

In furtherance of its aims and objectives MVP shall have the power to:

1. Receive funds and undertake financial transactions necessary to conduct its business.
2. Seek funding and support in kind to assist in the running of the partnership and for the delivery of agreed projects.

3. Take appropriate action to influence local and regional decision-making as it affects the achievement of the main purpose and objectives of the partnership.
4. Work with interested parties to establish groups and organisations to deliver key priorities.
5. Hold public consultation and exhibitions and to publicise revised priorities as appropriate
6. Do all such other lawful things as are necessary for the achievement of the purpose and objectives of MVP.

### **3.2 Responsibilities**

In exercising the above powers MVP, as an unincorporated association, will take account of the risks involved in not being incorporated and will make appropriate arrangements to protect individual members of MVP, including appropriate insurance cover.

MVP will produce and publish an annual report to demonstrate progress towards achievement of objectives and to account for income and expenditure during the relevant year. This will be available at the AGM.

### **3.3 Membership**

MVP will consist of a Committee which carries out agreed activities to promote the objectives and priorities; membership of the Committee is open to any interested parties living or working in Mortimer, either through self or public nomination. In addition a smaller Management Group will be responsible for the strategic direction of the partnership.

## **4. Meetings**

### **4.1 Annual General Meeting (AGM)**

MVP will hold an AGM within 15 months of its inaugural meeting, and there should be no more that 15 months between subsequent AGMs. The AGM will be open to any interested parties, and people who live or work in Mortimer will be entitled to speak and vote. The business of the AGM will include the following matters to be discussed and decided upon:

- Receiving the annual report and accounts for the preceding year from the Management Group
- Electing/re-electing officers for the Management Group
- Reviewing and agreeing priorities for the forthcoming year
- Reviewing and agreeing any changes to the constitution

### **4.2 Special General Meeting (SGM)**

The Management Group may call a special general meeting (SGM) of MVP at any time. If at least ten people living or working in Mortimer request such a meeting in writing stating the business to be considered, the Secretary shall call a meeting. At least 21 days notice must be given and the notice must state the business to be discussed.

### **4.3 Notice of General Meetings**

Any AGM or SGM will be publicised through the MVP website, village notice boards and other media, giving at least 14 days notice.

## **5. Dissolution**

MVP may be dissolved by a decision taken at a general meeting provided that 21 days notice has been given that this will be an agenda item. A vote of two thirds, which must include 4 of the 5 elected officers, of those present and voting at the meeting in favour of dissolution is required for the MVP to cease operating. Directions as to the disposal of any assets shall also be decided at this meeting, but beneficiaries should ideally be current “paid up” affiliates who have maintained membership for 2 full years.

In the instance of grants held by the MVP where monies or assets can still be identified ie. Not used for any purpose dictated by the giver; The grant should be returned or course of action sought from the giver.

Outside of current affiliates other beneficiaries maybe considered where the stated objectives of that organisation should have similar goals and ethos to that of the MVP, that is to “Enrich Village Life” and should specifically serve the community within the Parish of Mortimer.

For the purpose of transparency the disposal of assets should be overseen by the SMPC Chairman and the Accounting Company who conducted the last independent review of the annual accounts of the MVP, whose costs should be taken from said assets.

## **6. MVP Committee membership and working methods**

The MVP Committee will have a membership of interested parties who live or work in Mortimer, either through self-nomination or co-option. Membership will be encouraged to represent the wide range of interests within Mortimer.

### **6.1 Meetings of the Committee**

The Committee will meet as required to organise the projects being carried out, address issues as they arise, feed in views and information to aid MVP decisions, or to raise concerns about the operating of MVP. The Secretary will undertake recording of meetings and will distribute agendas in advance of meetings.

### **6.2 Decision-making within the Committee**

The preference is to reach decisions by consensus. When a vote is necessary, each member of the Committee present at the meeting shall have one vote. All decisions shall be through a majority voting system. Where votes cast in any matter are equal then the Chair shall have a casting vote in addition to a vote as a member.

## **7. Management Group membership and working methods**

The membership of the Management Group will be a maximum of eight, consisting of the following officers elected at the AGM:

- Chair
- Vice-Chair
- Treasurer
- Secretary

plus a maximum of four other members chosen by the MVP Committee. Officers will hold these posts for a period of one year.. If a vacancy on the Management Group occurs during the year, the Management Group can co-opt to fill the vacancy and the co-optee will stand for election at the subsequent AGM.

The Management Group shall meet as required. All members of the Management Group are also members of the Committee. Record keeping and decision making will be as for the Committee.

A member of the Management Group shall cease to hold office if he or she is absent from all their meetings within a six-month period.

#### **7.1 Quorum**

The quorum for all Management Group meetings shall be one half of the full (i.e. voting) membership of the Group, with a minimum of three.

#### **7.2 Urgent matters**

Should urgent matters arise requiring a decision that cannot wait until the next Management Group meeting then the Chair, in consultation with at least two other members of the Group, shall have the power to decide the matter providing that it is in line with the purpose and objectives of the partnership. The matter shall be reported back in full to the next meeting of the Management Group.

### **8. Financial Matters**

#### **8.1 Policies**

The treasurer is responsible for the accounting policies, all changes to accounting policies are to be approved by the management committee.

#### **8.2 Records**

The treasurer will keep accurate and complete records of all financial transactions.

#### **8.3 Bank Account**

All bank accounts will require at least 2 signatures for payments.

#### **8.4 Reporting**

The treasurer will report the financial status of MVP to the Management Committee on a regular basis, at least quarterly.

The annual accounts will be independently reviewed prior to the AGM and approved at the AGM.