



## **A. Purpose**

The purpose of this SOP is to provide clear leadership and to outline the role of the Leatherhead Community Garden (LCG) committee in meeting the objectives set out in this constitution.

## **B. Scope**

This SOP applies to all members of the LCG committee.

## **C. Procedures**

### **1. NAME**

#### **The Leatherhead Community Garden**

Based:  
West Hill School  
Kingston Road  
Leatherhead  
Surrey  
KT22 7PW

### **2. ADMINISTRATION**

Subject to the matters set out below the group shall be managed by the Members of the Trustee Committee listed in E of this constitution.

### **3. OBJECTIVES**

The objectives of the Group are:

- To promote gardening and learning within the community of Leatherhead.
- To encourage groups and people to grow fruit and vegetables.
- To encourage a healthy lifestyle through exercise and fresh produce.
- To encourage ecological awareness
- To build social cohesion

#### **4. POWERS**

The Group has the following powers, which may be exercised only in promoting the objectives:

- To provide a place for the community to come and enjoy gardening and growing fresh produce for themselves and the community.
- To publish or distribute resources.
- Raise funds and invite and receive contributions provided that in raising funds the Trustee Committee shall not carry out any substantial or extraordinary permanent trading activities.
- Co-operate with other associations, charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar purposes.
- Do all such other lawful things as are necessary for the achievement of its objects;
- Buy or take on lease of property necessary for the achievement of the objects;
- Employ such staff as are necessary for the proper pursuit of the objects;
- To set aside funds for special purposes or as reserves against future expenditure
- To deposit or invest funds in any lawful manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification)
- Appoint and constitute advisory committees as the Executive Committee may think fit.

## 5. GOVERNING BODY

The Group and its property and funds shall be managed and administered by a Trustee Committee comprising of officers and other members elected in accordance with this constitution. The officers and other members of the committee shall be the Trustees of the Group.

The Trustee Committee when complete shall consist of at least 4 and no more than 12 individuals, all of whom must be members of the Group and will hold posts of:

Chairman  
Vice-Chairman  
Secretary  
Treasurer  
Committee Members

- Those members wishing to stand for election to the above roles will be required to notify, in writing, the secretary, 14 days prior to the AGM.
- The Trustee Committee will meet on a quarterly basis and hold an AGM once a year.
- The Trustee Committee will consist of no less than 4 and no more than 12 members.
- All members of the governing body will retire from office from the conclusion of the next Annual General Meeting after appointment, but shall be eligible for re-election at that AGM.
- The governing body will be revised and voted for each year at the Annual General Meeting.
- A member of the Trustee Committee will stop holding the position if he or she:
  - is disqualified from acting as a member of the Trustee Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
  - Becomes incapable by reason of mental disorder, illness or Injury of managing and administering his or her own affairs;
  - is absent without the permission of the Trustee Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated provided that a member faced with removal shall have the right to be heard by other members of the Trustee Committee before a vote is taken;

- Notifies to the Trustee Committee a wish to resign (but only if at least three members of the Trustee Committee will remain in office when the notice of resignation is to take effect); or
- Fails to declare an conflict of interest under the provision of Clause 9(a) hereof

- The Trustee Committee shall have the right for good and sufficient reason to terminate the membership of any member provided that the member shall have the right to be heard by the Trustee Committee before a final decision is made.

- The names of the Executive Members will be amended and attached to the memorandum after every election. ( Known as Appendix. I)

## **5. MEMBERSHIP**

- Membership of the group is open to any individual over 18 who is interested in promoting the objectives and approved by the Trustees.

- Every member has one vote.

- The membership may invite anyone to attend their meetings as an observer but without the power to vote.

- Membership of the Group is not transferable.

- Membership is terminated if a member dies or, if it is an organization, ceases to exist.

- The Trustees may terminate the membership of any individual or organization whose continued membership would in reasonable view of the Trustees be harmful to the Group (but only after notifying the member concerned in writing and considering the matter in light of written representation which the member puts forward).

- A register of names and addresses of members must be kept and available to any member upon request.

## **5. THE ANNUAL GENERAL MEETING**

An Annual General Meeting shall be held in September or within two months either side of this date each year, or as soon thereafter as practically possible.

At the AGM the members

- receive reports of the previous years' work;

- Elect the members of the committee to replace those retiring from office
- Elect from the members of the Group, the Chair of the Group for the following year
- Look at any other matters which may arise
- The quorum for the AGM shall be 4 or one half of the membership of 6 whichever is greater
- 21 days' notice of an AGM shall be given to all members

## **5. DISSOLUTION OF GROUP**

The Leatherhead Community Garden may be dissolved by a resolution passed by a two thirds majority of those present and voting at a Special General Meeting convened for the purpose for which there will have been 21 days' notice to all members.

After dissolving of the Group, the Trustees shall remain in office and be responsible for the orderly winding up of the Groups affairs.

After making provision for all outstanding liabilities of the Group, the Trustees apply remaining property and funds in one or more of the following ways:

- Directly for the objectives
- By transfer to one or more other bodies established for exclusively charitable purposes within, the same or as similar to the objectives

A final report and statement of account relating to the Group must be sent to the General Registry.

## **Appendix I – Committee Members**

- **Chair: Mr Phil Wessell**
- **Vice- Chair: Mr Gary Bates**
- **Treasurer: Miss Lucy Naughton**
- **Secretary: Miss Kayleigh Arunasalon**

**SOP Link Reference List**

<b>SOP Number</b>	<b>SOP Title</b>

### Version Control Log

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