



PSRA

Park Street and District Residents Association

PSRA Constitution

The name of the Association shall be The Park Street and District Residents Association (hereinafter called the "Association"). The business address of the Association will be that deemed most appropriate by the sitting committee and advertised in the Magazine and on the Association Web Site. They may also agree to the use of an email address solely.

The Park Street & District Residents' Association (PSRA) is a non-party political organisation, and its purpose is to seek and represent residents' views on matters affecting Park Street, Colney Street and Frogmore, to organise and support social events locally which will engage and unite the whole community, to act as a hub for communicating what is going on in the area and enhance the quality of village life and our environment.

Our aims are

- to ensure that Park Street and its districts remain desirable places to live and to raise funds for projects to improve its security, appearance and provide opportunities for social interaction
- to regularly consult and inform all members with a magazine, provided by hard copy to all membership homes in the area covered by the Association. It is also available electronically via social media. A copy of the magazine will be additionally available to all residents at the Parish office, doctor's surgery, local churches, estate agents, local businesses and schools.
- to represent the views of our residents on planning issues and to inform them on any key developments planned
- to provide social events to bring a cross-section of residents together - the elderly, families, teenagers and those on their own. To work in close collaboration with St Stephens' Parish and neighbouring Residents' associations, Neighbourhood Watch, Park Street Village Hall, local businesses, other local groups and churches to meet these aims by working together on common local projects, where appropriate
- We support equal opportunities and work for good relations amongst all residents of the community, as detailed in the Equal Opportunities Statement (see below).
- We are always interested in meeting our residents and welcome them either to our monthly meetings and/or at the Annual General Meeting
- We welcome new members and encourage everyone to get involved in supporting our village by volunteering to provide some of their time, when needed, or to join to join the Committee and contribute to planning and delivering the annual PSRA plan.

Membership

- Qualification for membership will be all residents in Park Street (includes Colney Street and Frogmore).



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- Membership is on payment of one Annual Subscription per household, and the Association continues to seek corporate/ business sponsorship to negate this.
- All members have the opportunity to be a Committee Member.
- All members are eligible to vote at the AGM.

Road Agents

- A Road Agent must be a member of the Association and be responsible to the Association.
- Generally, a Road Agent in the road or roads in theirⁱ charge will:
 - Deliver Association literature and magazines as approved by the Committee.
 - Promote the preferred online subscription or donation to the Association. Otherwise collect Annual Subscriptions if able/viable
 - Represent the views of their members to the Committee.
 - Promote the Association to new and existing residents
- A list of road agents is available upon legitimate request

Committee

- A quorum for a Committee meeting shall be 50% of Committee.
- At the Annual General Meeting the following Committee Officers are to be elected: Chairman, Secretaryⁱⁱ, and Treasurer.
- In order to maximise Committee fluidity, the following Committee Role Holders will have been endorsed at Committee meeting: President, PSRA Secretaryⁱⁱⁱ, Events Coordinator, Planning Rep, Village Hall Rep and Magazine Editor.
- Committee Officers and Role Holders shall hold office for one year, and Officers shall be eligible for election/re-election at the AGM. No Committee Officer or Role Holder shall, where possible, serve in any one capacity for more than five years, unless no one else is prepared to stand. Former Officers shall be eligible for re-election after an absence of one year from that post.
- A Committee Officer or Role Holder may resign at any time by providing a minimum of two month's written (may be at committee meeting) notice to the Committee. If a Committee Officer/Role Holder resigns, a temporary Officer/Role Holder may be appointed by quorum-to cover such duties. Any Officer post would then be elected at the next AGM.
- Committee meetings of the Association will normally be held monthly, at a time and place, including virtually, as agreed by the Committee.



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- The Committee may appoint Sub-Committees to carry out specific functions, within the terms of reference as specified by the Committee.
- Sub-Committees will bring formed ideas and submissions to the monthly committee meeting for their awareness, and to provide updates and resolutions to discussions.

Finance

- The Annual Subscription shall be an amount endorsed at the Annual General Meeting, having been discussed and agreed by committee.
- The Committee and administrators shall be unpaid, but legitimate expenses will be met when incurred on PSRA business approved by the Committee. Copies of expenses claimed will be made available upon request to the Treasurer.
- **NEW:** Expenditure can be ringfenced, with an amount agreed and a period set for it and how it will be managed, at a committee meeting. So, enabling efficacy and expediency, diversity, responsibility and accountability:
 - As a courtesy, Chair/Treasurer will be advised prior to spend and will endorse requests. Value for Money (VFM) and transparency will be utmost for audit purposes ensuring spend is proportionate to activity and not for sole purpose wherever possible. Amount agreed can be reviewed at Committee meeting.
 - Any large spend will require at least two quotes / invitation to tender.
 - Currently (2021-23) ringfenced for PR and Events. It will be administered and spent by Events Coordinator and Webmaster, leads for PR & Events. Subcommittee/ identified role holders can also assist.
- The Association bank shall be that chosen by the Committee for the time being, the branch to be one convenient to the Association. Future proofing banking and using Apps and Online mechanisms is permitted and encouraged for efficacy and resilience.
- The financial affairs of the Association shall be administered by the Treasurer as approved by, and with regular updates to, the Committee.
- The use of IT is permitted assuming that anti-virus is installed and up to date.
- Signatories of cheques & bank payments shall be any two of three officers of the Association [*Secretary duly appointed and will be added as signatory*].
- A balance sheet and Income-Expenditure Account will be prepared by the Treasurer. These will be audited by one or more auditors who are not Committee Members, approved at the Annual General Meeting and presented for adoption at each Annual General Meeting. A copy of the audited accounts will be available to view on application.



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Rules

- Present serving Councillors, except those Independent Parish Councillors supported by the Association, will not be permitted to serve on the Committee as Committee Officers.
- All correspondence may be addressed to the Association. And to any member of the committee as agreed and appointed to represent the Association.
- The Chairman and/or PSRA Secretary shall each be authorised to act on behalf of PSRA representing the view of the overall committee/members. Or another Committee member may be appointed in a temporary capacity as agreed by the Committee.
- Issues which could have a direct impact on a substantial proportion of members of PSRA should be discussed and agreed by the Committee in advance of action. If urgent action is required, then it should be agreed by the Chairman and another appointed Officer and brought to the next committee meeting.
- Members and/or residents shall not call at the home of any Committee Officer/Role Holder on Association business except by prior appointment.
- An Annual General Meeting will be called by the Committee within two months of the end of the financial year, this being the first week in March.
- Committee meetings may be called by the Committee at any time.
- An Extraordinary General Meeting may be called when requested in writing to the PSRA Secretary (or Chair/appointed Committee Officer) signed by at least fifteen members.
- At least seven days' notice of any General Meeting must be given to all members. Dates will be published in all means of communication currently deployed by the Committee.
- A quorum at the Annual General Meeting shall be fifteen voting members.

Equally Opportunities Statement

1. This Association recognises that all sections of the community have a positive contribution to make to the life of the village. This Association will represent the interest of all residents to the best of its ability.
2. Our Association is open to all persons in the local community, and we will ensure our meetings and any other Association activities are accessible and welcoming to all residents.
3. All individual members of the Association will be responsible for helping the Association to meet these aims

The Committee shall be the sole authority for the interpretation of this constitution and these rules, and the foregoing Constitution and Rules shall not be altered except at a General Meeting.



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Any proposed alteration of this constitution and its rules shall be notified to members when giving notice of the Annual General Meeting, and at least within seven days of the next AGM. Each member shall have the right to propose a rule or an amended rule in writing and a vote on this proposal must be taken at the next AGM.

The updated Constitution and Equal Opportunities Statement was originally adopted at an AGM of the Association held at Park Street Village Hall on 24th April 2018. Review remains annual.

The Constitution and Equal Opportunities Statement has been adopted at an Annual General Meeting of the Association.

Held at Park Street Village Hall

On 1st April 2022

Signed (*electronically*).....**J Mendelsohn**.... Chair. Date to be added post AGM

Signed (*electronically*).....**C Matson**..... Secretary. Date to be added post AGM

ⁱ Terminology made more inclusive

ⁱⁱ Vice Chair was deemed unnecessary at 16/3/22 PSRA mtg and Secretary added as an Officer

ⁱⁱⁱ General and Minutes Secretary combined to one role holder