

Constitution of the Belchamp St Paul Playing Field Working Group

1. Name

The name of the organisation shall be the **Belchamp St Paul Playing Field Working Group** (hereafter referred to as “the Working Group”).

2. Purpose

The Working Group exists to support, protect, and enhance the life, use, and future of the Playing Field at Belchamp St Paul. It will operate in accordance with all required governance and due diligence standards.

3. Accountability

The Working Group shall operate under the authority and oversight of **Belchamp St Paul Parish Council**. All decisions and activities of the Working Group must align with Parish Council policies and procedures.

4. Membership

1. Membership is open to individuals, clubs, or teams who have an interest in the Playing Field and its future.
2. A minimum of **two Parish Councillors** must be members of the Working Group at all times.
3. Representation from as many user groups, clubs, or teams as possible is encouraged.
4. Members must act in the best interests of the Playing Field and the wider community.

5. Meetings

1. An **Annual General Meeting (AGM)** shall be held each year.
2. Additional meetings or communications may take place electronically or verbally as required.
3. Minutes or summary records shall be kept for all formal meetings (**AGM**).

6. Governance and Officers

1. A **Chair** shall be elected at the AGM.
2. In the absence of the Chair, an **elected Acting Chair** shall preside.
3. All members have equal voting rights, except the Chair (or Acting Chair), who shall hold a **casting vote** in the event of a tie.

7. Finance and Insurance

1. All finances, banking, and insurance shall remain under the full control of the **Parish Council and its Responsible Financial Officer (RFO)**.
2. The Working Group may incur **permitted expenditure** in line with the budget agreed by the Parish Council.
3. **Reasonable petty cash** may be used within limits approved by the RFO.
4. No member of the Working Group shall enter into any financial commitment without prior Parish Council approval.

8. Responsibilities of the Working Group

The Working Group shall: - Support the maintenance, safety, and improvement of the Playing Field. - Engage with users and the local community to ensure broad representation. - Make recommendations to the Parish Council regarding facilities, usage, and improvements. - Ensure activities are compliant with legal, financial, and governance requirements.

9. Amendments to the Constitution

1. Amendments may be proposed by any member of the Working Group.
2. Changes must be approved by a majority vote at the AGM or a specially convened meeting.
3. All amendments remain subject to Parish Council approval.

10. Dissolution

1. The Parish Council reserves the right to dissolve the Working Group if required.
2. Upon dissolution, all documentation and records shall be returned to the Parish Council.

This Constitution was adopted on: 25th November 2025

Signed:

Chair: *Holly Chaplin*

Parish Council Representative: *___J. C. Douglass___*

Clerk, Belchamp St Paul & Belchamp Otten Parish Council