

# The Shed Wymondham Community Group Constitution



## 1. Name

The name of the Organisation shall be:

**The Shed Wymondham,**

(abbreviated to **TSW** for the purpose of this document)

## 2. Location

The Organisation contact postal address shall be:

Full address: The Shed Wymondham - 46-60 Ayton Road, Wymondham, Norfolk

Post code NR18 0QH

With meetings held at: The Shed 46-60 Ayton Road, Wymondham, Norfolk

## 3. Background

TSW was originally incorporated by the Alive Church Wymondham in the spring of 2016 and is affiliated to the UK Men's Shed Association. In the Spring of 2019, members of the TSW agreed that they would form a separate Community Group in order to fulfil the objectives of the Group and help secure a sustainable future for members.

TSW as a separate entity also allows the transfer of assets held by the Alive Church (Including machinery, donated equipment and media and nominated funds) to the TSW group. It was the intention of TSW to apply for Charitable status and this has been successfully granted by the charities commission.

In 2021, due to significant demand, a Women's group was launched to cater for a more as diverse membership, increase the utilisation of Shed assets and enrich the Shed through a wider range of skill sets and experience.

## 4. Objectives

We offer both Men and Women, a place to pursue practical interests at leisure, to practice skills and enjoy making and mending.

The fundamental aim of The Shed is to provide a safe and inviting location where men & women can get together to do any or all of the following: -

Meet other Shed Men & Women

Learn and/or develop new practical skills

Develop and enjoy hobbies

Pass on existing skills to other Shed Men & Women

Make and repair items for themselves or others in the community

Make a contribution to society by engaging in community based projects

:

## 5. Evidence of need

The Shed Wymondham is a place where men and Women over the age of 18 can go and interact with other members in a safe and non-judgmental environment.

The Shed is about meeting like-minded people and sharing a common space while enjoying crafts

or practical work. As a by-product of all of this, reducing isolation and feelings of loneliness, and increasing the feeling of personal fulfilment.

## **6. PROPERTY**

The property and assets of the TSW shall be safeguarded by the Board of Trustees on behalf of club members.

## **7. BOARD OF TRUSTEES**

The Shed shall have no less than 4 trustees who are responsible for charitable compliance of the charity.

## **8. Management Committee - OFFICERS**

The day-to-day affairs of the TSW shall be managed by the Management Committee members who report to the Board of Trustees

Members of the Management Committee do not have to be members of the board of trustees but all decisions regarding policy, finance and charitable compliance have to be ratified by the board of trustees.

The membership of the Management Committee shall be comprised as follows:

- Chairperson
- Secretary
- Membership Secretary
- Treasurer
- One trustee, not either of the above
- Up to five further volunteers to complete a Management Committee of 9 members. The positions of Chair, Secretary and Treasurer shall be elected at the Annual General Meeting and open to election .
- The Committee shall be responsible for the control of the TSW activities, finance and all matters relating to the general conditions of the TSW.
- Should the Chairperson be absent from any meeting, the members shall appoint one of themselves as Chair. At every meeting the Chairperson shall have a casting, as well as a deliberative vote.
- All Sub Committees appointed shall report to the Management Committee.
- The Management Committee shall not be unduly influenced by way of a disproportionate number of members who sit on external organisations. All Management Committee members must declare any interests regarding such membership to avoid such conflicts of interest.
-

- Management meeting decisions can be ratified by Trustees at the same meeting, only if 2 trustees are present at the same meeting.

## 9. **Membership**

A new membership model was agreed by Trustees & Management Committee on 1st September 2023

A annual fee of £144 or £12 per month starting September 1st 2023. The preferred payment method will be standing order however cash payments can be paid to the Treasurer.

An additional family member can be added at an annual cost of £96 or £8 per month.

There will be a split of 80/20% of the monies received with 20% of all membership fees are dedicated to infrastructure upkeep and improvement of TSW.

Therefore 80% will be a donation being suitable for Gift Aid with the required documentation from the donor/member.

### **Concessions**

In the event that a member is financially unable to meet the annual fee this should not preclude them from becoming a Shed Member. In these circumstances the Trustees & Management Committee will make a decision on a case by case basis.

### **Visitors and limitations (1 visit, not using equipment)**

Any visitor or prospective member can have 1 visit to see the amenities that TSW offer, meet current members and decide whether to commit to becoming a member.

However until becoming a member none of the machinery and equipment can be used - this is a requirement of our Public & Products Liability Insurance.

### **Definition of membership**

Completion of TSW membership form

Payment schedule in place

Completion of TSW Induction

Completion of TSW Equipment Training Log

## 10. **Inclusivity**

TSW acknowledges the general duty placed upon it by the Equality Act 2010, in particular the public sector Equality Duty which came into force on 5th April 2011.

TSW aims to play its part in by making society fairer tackling discrimination and providing equality of opportunity for all. It aims to give due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act

- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

It is our aim to do this regardless of

- age
- gender
- disability
- race - this includes ethnic or national origins, colour or nationality

## **11. Vulnerable adults and special needs**

TSW can cater for adults who are vulnerable or have special needs and maintain a policy to cover such members.

A third-party referral from any agency representing their client must have an appointment before visiting TSW. Any such visit would need to have any relevant support staff in attendance.

Applicants who consider they may be vulnerable or have special needs should declare this when applying for membership, but this will not be discriminated against because of such declaration.

## **12. DISCIPLINE (Members)**

The Board of Trustees shall have the power to suspend/exclude any member who is in breach of the constitution. Any member suspended or expelled may seek a review of the decision and to this end an appeals Sub Committee will be established to consider the appeal.

## **13. DISCIPLINE (Management Committee)**

A Sub Committee of the Management Committee will be established to deal with discipline and grievance issues in relation to volunteers

## **14. Committee MEETINGS**

- The Management Committee shall meet at such times as the conduct of business requires but not less than four times per year. A Quorum shall consist of **5 members** of the Management Committee. In the case of Sub Committees, the quorum shall be not less than half of the membership.
- Management Committee meetings shall only be called with a minimum of 48 hours' notice.
- At the Management Committee meetings all motions shall require a simple majority vote of those present who are entitled to vote.
- The Treasurer will provide details of the financial state of the Organisation.
- Minutes of the Management Committee will be circulated to Management Committee members. They will be recorded in an appropriate format and signed by the Chairperson. A copy of the Minutes of the Management Committee will available for review at TSW Management Committee meetings

- A member of the Management Committee may resign by giving written notice to the Secretary.
- A member of the Management Committee who fails to attend three consecutive Management Committee meetings shall, unless the Management Committee is satisfied that the failure to attend has been due to illness or other unavoidable causes be deemed to have resigned from the Management Committee. The Management Committee will fill the vacancy as soon as is practicable.
- The Secretary will inform TSW if there is a vacancy on the Committee.

## 15. **Resolution**

All resolutions shall be subject to majority vote by the Management Committee with only those required through legislation or to maintain a safe environment being exempt  
All resolutions must be ratified by the Board of Trustees

**All** expenditure other than petty cash must only be done through prior authorisation by a majority vote by the Management Committee.

No member of the Management Committee is permitted to enter any contract on behalf of TSW with a third party, transfer TWS funds or assets, or commit TSW to deliver services on behalf of TSW without prior resolution supported by majority vote of said Committee

## 16. **ANNUAL GENERAL MEETING**

- The **Shed** shall hold an Annual General Meeting each year.
- The Secretary shall publicise the date of the AGM with 14 days' notice.
- The Agenda of the AGM will include the following matters:
  - Election of the Management Committee
  - The Organisations Annual Report
  - Presentation of the Organisations Accounts
  - Matters raised under Any Other Business
- An Extraordinary General Meeting can be convened at the request of one third of the Management Committee, or members
- The right to vote at the AGM or Extraordinary General Meetings shall be open to all Registered Members.

## 17. **Dissolution**

If TSW regular meetings still occur, a resolution to dissolve TSW can only be passed at an AGM or EGM through a majority vote of the membership. If regular meetings have ceased, such resolution may be by majority vote of TSW Trustees

In the event of dissolution, any financial assets of the club that remain, will be distributed to such charities or organisations as decided by TSW Committee. Any property or non-financial assets will pass to the UK Men's Shed for the continued benefit of *the UK Mens Shed Organisation*.

## 18. **Health and Safety general statement**

TSW recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the TSW.

TSW will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide as far as is reasonably practicable, the resources necessary to fulfil this commitment.

TSW will seek as and when appropriate expert Health and Safety advice to assist the secretary in fulfilling the TSW responsibilities for ensuring safe working conditions.

## AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

A safe place of work and a safe working environment.

Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.

Systems of work that are safe and without risks to health.

Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.

Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.

Care and attention to the health, safety and welfare of employees, contractors and voluntary helpers and members of the public who may be affected by the Council's activities.

No person under the age of 18 is permitted to join TSW or use any tools/equipment in any workshop.

## ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY AT WORK POLICY

As TSW Safety Officer, the **Chair will**:

Keep informed of relevant Health and Safety policy legislation.

Advise the Council on the resources and arrangements necessary to fulfil TSW responsibilities under the Health and Safety at Work Policy.

Make effective arrangements to implement the Health and Safety at Work Policy.

Ensure the matters of Health and Safety are regularly discussed at meetings where events other than general meetings are planned.

Ensure risk assessments are carried out of working practices with subsequent consideration and review of any necessary corrective/protective measures.

Make effective arrangements to ensure those contractors or voluntary helpers working for the TSW comply with all reasonable Health and Safety at Work requirements.

Ensure that work activities by TSW do not unreasonably jeopardise the health and safety of members of the public.

Maintain a central record of notified accidents.

When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

Act as the contact and liaison point for the Health and Safety Inspectorate.

All employees, contractors and voluntary helpers will:

Co-operate fully with the aims and requirements of the Health and Safety at Work Policy and comply with the Codes of Practice or work instructions for Health and Safety.

Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing, and, where appropriate, ensure that appropriate First Aid materials are available.

Take reasonable care for the Health and Safety of other people who may be affected by their activities.

Will not undertake any operation likely to involve risk, without seeking guidance and permission from TSW first.

Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.

Not misuse any plant, equipment tools or materials so as to cause risk to Health and Safety.  
Report any accidents or hazardous incidents to the Secretary.

**19. Constitution changes or amendments**

The Constitution cannot be amended without the 2/3rds majority approval of the Management Committee. This includes vote by proxy if attendance is not possible.

**20. ADOPTION**

The Constitution was adopted at a meeting held

Day \_\_\_\_\_

Year \_\_\_\_\_

Signed \_\_\_\_\_ Chair

Witness \_\_\_\_\_

position \_\_\_\_\_