

# Knights Grange Friends



## Constitution

**Adopted September 2025**

## **1 – Name & Registered Address**

**1.1 The name of the group is ‘Knights Grange Friends’; referred to as KGF or the group in this constitution.**

**1.2 It is agreed that the registered address for KGF will be:**

**Knights Grange Friends,  
c/o New Images Youth and Community Centre,  
Nixon Drive Winsford CW7 2HG**

## **2 - Aims of the group:**

**2.1 KGF is being established to encourage and engage with the wider community and to increase the awareness and use of Knights Grange with all its open spaces and walks, beyond just sport.**

**2.2 KGF is an inclusive organisation and is committed to creating an environment where all individuals feel valued, respected, and have equal opportunities to participate and contribute, regardless of their backgrounds or characteristics. It is the intention of KGF to build a culture that celebrates diversity and actively combats discrimination.**

**2.3 The ultimate aim is for KGF to become a community hub with links across Winsford and increased usage by all the town’s key groups of all ages; and responding to future community ideas and needs.**

**2.4 KGF will work with Cheshire West and Chester Council as the owner of Knights Grange to promote and encourage its use by the public as a place for recreation and leisure.**

**2.5 KGF will act as a voice for Knights Grange on any issue which may affect its enjoyability.**

**2.6 KGF will also closely collaborate with the many sports clubs and activities which use it every week as part of the stakeholder group, and also through individual joint initiatives; and the Winsford Town Council.**

## **3 - Objectives:**

**3.1 To ensure the wider community has access to Knights Grange and all its facilities and to develop non-sport usage e.g. as parkland for walking, exercise and mindfulness; a place to picnic, and meet up.**

**3.2 To promote and protect the environment within the boundaries of the park area.**

**3.3 To promote health and wellbeing through the use of Knights Grange.**

**3.4 To establish Knights Grange as a Community Hub reaching out to groups and individuals of all ages and responding to future community ideas and needs.**

**3.5 To hold events including entertainment, walk and talk, community fitness, etc and any other ideas to make it come alive and bring communities together; with landlord approval and within local licensing agreements.**

#### **4 - Focus:**

4.1 The focus is to achieve the aims of KGF via an initial three key themes:

- a. **Community Events:** to enable and encourage community cohesion and involvement.
- b. **Community Health & Wellbeing:** to promote, enable and support.
- c. **Community Environmental Awareness & Engagement:** to be developed to increase the use and to protect our environment in Knights Grange.

4.2 These themes are subject to review as KGF and its activities evolve over time. They are not intended as a restriction, rather as a framework to focus the activities and impact of KGF and its actions.

#### **5 - Powers**

To further these aims, KGF may exercise the following powers.

- 5.1 To raise funds and receive contributions, donations and otherwise, provided that KGF shall not undertake any permanent trading activity.
- 5.2 To develop and/or support relevant activities and events and to raise the necessary funding through bids if required and the opportunity exists.
- 5.3 To bring together representatives of all community groups, voluntary and statutory organisations, government departments and individuals.
- 5.4 To produce leaflets/posters, noticeboards and signage to publicise KGF activities.
- 5.5 To hold meetings.
- 5.6 To pay the necessary expenses involved in running KGF.
- 5.7 To employ staff and/or contractors, when necessary, to carry out work.
- 5.8 To undertake any other lawful activity to further KGF's aims.

#### **6 - Membership**

6.1 Membership shall be open to all persons in sympathy with the aims of KGF and willing to abide by the KGF constitution.

6.2 Membership shall be determined by renewable annual registration.

- 6.3 Members shall have voting rights at General Meetings once they have held membership for fourteen days.
- 6.4 Categories of membership may be set at a General Meeting.
- 6.5 The Committee may review an individual's membership where it is deemed that the Individual has failed to uphold the values ascribed in the KGFs' Aims, or is deemed to have brought it into disrepute. The member shall be given 21 days prior notice of the meeting at which a resolution to terminate their membership is to be determined and shall be allowed to make representations to the meeting.
- 6.6 Each member will have one vote and will be eligible to stand for election onto the committee.
- 6.7 KGF will be non-party-political, non-sectarian and will be committed to non-discriminatory practices and equal opportunities.

## **7 - Management committee**

- 7.1 KGF shall be managed and administered by a committee (the Committee) comprising up to 12 members including the Chairperson, Deputy Chairperson, Secretary, Treasurer, and Communications Secretary.
- 7.2 The Chairperson, Deputy Chairperson, Secretary, Treasurer and Communications Secretary are jointly responsible for ensuring that the Committee conducts itself in line with this constitution.
- 7.2 The Committee may also appoint one of its number as any such Officer as it may from time to time determine.
- 7.3 In the event of a casual vacancy or in the event of committee spaces being left unfilled following an AGM, the Committee may co-opt members to fill such vacancies.
- 7.4 Any Officer vacancy may be filled by a vote of the Committee.
- 7.5 The Chairperson is responsible for communication of Committee business to those parties outside of the Committee, overseeing the overall operation of KGF including to ensure that meetings are held and that KGF is managed effectively in line with its constitution.
- 7.6 The Deputy Chairperson shall deputise for the Chairperson in their absence.
- 7.7 The Secretary is responsible for communication of Committee business to the Committee and other members and shall prepare meeting agendas in consultation with the Chairperson and shall give notice of, circulate, and take minutes of meetings. The Secretary shall maintain a schedule of members (committee and general) in accordance with the relevant Data Protection legislation. The Chair and Secretary will work together to ensure the constitution is adhered to.
- 7.8 The Treasurer shall manage the day-to-day financial affairs of KGF. The Treasurer will also support the development and submission of any funding/grants bids. All

- 9.4 The quorum for a Committee meeting shall be four committee members including at least two officers.
- 9.5 Decisions shall be made by majority vote of members present following discussion and a motion being proposed and seconded. In the event of a tie, the Chairperson must exercise a casting vote.
- 9.6 Urgent business may be settled by the Chairperson having taken soundings from the Committee, and in line with the decision-making quorum, four others being in agreement, one of whom must be an officer. Decisions on urgent business shall be reported to the next Committee meeting and recorded in the minutes of the meeting.
- 9.7 Where necessary 'sub-working' groups can also be established and their remit defined with the agreement of the Committee.

## **10 - Communications**

- 10.1 The Communications Secretary is responsible for the preparation and release of all 'press statements' including print, digital media and including the use of social media.
- 10.2 Day to day Committee communications will be via email with the option of a dedicated secure Dropbox as a shared information facility.
- 10.3 WhatsApp or similar Apps may also be used to arrange meetings.
- 10.4 Member engagement and updates will be via a combination of email and social media (Facebook and Website).
- 10.5 For decision making the committee will agree a combination of media to be used including online surveys and will depend on whether it is solely for the membership or is also open to the wider general public.

## **11 - Finances**

- 11.1 Any money raised shall be used to further the aims of the group and for no other purpose.
- 11.2 KGF may by way of a General Meeting resolution levy a membership fee in respect of any category of membership.
- 11.3 KGF shall open and hold a bank account in the name of Knights Grange Friends.
- 11.4 Any payment to be drawn against the Friends bank account shall be agreed by quorate decision at a Committee meeting or under 9.6 Urgent Business.
- 11.5 Any funds linked to a grant must only be paid in accordance with the terms and conditions of that grant contract.
- 11.6 A hard copy of kGF's income and expenditure transactions shall be kept on

external grant applications and any payments will require the written agreement of the Treasurer. The Treasurer is responsible for the preparation of the annual accounts for presentation at the AGM.

- 7.9 The Communications Secretary is responsible for the preparation and release of all external communications including 'press statements', print, digital media and also including the use of social media.
- 7.10 No member shall serve more than three consecutive years on the committee without re-election. No officer shall serve more than three consecutive years as an officer without re-election. Each committee member or officer may put themselves forward for re-election for a further three year period.

## **8 - Meetings**

- 8.1 General meetings will be held as often as necessary and at least two times a year.
- 8.2 An Annual General Meeting (AGM) of the group shall be held every year in the month of May. All members shall be notified not less than fourteen days before the meeting. An agenda will be circulated. Business of the AGM will include electing the committee; reporting on the activities during the year, amendments to the constitution and approval of the group's accounts.
- 8.3 The AGM shall appoint the following officers: Chairperson, Deputy Chairperson, Secretary, Treasurer, and Communications Secretary.
- 8.4 The AGM may appoint up to seven additional members to the Committee.
- 8.5 Voting on appointments shall be by show of hands or secret ballot (determined by the Chairperson) of the members present and shall follow individuals being both proposed and seconded.
- 8.6 An Extraordinary General Meeting (EGM) can be held at the chair's discretion or by a written request to the chair of not less than 10 Members. The meeting shall be called within twenty-one days of such a request and appropriate measures taken to inform all members. An extraordinary general meeting should only consider the business specified in the request.
- 8.7 The quorum for General Meetings, the AGM and an EGM shall be six members including at least two officers.

## **9 - Committee Meetings and Decision-Making**

- 9.1 Committee meetings are confidential. Any notification, decisions/actions etc should be agreed at the meeting with the Chair being the official spokesperson.
- 9.2 The Committee shall hold meetings on such a frequency as it deems necessary. A minimum of four Committee meetings shall be held per year.
- 9.3 Notice of Committee meetings, including an agenda of the items for discussion, shall be notified to the Committee with at least seven working days' notice.

file available for all Committee members to see with at least 5 days notice.

11.7 Year end accounts for KGF shall be prepared annually, approved by the Committee and presented to the AGM for information; verified by a competent person who is independent of the group

11.8 The account will require two signatures on any cheque or other bank document (except paying in slips) and for online banking. There will be five signatories available to the treasurer for signing cheques including: Chair, Deputy Chair, Secretary, Treasurer and one (1) other member of the committee.

11.9 A simple written note of the group's financial position, will be produced and available at committee meetings.

11.10 No member shall derive any financial benefit from the group, except for payment of 'reasonable expenses'.

11.11 No money will be paid out in the name of the group without a receipt being presented, or by vote at a committee meeting.

## 12 - Amendments to the constitution

12.1 Amendments can only be made at an AGM or EGM.

12.2 If amendment(s) to the constitution are necessary, members will be informed in writing and given the opportunity to consider and vote on the amendments. The amendment(s) will be made if there is a two-thirds majority vote of members.

## 13 - Dissolution

13. If the committee, by a simple majority, deem it advisable to dissolve the group, it shall call a meeting of all the members of the group, giving not less than 14 days notice. If such a decision is confirmed by a majority of those present, then all the assets of the group shall be transferred to another local voluntary group or community group with similar aims.

Adopted on the <sup>9<sup>th</sup></sup>.....day of September..... 2025

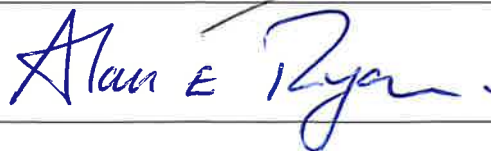
Signed – Chair:

 i.c. ~~Alan~~

Signed – Treasurer

 B Barton

Signed – Secretary

 Alan E Ryan.

