

Egerton Playing Fields Association – Governance April 2024

Legacy arrangements

The 1970/2009 Lease between EPC and Trustees of EPFA, loosely forms the constitution of an unincorporated association.

Committee of Management as per lease (originally 9, but now 8 members) comprises: -

- a. Tenants i.e. trustees Geoff Wickens, Phil Missing, John Harper (two remaining)
- b. Six appointees from Parish Council, Cricket Club, Football Club
- c. Two co-optees if required

Voting arrangements with above Committee: -

- a. Two thirds for new organisations to join EPFA (originally 6 out of 9 members)
- b. One third for other “rules of conduct” changes (originally 3 out of 9 members)

Current Committee has 11 members, only one member from Football Club and one from Running and Cycling Club. There are 3 co-opted members.

Proposed arrangements

Proposed resolution: - to form a reduced size “executive committee” from the wider Committee to administer day to day duties.

Rules for “Executive Committee” as follows: -

1. Aims - Ensure 2009 lease requirements are carried out
2. Rules for day to day running
 - a. Protect and maintain assets
 - b. Keep accurate and secure records
 - c. Ensure good management policies
 - d. Engage with Parish Council, playing fields users, local and wider community
 - e. Vote on day-to-day issues – as per lease i.e. 3 members
3. Structure of executive committee
 - a. Chair
 - b. Treasurer
 - c. Secretary
 - d. Maintenance/trustee
 - e. Bookings Clerk
 - f. Others co-optees as required
4. Roles and service
 - a. Appointment each year at AGM
 - b. Duration of service – period could be stated if required
 - c. Role of each member – may be combined by agreement
 - i. Chair – direct activities, meetings, community engagement
 - ii. Treasurer – carry out all financial duties

- iii. Secretary – record activities, communicate
 - iv. Maintenance – manage assets, health and safety checks, liaise with users
 - v. Bookings – liaise with hirers, issue invoices, maintain calendar
- 5. Conflict of Interest – declare and remedy
- 6. Meetings – type and frequency
 - a. AGM – yearly as per lease - full Committee
 - b. Other – quarterly or as required, quorum to be 3 members
- 7. Finances
 - a. Banks accounts – current, savings, lottery
 - b. Cheques signatory minimum 2
 - c. Bank account access minimum 2
 - d. Maintain online banking
 - e. Pay bills promptly
 - f. Issue invoices
 - g. Keep yearly accounts, but regular updates throughout year
 - h. Independent Audit
- 8. Policies
 - a. Legal duties
 - b. Health & Safety
 - c. Insurance
 - d. Data protection & GDPR
 - e. Equal opportunities
- 9. Promotion
 - a. Promote aims of association
 - b. Explore improvement and financial/grant opportunities
 - c. Fundraising
 - d. Website and other social media
- 10. Amend these rules as required
- 11. Dissolution method – as per Lease