

# Britain in Bloom North West

## It's Your Neighbourhood Information Pack



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## Britain in Bloom North West

### It's Your Neighbourhood Information Pack

Welcome to Britain in Bloom North West It's Your Neighbourhood (**IYN**).

IYN is the non-competitive category of the RHS Britain in Bloom Campaign and is ideal for any group taking their first steps towards community improvements. Any group eager to make a difference to their local environment, whether a few neighbours keen to tackle local litter, or a larger action group determined to turn-around an eyesore, is eligible to enter.

Each year groups in various categories are invited to enter the competition. In the summer months, North West in Bloom assessors visit the groups to see the work that has been carried out. They assess their entry against the RHS IYN criteria but they also provide constructive feedback and suggestions to help the group improve. The results of the assessment and the dedication of all involved are celebrated in an Awards ceremony at the end of the year.

Britain in Bloom is divided into 16 regions of which **North West Britain in Bloom** is one of the largest and most proactive groups. It covers Lancashire, Cheshire, Greater Manchester and Merseyside.

Each region has a Regional Organiser and for the North West the contact details are as follows:

#### Contact Details

Regional Organiser  
Britain in Bloom North West,  
Rural Business Centre,  
Myerscough College,  
Bilsborrow, Preston,  
Lancashire, PR3 0RY

**Tel:** 01995 642101

**E-mail:** [info@northwestinbloom.co.uk](mailto:info@northwestinbloom.co.uk)

**Website:** <http://www.northwestinbloom.com>

**Facebook:** North West in Bloom Support





## Why get involved?

The IYN campaign provides an opportunity to smaller community groups to get involved in RHS Britain in Bloom. It is a unique scheme for volunteer-led community gardening groups which are focused on cleaning up and greening up their local area, whether that's the street or estate where they live, the back alley they share, or the local community centre's outdoor space.

### The benefits of IYN could be:

- Cleaner and greener surroundings
- A sense of community and local pride as people take ownership of the improvements to the area
- Greater community interaction / relationships with the local authority and local businesses on matters of local interest
- Safer environments for the enjoyment of local people
- Reduction in anti-social behaviour **e.g.**, vandalism, graffiti, fly posting, litter
- Positive effects on the local economy **e.g.**, increased commercial enterprise
- Helping the environment through recycling, energy conservation, improving / adding green spaces and other sustainable practices
- Stimulation of voluntary work and the involvement of all generations in community activities
- Sustainable improvement and conservation benefits to local surroundings that can be built on year to year

Social Prescribing/Health and Wellbeing – many groups throughout the region are linking with health and wellbeing initiatives including recruiting new volunteers through social prescribing. For more information check out the link: <https://www.england.nhs.uk/personalisedcare/social-prescribing/>





## What does an 'It's Your Neighbourhood' group do?

The IYN campaign's focus is on bringing members of the community together to make a positive change to the place they love, work or spend their leisure time.

The projects that IYN groups take on will be entirely decided by the local situation. The group choose their project based on the local needs and environment and what will benefit their local community.

### Examples

- Restoring a churchyard
- Converting a derelict area into a useable green space
- Improvement and maintenance of green spaces on their estate
- Transforming a residential back alley into a community meeting space and garden (which may reduce anti-social behaviour)
- Adopting and renovating a square, roundabout or brownfield space
- Redeveloping the front gardens on (part of) a street using any number of schemes **e.g.**, hanging baskets, window boxes
- Uniting local retailers to transform the high street / shopping area
- 'Friends' groups in the local parks to help out with activities like litter-picking.



For further examples of IYN case studies visit:

<https://www.rhs.org.uk/get-involved/its-your-neighbourhood/news>



## How to start a new group?

### Step 1: Develop your committee

Some groups are led by volunteers, others by Local Authorities. They may involve local businesses, schools, Councillors, resident groups, Council staff, gardening / allotment groups, conservation / heritage groups. Some groups are a partnership of some or all of these.

There is no one size fits all but it is important to involve as wide a range of people as possible in your committee to get the best community involvement when organising your local campaign.

### Step 2 Put together a constitution and an action plan

A **constitution** sets out what you hope to do and how. It will help everyone stay clear about the groups' aims. It may also be needed if you want to apply for funding.

The **action plan** is a list of practical activities and timescales in order that you can achieve your goals in the constitution.

### Step 3 Tell your local community

It is important to raise local awareness

- Tell your Local Authority or town / parish council if they are not already involved. Local Councillors will be able to reach a wide range of people in the community
- Publicise your activities **e.g.**, leaflets, local paper, talks, posters in local shops, libraries, community centres, churches, village halls
- Hold community meetings
- Approach local housing and residents' associations. They may already have their own IYN groups or may wish to form one
- Involve local traders, pubs, hotels
- Use social media to engage with the various groups involved

### Step 4 Develop a fundraising plan

This may include

- fundraising events
- securing sponsorship
- applying for grants
- approaching the Local Authority

**Note:** See Support Section on page 16 for more help with fund raising.



## How do I enter?

To enter the competition is very simple. A blank entry form is at the back of this pack which can be completed and submitted to the Regional Organiser by the deadline date, usually the end of March.

RHS IYN is an inclusive, non-competitive scheme which welcomes groups of all kinds as long as they are focused on cleaning up and greening their local area, and as long as they are:

- A group (2 or more people)
- Hands on
- Involved in community gardening projects
- Engaging and /or getting input from the community
- Benefiting the community
- Volunteer-led
- Sustainable over time
- Owned by the community which takes responsibility for the work.

## Examples

Residents' group / association	Friends group for a local green space, park or garden	Community allotment group
Group of neighbours	Gardening group in a hospital / residential home / school etc	Youth club <b>e.g.</b> , scouts / Brownies or Girl Guides

**There is no charge to participants** and all Bloom support and advice, literature, assessment, feedback and achievement award certificates are free of charge to communities.

## What category should I enter?

Communities that register are in the RHS NWIB Its Your Neighbourhood Campaign.

The group can enter the competition for as many years as they want or they can take a year out and re-join later. All entry forms can be downloaded from our website: <https://www.northwestinbloom.com/rhsiyn-entry-form>



## What happens when?



### **January - March**

Invites sent out to enter the competition

Completed forms returned to Regional office by the end of March



### **April - June**

Assessors are assigned to each entry

By mid May, the Assessors contact groups with a date and time of the assessment



### **July - August**

Assesment takes place across the North West

Results are collected and Awards decided



### **September - October**

Invites to the Awards Ceremony are sent out

Tickets are allocated to each group



### **November - December**

Awards ceremonies take place

Reports are sent out to each group



## Preparation for the Assessment Day?

IYN groups are visited each summer by Britain in Bloom assessors who assess their achievements and provide constructive feedback.

You will be informed of your **Assessment Day and time (usually July and early August)**. Following this your assessor will be in contact to confirm details of where to meet.

In some areas there are **area co-ordinators** who may include your entry into their itinerary for the area. If you are unsure as to whether there is a co-ordinator in your area, please contact your Regional Organiser.

### How much time does it take?

The assessor will only visit you for a short time, (30 – 60 mins) most probably as part of a tight schedule so be on time and prepared so that the assessor can see every aspect of your entry.



### TIPS

Make sure the assessors know where to meet and provide a contact number

Assessors are humans not robots and may have driven a long way to you. Offer comfort facilities on their arrival - tea or coffee would be most welcome.

Plan for all weather conditions – assessors appreciate umbrellas / bottles of water in rain / hot weather



Go through the IYN marking sheet to ensure the assessors see everything you want them to see and you cover every section.

Look back at your previous marking sheets and use these for guidance. The assessor will receive previous copies of these before the day.

Ensure the assessors meet the people in your entry; they will bring each project to life. Ensure they know when you are arriving and for how long.

Assessors look for quality not quantity, don't rush the assessors around. Be prepared to give them time to take notes and photographs.





## TIPS

If some aspects of your entry can't be seen, provide photographs or descriptions **e.g.**, bulb planting or spring bulbs in flower.

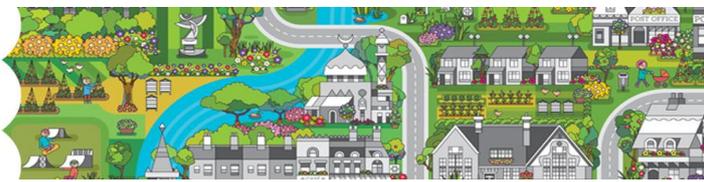
Have a record of the area before and after. Display boards with photographs are a good opportunity to show off your work.

Listen to the assessors, ask for advice and take notes as all the advice they give may not be in their report

Allow time for the assessors to say goodbye and thank you to everyone involved



Enjoy your day, relax and don't be nervous regardless of the weather or how you feel the visit is going, have **FUN** and **SMILE!**



## What the Assessors want to see?

The entries are assessed using the standard criteria on the RHS Marking sheet which can be found at the back of this pack. Groups are not judged against each other, but they are visited by environmental and horticultural "In Bloom" experts, who provide valuable feedback and helpful advice on how to develop current activities and encourage ongoing improvements. The items in each section of the form are simply suggestions. You do not have to do them all to gain a top mark. The assessor will look at what has been achieved by the group taking into account the current conditions and restraints beyond their control.

There are 3 areas that are assessed:

- Community Participation (40% of marks)
- Environmental Responsibility (30% of marks)
- Gardening Achievement (30% of marks)

## Community Participation

Community participation is about working together for the benefit of the local area and it may or may not involve participants in the physical work. It can also include fundraising, moral support, provision of facilities and resources, publicising events and many other activities.

### Size of group

Groups will come in many sizes and have many different structures. There are no size limits – a group is more than 1! Larger groups could divide into subgroups with particular objectives, **e.g.**, involving young people, developing community gardening, providing refreshments, making posters

A group may not have large numbers of active workers or 'official' members but they may be engaging more people in their various projects on a casual drop-in basis.



### Safeguarding

Groups working with children and young people must ensure that they take into account the law with regards to safeguarding. For more information contact your national volunteering body.



### Be Inclusive of local people

The group should be part of a community with an openness that enables any member of the community to support, contribute to or have a say in its work if they wish. **e.g.** A group specifically for young people should still engage with other members of the community.



## Engage with the Community

Even if only one or two people are driving the project they must be engaging with other members of the community or seeking ways to do so in the future **e.g.**, hold an open meeting, family fun days, bulb planting days

## Local ownership and direction

The group's activities should take its direction from the needs of the local community with local people involved with planning and decision making.



## Make a difference to local people

Show that the groups' work has the support of the local people and is improving aspects of their daily life.

## Partnership working

Work with relevant partners **e.g.**, Area panels, Parish Councils, Neighbourhood Watch Groups, Wildlife watch groups, Police / Community support officer, Resident's associations, local Councillors, Housing Associations.

## Records Health, Wellbeing and Social Prescribing

Record your volunteers and the hours spent on your projects. This can give the assessors an understanding of the scale of your project and those involved.

## Health, Wellbeing and Social Prescribing

If you have examples of successful initiatives in these key areas, make sure you inform your assessors when they visit and record information in your portfolio.

## Getting Support

The group should have the support of others or be working towards this **e.g.**, Local Council or councillor, local businesses, sponsors, grants

## Planning for the future

Show how the group hopes to maintain the work and even make further improvements



## Environmental Responsibility

Environmental responsibility is about care for your local area and minimising adverse impacts on the environment, **e.g.**, cleanliness of streets and pavements, reducing the use of natural resources.

It is about the direct effects people working at local level can achieve and not about factors such as waste collection by the local authority.

Activities could be:

### Environmental issues

**e.g.**, littering, graffiti, fly-posting, fly tipping, and cleaning up areas spoiled by such activities, promoting responsible dog ownership and reducing dog fouling

### Use of Resources

**e.g.**, Recycling, composting, water butts

### Community green spaces

Increasing the use of these spaces and developing the skills and involvement of others

### Conservation

**e.g.**, bird / bat boxes, planting pollinator friendly plants, log piles or bee hives, re-introducing native species or controlling non-native species, creating new habitats or renovating existing ones such as ponds, wildflower pockets and coppicing

### Local heritage

Heritage related activities and education **e.g.**, tree trails, history leaflets, signage / interpretation boards.





## Gardening Achievement

This should always be relevant and appropriate for the local area and community. Good gardening practices should be used throughout the work which should be within the ability of the group in the long term.

### Choice of plants

The plants should be appropriate for the location, (soil, climate, aspect) and suit the natural and built environment. There should be a good balance between seasonal and permanent planting

### Good maintenance

**e.g.**, Pruning, mulching, lack of weeds

### Creativity and Innovation

Planting should try and show originality and local flavour

### Community gardening activities

Developing local areas in partnership with village halls, church groups, allotment societies, residents' associations, group planting events for window boxes, hanging baskets, bulbs, wildflowers areas

### Neglected areas

Adopting neglected areas or overcoming site difficulties **e.g.**, barren verges or waste ground





## Awards

Based on the assessment visit, each community will receive an RHS Certificate of Achievement reflecting the extent to which participants have met the IYN aims.

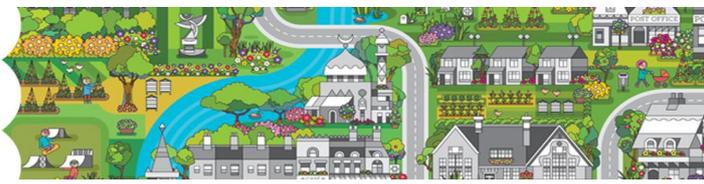
There are five levels of achievement in It's Your Neighbourhood:

Level		Points
<b>1</b>	Establishing	0-35
<b>2</b>	Improving	36-52
<b>3</b>	Advancing	53-68
<b>4</b>	Thriving	69-85
<b>5</b>	Outstanding	86-100

Groups who have done consistently well over time may be nominated to receive the IYN National Certificate of Distinction. In addition, there are a number of special or discretionary awards presented for excellence in a particular area.

Representatives of the groups will be invited to attend an Awards Ceremony held at the end of October / early November to receive their certificates at the Britain in Bloom North West Presentation ceremony.

The Awards are also a chance to celebrate all the excellent work the groups have done in transforming the North West.



## Support

Support for your group can mean a variety of things not least of which is the support of the community through volunteers, consultation, feedback, and endorsements. Other types of support include political support, support in kind and financial support.

### Political Support

This could include endorsement or actual help from your Local Council, Councillor or MP. Invite local Councillors and council staff to your events and remember councils have their own targets to meet so try to find out what these are before the meeting.

### Support in Kind

This could include **e.g.**, donations of plants, products, tools and equipment, services to operate heavy equipment, donating a venue for a fundraising event or meeting, plants.

Think creatively how others can support you.

**e.g.**, Local GP surgery may be able to recommend your project to improve health and wellbeing.

Weight loss groups may be looking for healthy activities to recommend to their customers.

### How do I gain support?

If you are approaching anyone for support of any kind it is important to have the following in place:

- A clear action plan – what are you trying to achieve and how will this benefit the local community
- A shopping list – clearly identify what you need
- A budget - have some idea of what it costs to make your project a reality
- A 'Prospects' list – identify all the people you can contact for support and the key contact within that organisation. Prioritise the list with those most likely to support your group
- Have a specific plan for each individual or organisation you are to contact. Think about who they are, what they do, how they might help you and even how you may help them



## Prepare your pitch for support

In the pitch make sure you provide the following information.

Name of the group, its status and the key contact

Your work with aims and objectives

Timetable of work and completion dates

Special events

What you are asking for

Existing support

How will they benefit from supporting you?  
**e.g.**, a company that prides itself on being 'green'

How you will spend the money?

## TIPS

Each pitch for support will be different so keep copies of what you send to the various sponsors and seek feedback on any failed applications to improve future pitches.

**Publicise** what you are doing as much as you can, you never know who may hear of the work you are doing.



## Funding Resources

This involves fundraising, sponsors, grants or government funding. There are numerous sites which will help you with your funding.

Organisation	Website	Information
<b>Directory of Social Change</b>	<a href="https://www.dsc.org.uk">https://www.dsc.org.uk</a>	Useful publications such as <i>Complete Fundraising Handbook</i>
	<a href="https://www.dsc.org.uk/publication/the-complete-fundraising-handbook/">https://www.dsc.org.uk/publication/the-complete-fundraising-handbook/</a>	
<b>UK Fundraising</b>	<a href="https://fundraising.co.uk/">https://fundraising.co.uk/</a>	Information on grants
<b>Landfill Communities Fund</b>	<a href="http://www.entrust.org.uk/landfill-community-fund">http://www.entrust.org.uk/landfill-community-fund</a>	Grant schemes for businesses and charities
<b>FCC Communities Foundation</b>	<a href="http://www.fcccommunitiesfoundation.org.uk/">http://www.fcccommunitiesfoundation.org.uk/</a>	For public parks and amenities near a landfill site
<b>Biffaward</b>	<a href="http://www.biffa-award.org/">http://www.biffa-award.org/</a>	
<b>Co-operative community fund</b>	<a href="https://causes.coop.co.uk/">https://causes.coop.co.uk/</a>	Community projects
<b>Heritage Lottery Fund</b>	<a href="https://www.hlf.org.uk/funding/what-we-fund">https://www.hlf.org.uk/funding/what-we-fund</a>	Local, regional and national heritage
<b>Postcode lottery</b>	<a href="https://www.postcodelottery.co.uk/">https://www.postcodelottery.co.uk/</a>	
<b>Lottery funding</b>	<a href="https://www.tnlcommunityfund.org.uk/funding/thinking-of-applying-for-funding">https://www.tnlcommunityfund.org.uk/funding/thinking-of-applying-for-funding</a>	Variety of themes



## Where to go for Support

### Regional organiser

Our regional organiser will be happy to answer any questions or put you in touch with other groups that are near you. The contact details are in the front of this book.

### Assessors

Many of our assessors are happy to come and talk to your group and give you guidance. In addition, Assessors can mentor a new group in their first year. However, an Assessor would not be assigned to assess the entry they have been supporting.

### Area Co-ordinators

These are people that are involved with a large number of entries and they will have a great deal of experience of the best way to organise your entry. They will also be able to put you in contact with other groups in your area. Many experienced groups may be happy to offer support to new entries especially in the same locality.

### RHS

The RHS website has a wealth of information on It's Your Neighbourhood.  
<https://www.rhs.org.uk/get-involved/its-your-neighbourhood>

When you enter the competition, you will receive the RHS quarterly community gardening magazine, **Grass Roots** with inspirational stories and expert advice  
<https://www.rhs.org.uk/about-the-rhs/publications/magazines/rhs-grass-roots-communities-newsletter>

Affordable **insurance cover** is available specifically created for community gardening groups, <https://www.rhs.org.uk/get-involved/britain-in-bloom/resources/insurance>

### RHS Online resources

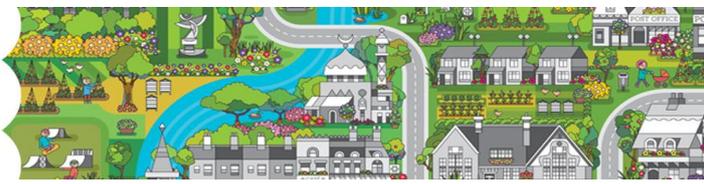
A few of the RHS resources that are available to help you plan your campaign

RHS Plant Selector / Plant Finder

<https://www.rhs.org.uk/plants/search-Form>

RHS Perfect for Pollinators

<https://www.rhs.org.uk/science/conservation-biodiversity/wildlife/perfect-for-pollinators>



## Working with Volunteers

Think about:

- What you want the volunteers to do?
- How many volunteers you need?
- The type of volunteering opportunities **e.g.**, one off opportunities on a casual basis; longer term opportunities as part of the organising group?
- The training, support or supervision needed? Who will provide this?
- Who are the activities suitable for – are there small changes you could make to ensure all ages and abilities can take part?

## Recruitment of Volunteers

Recruitment methods will vary depending on the types of volunteers needed.

When advertising provide:

Date, time, location, skills/equipment/clothing needed, tasks involved.

If recruiting a volunteer for the organising group, a brief volunteer role description and an application form may be needed.

**Methods:** social media, websites, local newsletter, leafleting, posters, local youth groups (Scouts and Guides), schools (**e.g.**, Duke of Edinburgh), community groups (**e.g.**, Rotary Club) and businesses, local volunteer services

## TIPS

- Make the volunteering opportunities attractive, exciting, and inclusive.
- Provide different flexible volunteering opportunities **e.g.**, during the week, evenings or at weekends, and those which require differing commitments.
- Use easily accessible activities, **e.g.**, bulb planting, to encourage people initially.
- Involve local residents or community groups in initial Bloom planning or provide them with ownership of certain areas.
- Keep volunteers informed of what you are doing **e.g.**, tell them about the impact they have had and the benefits of being involved.
- Get feedback from the volunteers **e.g.**, their motivations for getting involved, if they'd come back again, why others don't get involved, the ideas and skills they have.
- Use case studies about volunteer experiences to encourage others.
- Always find a way to say **thank you e.g.**, provide drinks and biscuits, community celebration once the work has been done, a thank you note in a local community newspaper.



## Management of Volunteers

### TIPS

- Identify someone as the key contact on the day and be clear about everyone's responsibilities.
- Use a generic email address on adverts rather than a personal email account.
- If collecting personal data think about how you manage and store the volunteer data to meet data protection legislation.
- If anything inappropriate or unsafe is seen or reported to you then handle it as soon as possible.
- Ensure you have the correct insurance that covers volunteers. This is available from the NFU via the RHS. More information about this can be found on the RHS website here:  
[www.rhs.org.uk/communities/campaigns/britain-in-bloom/support-and-resources-rhs-britain-in-bloom/insurance-for-gardening-groups](http://www.rhs.org.uk/communities/campaigns/britain-in-bloom/support-and-resources-rhs-britain-in-bloom/insurance-for-gardening-groups).
- Always act within the law when working with children, young people and vulnerable adults.
- If a volunteer manages finances, be aware of the legal implications **e.g.**, keep accurate records and budgets, ensure monies are spent for the correct purpose, clarify the responsibility for approving spending or signing cheques.
- Have a brief policy that covers volunteer's expenses or reimbursement to volunteers who buy equipment or resources with their own money.

### Useful Resources

Organisation	Website	Information
<b>Local Volunteer Centres</b>	<a href="http://www.ncvo.org.uk/ncvo-volunteering/find-a-volunteer-centre">www.ncvo.org.uk/ncvo-volunteering/find-a-volunteer-centre</a>	Helps organisations that work with volunteers
<b>National Council for Voluntary Organisations</b>	<a href="http://www.ncvo.org.uk/">www.ncvo.org.uk/</a>	How to get started in the voluntary sector.
<b>Do-it</b>	<a href="http://www.do-it.org">www.do-it.org</a>	Volunteering made easy



# North West Its Your Neighbourhood Information Pack

## Appendix

The following pages contain entry forms  
and marking sheets for It's Your Neighbourhood North West



<b>For Admin Only</b>
Group:
Entry:
Key Contact:
Area:
Co-ordinator:
Paid:
Status:

## RHS It's Your Neighbourhood (IYN) Entry Form 2023

**Please note:**

A unique contact is required for each group that enters.

**Name of Entry** .....

*This is the name that will appear on any award/certificate you may receive.*

**Post Code of Entry (for location of the site)** .....

**Contact Name**..... **Position**.....

**Address**.....

**Post Code**..... **Tel No**..... **Mobile** .....

**E-mail** .....

### RHS IT'S YOUR NEIGHBOURHOOD AWARDS

Please indicate the category in which you wish to be assessed

Category	Properties	Charge	Please tick
Neighbourhood		No Fee	
Hospice / Residential Home		No Fee	
<u>Railway Station</u>		No Fee	

Please return (preferable by e-mail) by **31st March 2023** to:

Regional Organiser,  
 Britain in Bloom North West  
 Rural Business Centre, Myerscough College,  
 Bilsborrow, Preston, Lancashire PR3 0RY

**Tel:** 01995 642101

**E-mail:** [info@northwestinbloom.com](mailto:info@northwestinbloom.com)



## IT'S YOUR NEIGHBOURHOOD AWARDS - ASSESSORS REPORT

Name of Assessor(s)

Award: Level

Name of Entry:

Date:

SECTION A Community Participation	POSSIBLE MARKS	Marks Awarded
Has a neighbourhood action team been formed?	15	
Has there been an attempt to engage with the neighbourhood and other bodies?	25	
<b>TOTAL SECTION A</b>	<b>40</b>	
SECTION B Environmental Quality		
Was the area clean and tidy?	15	
Has there been any environmental initiatives undertaken e.g. recycling composting undertaken by the neighbourhood?	15	
<b>TOTAL SECTION B</b>	<b>30</b>	
SECTION C Gardening Achievement		
Design features plant choice and impact	10	
Standard of maintenance	10	
Enhancement through creativity and innovation	5	
Has gardening improved the area?	5	
<b>TOTAL SECTION C</b>	<b>30</b>	
<b>TOTAL POINTS AWARDED</b>	<b>100</b>	

**Areas of Achievement:**

**Areas for Development:**

**Level 1** Establishing 0 - 35 points; **Level 2** Improving 36 - 52 points; **Level 3** Advancing 53 - 68 points;  
**Level 4** Thriving 69 - 85 points; **Level 5** Outstanding 86 - 100 points

## **SAMPLE CONSTITUTION**

### **1 Name of the Organisation**

#### **2 Area**

### **3 Purpose and Vision**

- 3.1** To make NAME a more attractive place for residents and visitors
- 3.2** To encourage residents and traders to take a pride in their environment
- 3.3** To create and develop newly planted areas and enhance existing natural and planted areas in and around NAME.
- 3.4** To work with local schools to encourage young people to take an active role in caring for their surroundings.
- 3.5** To raise funds via sponsorship, grant applications and donations etc.
- 3.6** To liaise closely with the parish & local councils, and other authorities

### **4 Equal Opportunities**

- 4.1** NAME will ensure that everyone is given the opportunity to participate fully and equally, regardless of race, gender, age, sexuality, disability and religion, working towards the elimination of all forms of discrimination.

### **5 Safeguarding**

- 5.1** Safeguarding is everyone's responsibility. Every child, young person and vulnerable adult that participates in any activity organised by NAME should be able to participate in an enjoyable and safe environment and be protected from any type of abuse. Any inappropriate behaviour should be reported to the appropriate safeguarding contact.

### **6 Membership**

- 6.1** Membership of NAME is open to anyone interested in supporting and furthering the aims of the organisation.
- 6.2** Members shall at all times conduct themselves in a reasonable manner when attending meetings or any other function in connection with the group.

### **7 The Committee**

- 7.1** A committee to carry out the business of the group shall be elected at the AGM.
- 7.2** The committee shall be made up of a secretary, chair, treasurer and at least 3 general members.
- 7.3** The Secretary and Treasurer shall be elected on annually and the Chairperson shall be elected on a two-year basis.
- 7.4** Vacancies arising during the year can be filled by an election at a general meeting.
- 7.5** If a committee member should wish to resign, he/she should give the committee no less than 21 days notice in writing.
- 7.6** A committee member may be suspended/dismissed from the committee if they fail to attend 3 meetings without sending apologies.
- 7.7** If it is alleged that a committee member has committed gross misconduct, the committee will call an extra-ordinary meeting. The committee member will be entitled to speak or be represented by another member at the meeting. The committee's decision will be conveyed to the committee member in writing within three days of the extra-ordinary meeting.

## **8 Finance**

- 8.1 NAME is a voluntary, non-profit making organisation and no member of the group shall stand to gain from any money raised.
- 8.2 The funds of NAME shall be paid into a bank account set up specifically for the organisation. All cheques drawn on the account must be signed by any 2 of the 3 elected officers.
- 8.3 The treasurer shall have the accounts checked by an independent person at the end of each financial year.
- 8.4 The accounts shall be made available to all at the AGM.
- 8.5 NAME can reimburse trustees for expenditure incurred on behalf of the organisation, but, except for exceptional circumstances, receipts must be provided. Payments to a trustee must be authorised in writing by at least one unconflicted trustee. If no receipt is provided a record must be kept as to why the payment was agreed

## **9 Meeting and Annual General Meeting (AGM)**

- 9.1 Meetings shall be held on a regular basis as required and in addition an Annual General Meeting held
- 9.2 The business of the AGM shall be to:-
- Receive the annual report of NAME in Bloom
  - Distribute a statement of accounts
  - Elect officers for the coming year to hold office from the end of the meeting
  - Discuss any other appropriate business
- 9.3 Minutes of public meetings shall be available to all.
- 9.4 The AGM shall vote on recommendations and any amendments to the constitution.
- 9.5 An Extraordinary General Meeting can be called at any time by an elected officer,
- 9.6 No meeting (committee, extra-ordinary, annual general or public) shall take place if less than two thirds of the committee are present.

## **10 Voting**

- 10.1 Any member may make a proposal but this must be seconded or supported by someone else before a vote can take place.
- 10.2 Any member may propose an amendment which must also be seconded.
- 10.3 Only members present at the meeting may vote.
- 10.4 No member shall exercise more than one vote.
- 10.5 In the event of an equal vote, the Chair shall have the casting vote

## **11 Dissolution**

- 11.1 If at an Extraordinary General Meeting it is decided to wind up the organisation's activities, any remaining assets, after payments of any outstanding accounts, shall be given or transferred to such other local charitable institutions having objectives similar to those of NAME.

This constitution was adopted as the constitution of the group, at a Public meeting held on .....

**Signed** .....(Chairperson) **Date**.....

**Signed**.....(Secretary) **Date**.....