

FRIENDS OF RAIKES ROAD BURIAL GROUND

CONSTITUTION

1. The name of the group shall be 'Friends of Raikes Road Burial Ground'.
2. The area of 'Raikes Road Burial Ground' (the Burial Ground) is outlined in green on the attached plan.
3. The Friends of Raikes Road Burial Ground shall be a voluntary body formed from members of the general public and other interested parties. It shall be a non-political group with a commitment to treat everyone fairly regardless of race, gender, age, sexual orientation, religion and physical and mental ability.

4. OBJECTIVES

- 4.1 The Friends Group will protect the sanctity of the burial ground and respect the rights of the people buried in it and their families. Within this over-arching concern the Friends Group will work with local stakeholders and community organisations in the furtherance of the following objectives:

- 4.1.1 To preserve the original and primary purpose of the Burial Ground and enhance and interpret its cultural, historical and ecological value.
- 4.1.2 To maintain and enhance the landscape, and the physical and aesthetic value of the Burial Ground.
- 4.1.3 To facilitate a reasonable level of supervised public access to the Burial Ground and to liaise with users to identify and represent their needs and work towards public access.
- 4.1.4 To encourage local schools and youth organisations to discover and participate in the conservation of the historic and ecological value of the site by arrangement with, and under the supervision of, the Friends of Raikes Road Burial Ground.
- 4.1.5 To develop and deliver projects, in partnership with other community organisations and authorities, which will help to deliver the Friends Group's objectives.
- 4.1.6 To notify the appropriate authorities as soon as hazards or problems become apparent.
- 4.1.7 To raise the funds required to deliver the Friends Group's objectives by applying for grants and other funding, or through any other legitimate means.
- 4.1.8 To apply and carry out any other lawful activities necessary to achieve the above objectives.

- 4.2 The Friends Group will deliver these objectives on behalf, and with the approval, of the incumbent of Holy Trinity Church (Skipton), as the landowner, and Skipton Town Council, as the authority responsible for maintaining the site under the terms of a request from the parochial church council served under s215(2) of the Local Government Act 1972.
- 4.3 On a day to day basis the Friends Group will work with the incumbent of Holy Trinity Church and Skipton Town Council as equal partners. Both the incumbent of Holy Trinity Church and a nominated representative of Skipton Town Council will be represented on the Friends Group's Committee and have the right to be elected to any of the designated posts of that Committee (see section 6 below). Within the confines of agreed plans and work schedules the Friends Group will have full delegation to manage the Burial Ground as it determines.

5. MEMBERSHIP

- 5.1 Membership of the group shall be open to anyone with an interest in preserving, enhancing and using the Burial Ground in an appropriate manner. All persons wishing to become a member of the Friends Group may be charged an annual subscription to cover the general running costs of the Group and the costs of producing a website or quarterly newsletter, if produced. The annual subscription, if any, will be determined at the Annual General Meeting (AGM): see paragraph 6.5 below.

6. COMMITTEE

- 6.1 In addition to the incumbent of Holy Trinity Church (Skipton) and a representative of Skipton Town Council the Committee shall consist of the following officers and other members: Chairperson, Secretary, Treasurer, Member Liaison Officer, Conservation Officer, Education Officer and all other Ordinary Members. The officers will be elected by a simple majority of the Friends present at a meeting of the Committee.
- 6.2 The Committee shall have the power to co-opt, when and where required, special members to assist with projects and fundraising where appropriate.
- 6.3 The Committee shall determine the number of ordinary meetings to be held during the year, but no less than four meetings shall be held. The Chairperson may call special meetings at any time, but a minimum of seven days notice shall be given. Decisions will be voted upon and the majority of votes will be taken. In the event of equal votes the Chairperson will have the casting vote.
- 6.4 A full record of all meetings (minutes) will be maintained and the Chairperson will sign off these minutes after approval by the Committee.
- 6.5 There will be an Annual General Meeting of the Friends of Raikes Road Burial Ground which will be held during April of each year or as soon as practicable close to that date.

- 6.6 Changes to the Constitution and/or rules of the group will be voted for at the AGM.
- 6.7 Any required changes shall be sent in writing to the Secretary or acting Secretary and received no less than fourteen days prior to the AGM.
- 6.8 Notification of the AGM will be given at least twenty-one days prior to the date. All members of the group will be informed. All members shall have the right to one vote.
- 6.9 Full details of the Friends Groups' activities and financial dealings will be presented at the AGM.

7. FINANCES

7.1 The Committee shall ensure that:

- 7.1.1 A separate bank account in the name of 'Friends of Raikes Road Burial Ground' shall be maintained for the general finances of the group. Proposed payments and withdrawals must be certified by the Chairperson and one other officer of the Committee, before being passed for authorisation, processing and accounting.
- 7.1.2 Maintenance and auditing of full and proper accounting records, and the preparation of an annual statement of receipts and payments, are undertaken at the end of the financial year – 31 March.
- 7.1.3 The funds of the group, including all donations, contributions and bequests, shall be paid into the Friends Group's account.
- 7.1.4 Funds belonging to the Friends Group shall be applied or distributed only for the purpose of furthering the objectives of the Group.

8. DISSOLUTION

- 8.1 If the Committee decides that it is necessary or advisable to dissolve the Friends Group it shall call a meeting of all members of the Group, giving at least twenty one days notice, stating the terms of the resolution to be proposed. If the proposal is confirmed by a two-thirds majority of those present, the incumbent of Holy Trinity Church (Skipton), as the Landowner shall have the power to realise any assets held by or on behalf of the group. Settlement of all debts and liabilities must be undertaken prior to final disposal of the remaining assets.
- 8.2 The remaining assets may be transferred to any other group(s) or institution(s) having similar objectives to the Friends of Raikes Road Burial Ground or to any charitable organisation that the incumbent of Holy Trinity Church (Skipton) determines.
- 8.3 In the event that no group, institution or charitable organisation is able to take

on day to day responsibility for maintaining the Burial Ground on behalf of the incumbent of Holy Trinity Church (Skipton), this responsibility will revert to Skipton Town Council.

