



Shepton 21 Regeneration Partnership

CONSTITUTION

1. NAME

- 1.1 The name of the organisation is Shepton 21 Regeneration Partnership, herein after referred to as Shepton 21.

2. OBJECTS

- 2.1 To promote and manage the development and delivery of the Community Strategic Plan 2006-2021 for Shepton Mallet and the surrounding area, hereinafter referred to as the Plan.
- 2.2 To develop and manage projects arising from the Plan, focusing on poverty, education, housing, employment, culture, environment or other local needs identified within the plan as it is reviewed.
- 2.3 To ensure that local people, businesses, community groups and other organisations have the opportunity to engage with the development and decision-making process and to encourage representation from across the area of benefit, which is the town of Shepton Mallet and the parishes of Croscombe, Pilton, Pylle, Binegar, Doultling, Stoke St Michael, Cranmore, Downhead, Leigh on Mendip, Ashwick, Evercreech, Milton Clevedon, Ditchheat and East Pennard.

3. COMMITTEE POWERS

- 3.1 To manage, research, develop or otherwise engage in projects which further the Objects.
- 3.2 To co-operate with, enter into agreement with or enter into contract with, other organisations to further the Objects.
- 3.3 To undertake the administrative and financial requirements required to manage and run Shepton 21.
- 3.4 To employ staff or volunteers to further the Objects.
- 3.5 To raise, apply for and hold funds to further the Objects and to maintain Shepton 21 but not to do so by trading.
- 3.6 To hire premises and equip them in order for Shepton 21 to operate.
- 3.7 To review, through consultation and research, the content of the Plan and revise projects, goals and aims accordingly.
- 3.8 To explore and consider options for the creation of one or more other organisational formats to manage and develop the Plan, or projects that Shepton 21 develops, and to act as a lead partner in creating these organisations.
- 3.9 To create task groups which will consider, research and develop projects and make proposals to the Committee.

3.10 to write and adopt such policy documents as may be necessary for the operation of Shepton 21

4. FINANCE AND ACCOUNTS

- 4.1 All funds will be kept in a bank account in the name of 'Shepton 21', at Barclays Bank, Wells (20-99-40), account number 50112868 and will be used only to further the Objects and business of Shepton 21.
- 4.2 The Chair, Vice-Chair and Treasurer will be signatories on the account and all cheques will require two signatures.
- 4.3 Accounts will be kept by the Treasurer who will make them available for inspection at each general meeting of the Committee and annual general meeting of the membership and otherwise by request from any member.
- 4.4 Expenditure over £200 will be agreed by the Committee by majority vote at a general meeting of the Committee.
- 4.5 No member may gain financially, although expenses agreed in advance may be reimbursed.

5. MEMBERSHIP

- 5.1 Membership is open to individuals and individuals representing organisations that live within, operate within, or have an interest in, the area of interest of the Plan and applications for membership are encouraged.
- 5.2 Members must have an interest in furthering the aims and objectives identified within the Plan.
- 5.3 Members must sign the register of members.
- 5.4 Membership may be terminated by majority vote at a general meeting of the Committee if it is considered to be in the best interests of Shepton 21.
- 5.5 Failure to attend three consecutive meetings will be deemed to be resignation by the member, except by prior approval by the Committee.

6. COMMITTEE

- 6.1 The Committee will be elected by those present at the inaugural meeting and thereafter by the membership at annual general meetings, by proposal by a member and by majority vote of those members present.
- 6.2 The Committee will consist of a Chair, Vice-Chair and Treasurer and between five and eight other members.
- 6.3 The Committee will appoint from within their number Task Group Chairs and/or other officer roles as required.
- 6.4 Where a Committee member or task group member represents a business, community group, charity or other organisation, that body may replace their representative either temporarily or permanently; this appointment will require a majority vote by the Committee. In such an instance, that individual will remain as a member either until the next annual general meeting or until they are no longer replacing the original member
- 6.5 Should a Committee member resign partway through a term, a one months notice is required. An extraordinary general meeting of the membership will be held within two months to elect a replacement.
- 6.6 Should a committee member have their membership terminated partway through a term, an extraordinary general meeting of the membership will be held within two months to elect a replacement.

7. ADMINISTRATIVE RESPONSIBILITIES OF THE COMMITTEE

- 7.1 Keep a register of members.
- 7.2 Keep minutes of all meetings; items requiring a vote will be marked, conflicts of interest should be noted and objections should be noted.
- 7.3 Keep a separate record of confidential matters.
- 7.4 Distribute minutes and agendas at least seven days before a meeting and details of a special general meeting for the purposes of dissolution at least fourteen days before that meeting.
- 7.5 Task Group Chairs will report to each general meeting of the Committee on the current work in progress, proposals and requests for funding
- 7.6 The Treasurer will be responsible for those responsibilities outlined in section 4 of this constitution.
- 7.7 The Vice-Chair will take the place of the Chair where necessary and in such instances will acquire the powers and responsibilities of the Chair
- 7.8 The Chair will lead the business of meetings and has that power and responsibility conferred in section 8.4 and 11.2.
- 7.9 The Committee may elect a member of staff or other party to assist the Secretary and Treasurer to carry out the duties of their role but in such an instance ultimate responsibility will remain with those Committee officers.

8. MEETINGS

- 8.1 The Committee and task groups will meet as often as necessary to carry out their purposes
- 8.2 An annual general meeting of the membership will be held each year within 15 months of the previous annual general meeting.
- 8.3 At any meeting where a vote is required, decisions will always be made by majority vote of those present provided that the meeting is quorate.
- 8.4 Should it be necessary, the Chair, or in his/her absence, the Vice-Chair will have a casting vote. If the Chair or Vice-Chair is not present, the item will be carried forward to the next meeting.
- 8.5 For a vote to take place, a quorum must be present, which will consist of two-thirds of those eligible to vote at that meeting.
- 8.6 Every member will have one vote, even where they represent more than one organisation or individual.
- 8.7 All meetings will be minuted.
- 8.8 Business will be conducted through the Chair, or in his/her absence, through the Vice-Chair. In the absence of the Chair or Vice-Chair, business not requiring a vote may be conducted through a member elected by those present from among their number.
- 8.9 Representatives of other organisations, staff and anyone else whose presence the Committee (or the Chair of a task group at a task group meeting) feel is relevant may be invited to attend a meeting as an observer or contributor.
- 8.10 Items of a confidential nature will be thus marked on the agenda.
- 8.11 A member who has a personal interest in an item being discussed is required to declare this and withdraw from the meeting. In such an instance, the member will not be eligible to vote on the matter and will not be considered present for the purposes of quorum.
- 8.12 Task group meetings will be chaired by an elected member of the Committee except where a member is made Acting Task Group Chair by the Committee;

in the instance of the latter, this person does not acquire the powers and responsibilities of a Committee member.

9. CONDUCT OF MEMBERS

- 9.1 At any meeting, all members will be accorded respect and consideration.
- 9.2 Members must act as positive ambassadors for Shepton 21 and the Shepton Mallet area when representing Shepton 21.
- 9.3 Members must respect confidential discussions, agenda items and proposals and must not disclose these, directly or indirectly, to anyone not present at the meeting at which the matter is discussed.
- 9.4 Members must direct funding applications and media contact, verbal or written, through the Committee at a general meeting, except by prior approval by the Committee.
- 9.5 Members will uphold the ethos of the content of the equalities policy and other policies that the Committee might make.

10. AMENDMENT

- 10.1 Alterations to the Constitution will require a majority vote in favour at a general meeting of the Committee.
- 10.2 No amendment can be made that has the effect of making Shepton 21 cease to be a not-for-profit body.
- 10.3 No amendment can be made to sections 1, 2, 10 or 11 of this constitution.

11. DISSOLUTION

- 11.1 Shepton 21 may be dissolved only at a special general meeting called for that purpose, advertised externally at least fourteen days prior to that meeting and stating the terms and reason for the proposed dissolution.
- 11.2 A proposal for dissolution will require the presence of the Chair
- 11.3 All monies, documents and other possessions remaining after financial and other obligations have been met will be disposed of by majority vote but the Committee must seek to transfer these to one or more other bodies established for charitable purposes with similar objectives and should this not be possible, they will be passed to Mendip District Council or its successor.

This Constitution is adopted by those present at the inaugural meeting of Shepton 21 Regeneration Partnership on March 26 at The Shrubbery Hotel, Shepton Mallet and these people are recorded in the minutes of that meeting.

Chair

Treasurer

Vice Chair

Secretary

shepton 21



Shepton 21 Regeneration Partnership

MISSION STATEMENT

Shepton 21 Regeneration Partnership encourages everyone in the town of Shepton Mallet and its surrounding villages to take part in identifying, developing and delivering much needed and worthwhile improvements in the area for the benefit of as many people as possible throughout our community.

We will work enthusiastically together and with statutory, voluntary and community groups, local businesses, other organisations and agencies in order to do as much as we possibly can and as quickly as we possibly can.

We will enjoy the experience of delivering change and extend a warm welcome to everyone throughout the process.

shepton 21



Shepton 21 Regeneration Partnership

EQUALITIES POLICY

Shepton 21 Regeneration Partnership recognises that in our society power is not held equally and that groups and individuals have been and continue to be discriminated on many grounds including, for example, race, sex, age, disability, sexual orientation, class, religion, marital status and where they live.

We also recognise that if direct or indirect discrimination occurs, it is both legally and morally unacceptable, and is in direct contradiction to our commitment to serve the whole community.

We will always combat direct and indirect discrimination in its employment practises, management, in the services it provides and in its relationship with other bodies.

Code of Conduct

People will be treated with dignity and respect regardless of race, nationality, gender, sexual orientation, disability and age.

At all times, people's feelings will be valued and respected. Language or humour that people find offensive will not be used; sexist or racist jokes or terminology which is derogatory to someone with a disability is unacceptable.

No one will be harassed, abused or intimidated on the ground of his or her race, sex, age, nationality or sexual orientation. Incidents of harassment will be taken seriously.



Shepton 21 Regeneration Partnership

ORGANISATION STRUCTURE

Task groups are established as required and are key to interaction with the community

