

**CONSTITUTION**

**THE FRIENDS OF**

**EASTCOTE HOUSE GARDENS**

**MANAGEMENT ADVISORY GROUP**

**Adopted September 2008**

**Updated November 2022**

**Working in conjunction with**

**The London Borough of Hillingdon**

# **Friends of Eastcote House Gardens, Management Advisory Group - Constitution**

## **1. Definitions**

- 1.1 The name of the Friends of/Management Advisory Group shall be **Friends of Eastcote House Gardens , Management Advisory Group** hereafter called **MAG**
- 1.2 The “Council Liaison Officers” shall be the designated members of staff appointed by the Council to liaise with **MAG**
- 1.3 **Eastcote House Gardens** shall mean all the lands and buildings known locally as Eastcote House Gardens including The Walled Garden, The Stables, The Dovecote and the Gardens Café and surrounding parkland as bounded by Field End Road, Eastcote High Road, the River Pinn, St Lawrence Drive and Pamela Gardens. It shall also include Long Meadow a Site of Importance for Nature Conservation as bounded by the River Pinn, Eastcote High Road and Cheney Street.

## **2. Purpose**

- 2.1 To advise the Council on the development and management of **Eastcote House Gardens/Long Meadow** and the preservation and development of its ecological, historical and social quality to ensure continued use by the public for leisure and recreational pursuit.

## **3. Objectives**

- 3.1 To provide a forum for new ideas and proposed developments.
- 3.2 To ensure the continuing maintenance and improvements of Eastcote House Gardens and Long Meadow.
- 3.3 To assist in fund raising towards resources or projects complementary to those provided through Council budgets. To try to ensure that horticultural excellence is maintained where possible throughout the gardens
- 3.4 To monitor the management and administration of General Fund Account. This being monies raised by FEHGMAG
- 3.5 To provide additional reports and information requested by the Council via the Cabinet Member for Environment, where reasonable.
- 3.6 To encourage **MAG** members to undertake training events organised to enhance their ability to contribute effectively to **MAG**.

- 3.7 To ensure **MAG** actions, where reasonable, are consistent with:
- 3.7.1 The aims of Green Spaces in managing **Eastcote House Gardens and Long Meadow** where reasonable.
  - 3.7.2 The need to empower local residents through involving them in the decision making process for major developments or major changes.
  - 3.7.3 The need to encourage equal opportunities for all users and seek to ensure access to all residents and visitors regardless of age, disability, race, ethnic origin, creed, sex or sexual orientation; and,
  - 3.7.4 The policies and procedures of the Council, where reasonable.

## **4. Membership**

- 4.1 **MAG committee** shall consist of the members listed in the Addendum.
- 4.2 Officers [President, Chairman, Deputy Chairman, Secretary & Treasurer] and members of the **MAG** committee will be submitted to the AGM by the **MAG** committee for ratification.
- 4.3 Only active members of FEHG will be considered for a committee post.
- 4.4 Applications to join the **MAG** committee will not be taken from the floor, applications should be sent in writing for consideration by the committee at least 7 days before any AGM or SGM.
- 4.5 The committee can co-opt members onto the committee in advance of ratification at the next AGM.
- 4.6 Elected members of the Council will no longer be appointed to the **MAG**. The **MAG** can invite Elected members to join the group [[in line with current Council Policy 2022] as non voting members.
- 4.7 Officers and other members of **MAG** shall be elected at the Annual General Meeting.
- 4.8 The Council Liaison Officers shall be non-voting members of the group.
- 4.9 **MAG** may invite additional advisors to attend meetings as appropriate. Advisors shall attend in a non-voting capacity.
- 4.10. **MAG** may appoint working groups for special purposes to report back to the Council's Liaison Officers via **MAG**
- 4.11 An individual member may resign membership at any time by giving notice in writing to the Secretary. The resignation shall take effect on receipt of such notice and shall be reported to the next meeting of **MAG**.

## **5. Annual General Meetings and Special General Meetings**

- 5.1 There shall be an Annual General Meeting (AGM) each year.
- 5.2 Officers of **MAG**, consisting of President, Chairman, Vice-Chairman, Secretary and Treasurer and other members of the committee shall be appointed by the AGM.
- 5.3 The AGM shall receive the annual reports, from the Chairman, the Treasurer and other reports as appropriate.
- 5.4 The AGM shall be held in public.
- 5.5 Only active members of FEHGMAG will have voting rights at the AGM or any SGM
- 5.6 A Special General Meeting (SGM) may be called at the discretion of the Chairman at any time or upon receipt of a written request to do so signed by at least three voting members. The written request must include a clear statement of the reason for the request. The secretary shall give members at least 10 working days notice of a SGM stating the matters to be considered and for no other purpose.

## **6. Meetings**

- 6.1 Meeting held in public will consist of the AGM plus any SGM that should be called.
- 6.2 Observers shall be welcome at **MAG** AGM and any SGM.

## **7. Conduct of Meetings**

- 7.1 No formal business shall be transacted at any public meeting of **MAG** unless a minimum of 30% of voting members are present (quorum). This includes Officers and members of the committee, FEHG MAG volunteers in regular attendance. If there is no quorum, the meeting may continue but decisions must be deferred until a later meeting.
- 7.2 Officers and members of the MAG committee may with agreement of the committee members conduct business via email where appropriate, for non public meetings.

- 7.3 In the event that no quorum is present at any meeting, the meeting shall stand adjourned and be reconvened 14 days later. Those voting members present at that meeting shall be deemed to form a quorum.
- 7.4 The order of business at every meeting shall be:
- 7.4.1 To choose a person to preside if the Chairman and Vice-Chairman are absent;
  - 7.4.2 To agree the minutes of the previous meeting which shall then be signed by the person presiding;
  - 7.4.3 To receive reports;
  - 7.4.4 To consider items raised on the Agenda; and,
  - 7.4.5 To consider any other business accepted by the Chairman that have been sent in writing to the Chairman 7 days in advance of the meeting.
- 7.5 Reports to be received by each **MAG** meeting as follows:
- 7.5.1 Requests from user groups and local residents' associations for changes or improvements to facilities or activities provided at **Eastcote House Gardens and Long Meadow** which will be sent to the Council Liaison Officers for action.
  - 7.4.2 A list of public events arranged by FEHG MAG, scheduled to occur in **Eastcote House Gardens** in the following quarter; and,
  - 7.4.3 Any other written reports requested from the Council Liaison Officers, members of **MAG** or third parties where reasonable.
- 7.5 All matters requiring a decision shall have a proposer and a seconder and be decided by a simple majority of those present and entitled to vote. Individual members shall have one vote. In the case of a tie, the Chairman shall have a second or casting vote.
- 7.6 Reminder notices of each **MAG** meeting shall be given to all members with ten working days notice.
- 7.7 The Agenda shall be displayed on FEHG web site at least ten working days prior to any meeting.
- 7.8 Minutes shall be kept of attendance, proceedings and resolutions of the group and be available for inspection.

## **8. Finance**

- 8.1 A **General Fund Account** will be set up by **MAG** to support events and projects for which the Treasurer will be responsible and will be subject to annual scrutiny.
- 8.2 All financial transactions resulting from activities or events promoted by **MAG** shall be passed through the General Fund Account.
- 8.3 The Treasurer or other named signatory may agree expenditure from the General Fund Account subject to agreed procedures.
- 8.4 **MAG** may not employ any paid staff, other than contractors to carry out necessary tasks which are beyond the capabilities of the volunteers and LBH not able to help.

## **9. Constitution**

- 9.1 Changes to this constitution may only be proposed at an AGM and a copy sent to Democratic Services.

## **10. Winding Up**

- 10.1 Any proposal to wind up **MAG** shall be subject to a vote at an AGM or a SGM called for that purpose. At least 60% of voting members must be in support of the motion.

## **Addendum 2022.**

Members of the MAG will be:

President	Catherine Dann
Chairman	Lesley Crowcroft
Deputy Chairman	Chris Groom
Treasurer	Keith Barnard
Deputy Treasurer	Malcolm Penny
Secretary	Jo Oliver
Minute Secretary	Joan Butfield

Quartermaster      Tony Swan

Craft group        Sue Smales

Webmaster         Paul Lake

First Aid           Christine Lake

Ruislip, Northwood, Eastcote LHS Susan Toms

Eastcote Park Estate CA and Eastcote Horticultural Soc. Gerry Edwards

Committee Member Denise Read

Hon Auditor        Steve Dunn

By invitation:

Cllr. Nick Denys

Cllr Becky Haggar will join the Management Advisory Group at the end of her term as Mayor of Hillingdon June 2023.

Council Liaison Officers    Joshua Wallington Green Spaces. Fiona Sweet,  
Operations Manager- Museums and Historic Sites.

