



Constitution of Harrow Parks Forum

1 Name

The Group shall be called the **Harrow Parks Forum (HPF)**.

2 Vision

HPF's vision is for all Harrow's Parks and Open Spaces to be beautiful, well-maintained, and litter-free, safe, and welcoming, to have appropriate facilities and equipment, and to be loved and used by and for the benefit of the whole community.

3 Purpose

To promote and support Friends and User Groups of Harrow's Parks and Open Spaces (called Park User Groups), to represent them locally and nationally, and to work with them and with Harrow Council in pursuing our Vision.

4 Aims

- 4.1 To act as a key consultee on parks and open spaces.
- 4.2 To influence decision making, including resources allocation, affecting parks and open spaces in Harrow.
- 4.3 To gather and disseminate information about sources of funding from Harrow Council and elsewhere.
- 4.4 To support Park User Groups and Harrow Council in maintaining and improving parks and open spaces.
- 4.5 To disseminate relevant information from Harrow Council and other organisations to Park User Groups.
- 4.6 To support Park User Groups in communicating with each other, with Harrow Council and with other organisations.
- 4.7 To negotiate with Harrow Council to obtain insurance cover for the activities and equipment of Member Groups.

- 4.8 To promote increased participation in membership of Park User Groups to reflect Harrow's diverse population.
- 4.9 To encourage and educate the wider community, especially the young, the elderly and those with a disability, to care for and make use of their parks and open spaces, e.g., for exercise, sport, education, recreation, fun with family and friends, and community events.

5 Membership

- 5.1 **Full Membership** of HPF will be for formally constituted Park User Groups, not more than one per park or open space.
- 5.2 **Full Membership with Insurance Cover** will be for Park User Groups that have a constitution that satisfies the requirements of the Insurer.
- 5.3 **Associate Membership** will be for any organisation or individual that wishes to be included in circulars sent to Member Groups and to attend General Meetings of Harrow Parks Forum.
- 5.4 The Executive Committee will decide whether or not to recommend new applicants for one of these categories of membership and a formal decision will be made at the next General Meeting.
- 5.5 Each Member Group shall nominate up to two representatives (Normally the Chair & Secretary or nominated proxy). Harrow Councillors and Officers may not be representatives.
- 5.6 Only one representative (or substitute) per Member Group may vote at General Meetings of HPF. HPF Associate Members will not have the right to vote and may speak at meetings only with the permission of the Chair.

6 General Meetings

- 6.1 The HPF Annual General Meeting will be held once a year, normally in September. The AGM will be followed by an Ordinary General Meeting.
- 6.2 There will be at least four additional Ordinary General Meetings, normally in November, February, April, and June.
- 6.3 A Special General Meeting may be called to discuss matters of pressing concern by the Executive Committee or by no fewer than 4 Member Groups of HPF.
- 6.4 The Quorum for any General Meeting shall be at least 4 Member Groups or 20% of the membership of the HPF, whichever is greater, including at least two members of the Executive Committee.
- 6.5 Guidance on the conduct of Meetings is given in Appendix 1.

7 The Executive Committee

- 7.1 The Executive Committee will consist of the Chair, the Deputy Chair, the Secretary, the Treasurer and up to four other Committee Members elected at the AGM or co-opted by the Executive Committee.
- 7.2 Executive Committee Members may undertake one or more specific roles such as Ambassador or IT Manager.

- 7.3 The Term of Office of Executive Committee Members will end each year at the AGM, but they may stand for election for the forthcoming year.
- 7.4 The Executive Committee will meet at least five times a year and the quorum for an Executive Committee meeting will be 3 including at least two officers.
- 7.5 Guidance on the conduct of meetings is given in Appendix 1 and for the responsibilities of Executive Committee Members in Appendix 2.

8 Finance

- 8.1 A Treasurer must have been elected in order for the HPF to undertake any financial activities.
- 8.2 Any funding and income received by the HPF, or any assets held by the HPF, may only be used to further the aims of the HPF and for no other purpose.
- 8.3 Financial records shall be maintained by the Treasurer.
- 8.4 Any bank accounts operated by the HPF shall require two signatures. The Officers and one other member of the Executive Committee can be designated signatories of cheques.
- 8.5 The Financial year for HPF shall be 1st August to 31st July.

9 Equal Opportunities

The HPF is committed to eliminating unlawful discrimination and promoting equality of opportunity in all that we do. We recognise and value the strength of diversity and aim to treat all people with dignity and respect whilst recognising the value of each individual and the positive contribution they make to the HPF and wider community. HPF encourages participation in Park User Groups by all Harrow's diverse community.

10 Ratification of & Amendments to the Constitution

- 10.1 This Constitution shall become effective upon approval at a Quorate General Meeting by a majority of the Member Group representatives present and eligible to vote.
- 10.2 Amendments to the Constitution may be made as follows:
- Notice of any proposed amendment must appear as an agenda item for an Executive Committee meeting.
 - The proposed amendment will be noted and recorded in the minutes and will appear as a special item to be voted on at the next General Meeting of the HPF.
 - The amendment will be carried if it is supported by at least two thirds of the Member Groups present (provided the Meeting is quorate).

11 Dissolution of Harrow Parks Forum

- 11.1 Dissolution of HPF can be agreed under the rules (10.2) for amendments to the constitution.
- 11.2 Or HPF will be dissolved if, for any reason, there has not been a General Meeting of Harrow Parks Forum for 24 consecutive months.
- 11.3 Any assets held by Harrow Parks Forum on dissolution shall be donated to an organisation with similar aims to HPF or to Harrow Council to be used for the

improvement of open spaces or returned to any organisation that may have claim to those assets.

This Constitution was adopted at a meeting of members on 11th October 2016 and revised at the Annual General Meeting on 12th June 2017 & 19th September 2023

Signed_____ Chair NAME

Signed_____ Secretary NAME

Appendix 1: Guidelines for Meetings

All General Meetings

- Up to two representatives (or substitutes) of each Member Group may attend the General Meetings of HPF. Only one representative per Member Group may vote.
- The Community Engagement Officer, The Portfolio Holder for Community & Culture and one or more Officers of Harrow Council shall normally be invited to a General Meeting to inform and advise us and to receive information, views, and advice from us. They may not vote.
- The Executive Committee may invite Officers of Harrow Council and other visitors to address General Meetings, to inform and advise us, to answer questions and to receive information, views, and advice from us. Such visitors may not vote.
- The Executive Committee may invite observers to General Meetings. Such observers may request permission of the Chair to speak but may not vote.
- Member Groups may suggest to the Executive Committee visitors and/or observers who might be invited to General Meetings.
- The Quorum for any General Meeting shall be at least 4 Member Groups or 20% of the membership of the HPF, whichever is greater, including at least two members of the Executive Committee.
- If a vote is necessary, it can be by show of hands unless one Member Group representative requests a secret ballot.
- In the event of a tie the Chair will have a casting vote.

Annual General Meeting

- Notice of the AGM will be given at least 21 days in advance together with the Agenda, the Minutes of the previous AGM, the Treasurer's Report and Financial Accounts (if any) for the year ending the previous 31st March and the Chair's Report.
- The AGM will be asked to accept the reports and financial accounts.
- Nominations for the Officers and other Members of the Executive Committee require a proposer and a seconder. Nominations will be invited in advance but can also be made at the AGM.
- Where there is a contest, voting for the Officers and other Members of the Executive Committee will be by secret ballot with a single transferable vote.
- The AGM will be followed immediately by an Ordinary General Meeting.

Arrangements for Ordinary General Meetings

- Notice of an Ordinary General Meeting will be given at least 21 days in advance.
- The Agenda, the minutes of the previous Ordinary General Meeting and a report from any Executive Committee Meeting held since will be circulated at least one week in advance.
- Normally any proposals that might require a decision should be circulated at least one week in advance, but the meeting can decide whether to allow a proposal from the floor.
- Normally the Agenda would be decided by the Chair in discussion with the Executive Committee and relevant Council Officers and would include reports from the Executive Committee, reports from Council Officers and presentations on matters of interest to Park User Groups.

Arrangements for Special General Meetings

- A Special General Meeting may be called by the Executive Committee or by no fewer than 4 Member Groups
- Notice should normally be circulated at least 21 days in advance. The only item on the agenda will be the matters of pressing concern that caused it to be called.

Arrangements for Executive Committee Meetings

- Notice should normally be circulated to Executive Committee Members at least 14 days in advance with a draft agenda.
- Minutes should be circulated to Executive Committee Members within 14 days of the meeting and to all Member Groups with papers for the next General Meeting.

Appendix 2: Guidelines for the Responsibilities of Executive Committee Members

Chair / Deputy Chair

- To chair the Harrow Parks Forum (HPF)
- To prepare Agenda for meetings with the Secretary and with Harrow Council (when appropriate)
- To attend meetings as necessary to represent HPF.
- To be accessible to Member Groups and keep them informed.
- To advocate on behalf of Harrow Park User Groups
- To represent Member Groups impartially and equally
- To write an annual report for the AGM

Treasurer

- To record all authorised expenditure
- To maintain the accounts of HPF including any independent Committee budgets that may be set up in the future.
- To ensure that invoices for the supply of any works, equipment or materials are paid and any expenses due to other members are paid within a reasonable time.
- To ensure that any money owed to HPF is paid within a reasonable time.
- To write an annual report for the AGM including the Annual Financial Accounts.

Secretary

- To minute all meetings of the HPF and Executive Committee.
- To prepare agendas in liaison with the Chair and Harrow Council (when appropriate).
- To circulate agendas and minutes to all HPF members and other interested parties.
- To accept and prepare any other correspondence and communications as required from outside the HPF.
- To act as conduit for passing information between Member Groups, Harrow Council and other organisations.

Ambassador

- To support, advise and encourage Member Groups and to exchange information about what different Member Groups are doing.
- To promote the formation of new Park User Groups
- To represent HPF in negotiation with Harrow Council or other organisation.
- If requested, to represent Member Groups in negotiation with Harrow Council or other organisation.

IT Manager

- To set up and manage HPF email accounts and website.
- To set up and oversee an online discussion forum for Member Groups

General

- Executive Committee Members are required to attend at least three Executive Committee Meetings per year (Except in exceptional circumstances) failure to do so could result in them being debarred from re-election for a 12 month period.