

# **NORTH ROAD PLOTHOLDERS GROUP**

## **RULES**

1. NAME: The name of the group shall be The North Road Plotolders Group

2. OBJECT: The object of the group shall be :-

- i. To promote the good cultivation of the allotments, the interests of all members in the gardening activities and to take joint action for the benefits of members.
- ii. To manage and maintain the North Road allotment site under lease from Hertford Town Council.
- iii. To take action to protect members against damage, trespass and theft.
- iv. To obtain a supply of seeds, fertilisers, tools and other horticultural equipment on behalf of members.
- v. Co-operating with other gardening groups/associations in matters of mutual interest.

3. MEMBERSHIP :

The group shall consist of such persons and their family who cultivate an allotment on the North Road site. Any such person found stealing from the site will face immediate termination of tenancy.

4. SUBSCRIPTION :

Every member shall pay an annual subscription of £2 renewable on 1st January each year to be included in rents from 1.1.2006.

5. OFFICERS :

The officers of the group shall be a chairman, a secretary and a treasurer. They shall be elected at each Annual General Meeting. Retiring Officers shall be eligible for re-election. They shall be ex-officio members of the committee. No two members of the same family may be officers at the same time.

6. COMMITTEE :

The affairs of the group shall be conducted by a committee of management of not less than 7 members. The committee shall retire at the Annual General Meeting but shall be eligible for re-election. A quorum shall be 5 members.

7. GENERAL MEETINGS:

The Annual General Meeting shall be held annually at such time as the committee or a general meeting shall decide. Ten members shall form a quorum. At the meeting the examined accounts and secretary's report shall be submitted and the officers and committee for the ensuing year

elected. Special general meetings shall be called upon the requisition in writing to the secretary of at least ten members. The Committee may call a special general meeting if they deem it necessary. No party-political or sectarian discussions shall be raised or resolutions proposed at either committee or general meetings. The Group acknowledges its obligations regarding attendance and supply of minutes under the Landlord and Tenants Act and also to facilitate the Town Council notifying available grants etc.

At least ten days notice shall be given of any general meeting.

#### 8. BANK ACCOUNT :

The Committee shall open a banking account in the name of the group. This shall be subject to the Financial Regulations agreed by the Group in a general meeting.

#### 9. EXAMINERS :

Two examiners shall be appointed who are not members of the committee, to examine the accounts and report thereon to the Annual General Meeting.

#### 10. POWERS OF COMMITTEE:

The Group authorises the Committee to hold such assets as may become available on its behalf. The Officers are authorised to sign a leasing agreement with the Town Council on the members behalf. In the event of the Group being dissolved a General Meeting of the membership shall be called to determine disposal of its assets.

#### 11. INDEMNITY OF OFFICERS:

The Officers and Committee members shall be indemnified out of the assets of the Group against losses and liabilities incurred subject to the conditions of the form prescribed.

# North Road Plotholders Group

## Financial Regulations

1. The Group will maintain an account with a reputable bank. The bank shall not be changed without the committee's approval. The Group's Treasurer shall maintain records of the bank account and shall reconcile all bank statements to those records.
2. There will be a number of signatories to the account, who shall all be members of the committee. Cheques must be signed by two signatories. No two members of the same family may be signatories at the same time.
  - 2a All cheques signed by the first signatory must be accompanied by the appropriate documents.
  - 2b Signatories should not sign any cheque that has not been completed correctly and under no circumstances should they sign a blank cheque.
3. A signatory may not sign a cheque where payment is to be made to that person or a member of that person's family.
  - 3a Payments may also be made via electronic banking. Only current cheque signatories are authorised to approve such payments. Authorisation must be in accordance with the requirements for payments by cheque, including all payments being authorised by two individuals excluding the payee.
4. The Treasurer shall maintain records of the accounts. The Treasurer shall report the balances to each committee meeting and shall provide a full set of accounts for approval to the AGM. These accounts shall be examined by two members of the Group who are not committee members.
5. All money received must be paid into the bank account, except that the Treasurer or Chairman may transfer funds from shop takings to the imprest account, in which case any such transfers must be recorded. The Treasurer shall ensure that all debts are collected and monies owed paid.
6. Subject to 6a below, receipts must be obtained for all expenditure. The receipt must include the date of transaction, amount and recipient of the money.
  - 6a. If it is not possible to obtain a receipt, the expenditure must be authorised by the Group's officers (three signatures required).
7. Subject to 7a, 7b and 7c below, all expenditure must be authorised by the committee and must be in accordance with the agreement with Hertford Town Council.
  - 7a A cash imprest will be held on site. This is to be used to pay for minor items necessary for the maintenance of the site, administration, etc.

Payments may only be made by a current cheque signatory, other than the payee, upon production of the appropriate receipt. Details of the payment including the amount, purpose of payment, and signatures of the payee and authoriser, must be recorded in the day book. The receipt must also be attached. The Treasurer will be responsible for topping up the imprest.

- 7b. The Group's three officers, acting together, may authorise expenditure up to a sum to be fixed at the AGM, where it is necessary to spend the money before a committee meeting is due. Such expenditure is to be reported to the next committee meeting.
- 7c. If there is an urgent need to spend a sum greater than referred to in 7b, above, this may be authorised by contacting all committee members individually to gain approval. Such expenditure is to be reported to the next committee meeting for formal approval.
- 8. The Group's financial year shall run from 1 August to 31 July.

NOTE: (This is not part of the Financial Regulations)

- 1. The number of cheque signatories referred to in 2, above, is currently five.
- 2. The petty cash float referred to in 7a, above, is currently £25.00.
- 3. The amount that may be authorised by the officers, referred to in 7b, above, is currently £300.00.