

Craig Croft Resident Implementation Group

The Resident Implementation Group will be known as the “RIG” from hereon within this document.

1. Group Name

The group will be known as the Craig Croft Resident Implementation Group.

2. Group Aims

- To feed into the decision making process, provide initial feedback on ideas and make suggestions and proposals based on the perceived or actual impact on the community.
- Consider ideas for local projects and initiatives.
- To help facilitate the information exchange between the North Solihull Partnership and the residents on all matters relating to the Regeneration programme in the Craig Croft Regeneration area.
- To represent residents’ views and work with other groups and organisations to minimise any negative affects the Regeneration programme may have on residents.
- Feed into other appropriately constituted and authorised bodies set up for the provision of services for the area.
- Provide direct liaison between the residents and other official bodies and agencies.
- To originate, encourage and assist in implementing measures designed to improve the general well being of the residents of the regeneration area.

3. Group Membership

- All members must be a resident of the Craig Croft Development Plan Area. Group members must be representative of the residents within the Craig Croft area. Non-residents may attend meetings as invited guests, but may not take any active part in the group’s proceedings, other than for the purpose of observation, or in an advisory or informative capacity. The invitation of guests shall be approved beforehand by the Managing Committee.
- There shall be two levels of membership within the Resident Implementation Group; General membership and Action Group Membership.

General Membership

- General members will be able to attend meetings on an ad hoc basis to feed into group matters and raise concerns to be looked at by the action group.
- General members will not be able to vote on matters relating to the business of the Group, they will however be able to vote on changes to the constitution and they can observe the working of the Action Group.
- The group will be chaired by a member of North Solihull Partnership.

Action Group Membership

- Action Group members will be made up of a smaller group of volunteers who are willing to commit to an active, long term, regular role within the RIG.
- The group will be managed by a committee, which will consist of at least 3 full members, including a Chairperson or joint Chairperson, Vice Chairperson,

Secretary and Treasurer. These posts will be chosen by the Action Committee and voted in at the Annual General Meeting.

- Should a post holder resign from their post, a special meeting is to be called to nominate a replacement post holder. 28 days notice will be given for all Special Meetings.
- Each person nominated must be seconded before their post is confirmed, with the proposer and seconder present at the meeting.

4. General Meetings

- Meeting shall be held no less than eight times per annum and preferably once per month where possible.
- Timings and venue for meeting shall be well publicised amongst members who will endeavour to inform other residents in the area.
- Numbers attending meetings may need to be limited. This shall be the discretion of the Chairman.
- All members must be a resident of the Craig Croft Development Plan Area or invited guests.
- An Extraordinary General Meeting (EGM) can be called by the committee; alternatively a request can be made to the secretary in writing by 3 group members. Not less than 14 days notice shall be given of an EGM. Business at the EGM shall be confined to the issues raised in the request.

5. Annual General Meetings

- Shall be held at or within three months of the end of the financial year.
- Shall be minuted, with minutes of the last Annual General Meeting circulated.
- 28 days notice of the Annual General Meeting shall be issued to all interested parties and reasonable measures be taken to publicise the meeting for residents living within the Craig Croft Neighbourhood Plan area.
- An agenda will be issued.
- Any changes to the Constitution to be agreed at the Annual General Meeting.
- Annual reports shall be produced for, and at the Annual General Meeting. These annual reports should include financial status of the group, work completed, work in progress and any future plans, any areas of business that are of concern, any successes.

6. The Constitution

- Alterations to the Constitution can only be made at the Annual General Meeting or an Extraordinary General Meeting.
- Any proposed changes to the Constitution must be handed to the secretary 28 days prior to the Annual General Meeting.
- Over 66% of the Resident Implementation Group must be in agreement of the proposed changes to the Constitution and attending the Annual General Meeting.

7. Conduct and Engagement at meetings

- Minutes shall be accurately recorded and checked at each general and Annual General Meeting.
- An agenda shall be produced for all meetings.
- The Chair Person shall have a casting vote in the event of tied decision.
- Any individual can be asked to leave if their conduct is less than respectful.

8. Financial responsibilities of the group where the group has financial support/resources

- The treasurer, assisted as necessary, shall keep proper accounts of the finances of the Resident Implementation Group.
- There shall be a bank or building society account opened in the name of the Group.
- The bank or building society account shall have at least two signatories who shall be decided by the committee. No two signatories shall be members of the same family
- All money received and deposited by the group shall be for the purposes and aims of the group.
- The accounts will be inspected or audited annually and a report submitted to the Annual General Meeting.

9. Dissolution

- The Group may only be dissolved at a meeting specifically called for the dissolution of the group.
- The Secretary or Chair Person will hold responsibility for calling the dissolution meeting.
- More than 66% of the Resident Implementation Group must agree the dissolution.
- Any monies or properties belong to the Group will be distributed to similar group/s within the North Solihull Regeneration area.
- The recipient/s of monies or possessions must be agreed at the dissolution meeting and it will be the Secretaries and Treasurers responsibility to ensure this takes place within 28 days of the dissolution meeting.
- Receipts will be obtained for disposal of monies or properties.
- The dissolution meeting will be accurately minuted.