



## Save Our Woodland Bassaleg

## Achubwch ei'n Coedwig Masaleg

### Aims

We are a group of residents and local businesses/organisations, mainly from the villages of Bassaleg and Rhiwderin, who wish to work together to save and protect an area of woodland adjacent to Church Crescent/Ruperra Close, Bassaleg, Newport.

This area of land is currently wooded, including trees covered by Tree Preservation Orders (enforced by Newport City Council) and rich in flora and fauna. The owners of the land have applied for (subsequently withdrawn) planning permission to build 14 dwellings and associated services/facilities on the woodland area. We are working to prevent any future applications to develop the land.

### The Committee

The Committee (elected at the AGM) shall carry out activities related to the above aims, namely to save the woodlands from any future development.

The Committee shall:

1. Raise funds, receive grants and donations
2. Apply the said funds to achieve the aim(s) of SOWB
3. Cooperate with and support other organisations with similar purposes and working for the good of the community
4. Do anything that is lawful and necessary to achieve its' purpose

### Structure of the Committee

SOWB has a committee (to be elected hereafter at an Annual General Meeting). The committee meets on a needs basis and consists of:

Chair

Secretary

Treasurer

Up to 3 additional committee members

Should a committee member stand down during the year, a temporary committee member can be appointed from the membership until the next AGM. All meetings are open to all members. The Committee can make additional rules when necessary, they must be reasonable and lawful.



## Membership

Membership is open to any local resident, interested party (such as a former resident of the area, local group such as Scouts, schools or elected member) or interested business owner for the fee of £1 a year, payable at the AGM. Members can be any age, though anyone under 18 needs permission in writing from a parent or guardian.

Members can add their names to our contact email list to be kept up to date. Any contact information will not be shared with any third parties without permission and will be used solely for SOWB business. Members' details will be kept by the secretary.

Members can also keep up to date via Facebook, Twitter, website and meetings if they choose to subscribe to those media. Members can ask for their details to be removed from the email list at any time.

The Committee can cancel a membership at any time if they believe it is in the interest of SOWB. The member has the right to be heard before the Committee before the decision is made and can be accompanied by a relative or friend.

## AGM

The AGM will be held each year, at a date, time and location to be notified to all members, this will be within 15 months of establishment. There will be 14 days notice of the AGM issued to all members. Members can add items to the agenda by notifying the Secretary in good time. A member must declare a conflict of interest if they believe this to be the case when items are discussed.

A minimum of 10% of the membership (or a minimum of 5 members, whichever is greater) will be the quorum for the meeting. All committee positions will be reviewed and re-elected, nominations can be made at the meeting or in advance and any member can put themselves forward or be nominated.

At the AGM, the following items will be presented:

A financial statement

A membership report

A report/summary on activities during the year

## General Meetings

General meetings are open to all members, there will be an agenda and members can notify the Secretary if they wish an item to be on the agenda or raise it under AOB. Meetings will be notified via email, posters in the locality, word of mouth, Facebook, Twitter and the website. There will be a minimum of 3 a year. A meeting



must be held if the majority request it of the Chair in writing. All members must receive 14 days notice.

Decisions will be made via general consensus at meetings. If a consensus cannot be reached, a decision can be delayed if appropriate, if a decision is essential then a vote will be taken with a majority vote carrying the decision. If the vote is tied, the chair will have the casting vote.

Finance

A dedicated bank account will be maintained by the Treasurer on behalf of SOWB with appropriate signatories. Two signatories minimum are required for any cheques. Records of income and expenditure will be maintained by the Treasurer and records available by request and at the AGM. All monies raised will be used by SOWB to further our aim to save and protect the woodland from development.

Amendments and Changes

Amendments and changes can only be made at the AGM or a special meeting. The proposed change must be given to the secretary in writing and be circulated at the meeting. Any proposed change must be carried by a consensus or majority vote if consensus cannot be reached.

Dissolution

If and when, by meeting, a majority decision is reached that SOWB has achieved its objective of saving the woodland from further development, the group can be dissolved. The group may choose to wind up the organisation prior to achieving its' aim(s) and any remaining funds would be donated to an appropriate organisation by majority decision.

This Constitution was agreed by the following committee members:

Name: JOHN LEE ..... Signature:

Position in SOWB: CHAIRMAN.....

Name: CLAIRE YOUNG ..... Signature:

Position in SOWB: SECRETARY.....

Name: Victoria Cox-Wall ..... Signature:

Position in SOWB: Committee Member.....

Date: 18/05/15.....