

# Constitution for Beckets Grove Phase 2 Residents Association

## 1. Name

The name of the group shall be **Beckets Grove Phase 2 Residents Association**

## 2. Aims

The aims of Beckets Grove Phase 2 Residents Association

- To represent the residents and members of *Beckets Grove Phase 2 (Wymondham) Residents Management Company Limited* in dealings with the contracted management company instructed to manage the communal area of the site. At the time of writing the contracted management company is *FirstPort Property Services*.
- To ensure Persimmon Plc rectify and complete any issues outstanding prior to full adoption of the site by *Beckets Grove Phase 2 (Wymondham) Residents Management Company Limited* and the contracted management company.
- To get property owning residents, preferably who are also committee members, in place as the directors of *Beckets Grove Phase 2 (Wymondham) Residents Management Company Limited* replacing the current *Persimmon Plc* employees.
- To ensure that issues that with communal areas of the site managed under *Beckets Grove Phase 2 (Wymondham) Residents Management Company Limited* are addressed and dealt with appropriated by the contracted management company.
- To ensure with the directors that the contracted management company is providing value for money with the fees charged through *Beckets Grove Phase 2 (Wymondham) Residents Management Company Limited*. To challenge and question increases of these fees if appropriate. To look at options for alternative arrangements if Beckets Grove Phase 2 Residents Association doesn't feel value for money is being provided.
- To only be involved with issues that are related to and involved with communal areas of the site managed under *Beckets Grove Phase 2 (Wymondham) Residents Management Company Limited*.

## 3. Membership

Membership is open to anyone who lives in a property as ether owner, shared owner or tenant on the site managed under the limited company known as *Beckets Grove Phase 2 (Wymondham) Residents Management Company Limited*. These properties built by *Persimmon Plc* are also known as being part of Beckets Grove Wymondham Phase 2 and Phase 3.

Membership can be requested by completing the joining form on the Beckets Grove Phase 2 Residents Association website homepage [www.bgp2ra.uk](http://www.bgp2ra.uk).

There is no membership fee payable.

A list of all members will be kept by the committee.

### Ceasing to be a member

Members may remove themselves at any time by emailing [contactus@bgp2ra.uk](mailto:contactus@bgp2ra.uk) or by completing a contact form on the website contact page <https://bgp2ra.uk/contact-us/>.

#### **4. Officers and committee**

The business of the group will be carried out by a Committee elected initially at the forming meeting then annually at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of 12 members and will be composed of 4 officers and 8 general committee members. Additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chairperson, Kevin Farrow, who shall chair both general and committee meetings
- Vice Chairperson, Sarah Tate, who will stand in if the Chairperson is not available
- Secretary, Ellie Morgan and Emma Peek who shall share the secretary role, assist when required in taking of minutes and the distribution of all papers but this will also be performed by other committee members.
- Treasurer, John Waller, who shall be responsible for maintaining accounts if / when applicable

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Committee members will be requested to attend at least one meeting each year. Any committee member not attending meetings without an apology or communication throughout that year will be automatically resigned at the end of the year.

The Committee meetings will be open to any member of Becketts Grove Phase 2 Residents Association, But in some cases and on some matters they may be able to speak but not vote.

#### **5. Meetings**

##### **5.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. All members will be notified in writing before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to committee officers before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership.

At the AGM:-

- The Committee will present a report of the work of Becketts Grove Phase 2 Residents Association over the year.
- The Committee will present the accounts of Becketts Grove Phase 2 Residents Association for the previous year if / when applicable.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

##### **5.2 Special General Meetings**

The officers will call a Special General Meeting at the request of a committee majority, giving a written request to the Chair or Secretary stating the reason for the meeting request. The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda.

The quorum for the Special General Meeting will be at least 6 committee members.

### **5.3 General Meetings**

General Meetings are open to all members and will be held once every 3 months or more often if necessary.

All members will be given notice of such a meeting, giving the venue, date, time and agenda.

The quorum for a General Meeting shall be 10% of the membership.

### **5.4 Committee Meetings**

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for the Special General Meeting will be at least 6 committee members.

## **6. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

In certain circumstances voting may be limited to one voter per household and some votes may only apply to property owners who are directly members of *Beckets Grove Phase 2 (Wymondham) Residents Management Company Limited*. If either of these clauses apply, then members will be notified prior to voting taking place.

## **7. Finances**

If required at any point, to be decided by the committee, an account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of Beckets Grove Phase 2 Residents Association is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## **9. Amendments to the Constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting. Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

**10. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the Residents Association it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the Residents Association, all remaining money and other assets (if any), once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Annual General Meeting of the Becketts Grove Phase 2 Residents Association on:-

Date ...01 / 01 / 2024

Name and position in group ...Kevin Farrow – Chairperson

Signed .....

Name and position in group ... Sarah Tate – Vice Chairperson

Signed .....