

Braunston CAN (Climate Action Network) Constitution

History

Braunston CAN was established in December 2019 following the initiatives of councillors at Daventry District Council to consider that the Council can reduce the environmental impact of its activities. Braunston Parish Council has adopted a number of climate related initiative following requests from Braunston CAN.

Braunston CAN is independent of any Council or Group and the aims listed below are to encourage individuals and businesses towards a zero carbon emission society.

Aims

1. To promote activities within the administrative area of Braunston Parish Council that mitigate the effects of climate change. In practice Braunston CAN activities can focus on many diverse actions including improvement in energy production and usage through green energy generation, green mobility schemes, home insulation and restoration of biodiversity through tree and wildflower plantings.
2. To liaise and network with other public and private sector bodies who are involved in similar activities: such as Parish and other Councils, and UK Government bodies
3. To seek relevant grants from public and private bodies to finance the activities of the group in the Braunston Parish Council Area.
4. To publish the activities of the group in the Braunston Village News and elsewhere and hold an annual event to publicise the group's activities and the importance of reducing further climate change.
5. To hold regular monthly open meetings of the group in the Village Hall at which there is an agenda and minutes are taken and published on the Braunston web site.
6. To work with other volunteer groups in the area to coordinate activities to reduce the impact of climate change in the area.
7. To lobby and report to the Parish Council, West Northamptonshire Council, government departments and other public and private bodies to influence and assist them to adopt policies that minimise the effects of climate change.

Members

Membership of the group is open to all current and ex-residents of the Braunston Parish who wishes to participate in the Braunston CAN activities.

Members under the age of 18 must be given approval to participate and/or accompanied by a responsible adult, however they will not be expected to undertake unsuitable tasks.

Members are expected to provide the secretary contact details preferably an e-mail address and notify the Secretary should they wish to resign at any time.

Members are those who ask to receive the group's information by email. Any member who no longer wishes to receive the group's emails, must inform the secretary that he/she wishes to be removed from the mailing list.

There is no membership fee.

Equal Opportunities

The group welcomes any member irrespective of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, or marital status.

Officers and Committee

A Chair: Responsible for the agenda and management of the meeting

A Vice Chair: manages the meeting in the absence to the Chair.

A Secretary: responsible for monthly meeting bookings, distributing the agenda, minutes of meetings, and updating membership lists.

A Treasurer: Manages any money that the group obtains from grants or donations.

Committee: Until the group is of sufficient size a committee of larger than 4 as above, is not proposed, however should the group pass 75 members the need for the formation of a committee would be examined at the next Annual General Meeting.

Project leaders: Where specific projects are being undertaken either on an ad hoc or permanent basis, individual members or small groups will be designated to manage the project and present reports on the projects progress to the monthly meetings.

The appointed officers to the above posts will be reviewed at the designated AGM, and should any officer stand down during the year a provisional appointment will be made at the next monthly meeting.

Meetings

Meetings will be held monthly, with one meeting designated as the AGM. The dates for the meetings throughout the year will be established at the AGM including which meeting will be the next designated AGM and published on the Braunston Village website.

The agenda for each monthly meeting will be compiled by the Chair, with individual members having the opportunities to either notify the Chair of items that they wish added or present them under any other business. Minutes will be taken by the Secretary or a nominated minute taker and circulated to all registered members.

At the meeting designated as the AGM officers will be elected or confirmed in their roles. The Chair will submit a report summarises the activities of the group during the previous year which will include any grants made and the expenditure to date. The treasurer will submit a report on the finances of the group activities. These reports will be published on Braunston Village web site

Any reports from the project officers felt appropriate by the group will be forward via the Chairman for publishing in the Braunston Village News.

Finances

The Treasurer will maintain records of project grants obtained and expenditure against them. It is the intention at this stage to arrange for any monies obtained to be held in trust by the Parish Council. Where payment of monies is required from a grant this will be actioned by the Braunston Parish Council subsequent to being authorised by the Treasurer and the project leader whose names will be notified to the Parish Council Clerk.

Amendments to the constitution

Amendments to the constitution will be made only at the AGM, and any proposal for amendments will need to be submitted to the Secretary 2 weeks prior to the AGM.

Draft agendas for the AGM will be distributed to members 3 weeks prior to the AGM and additional items from members are to be submitted to the Secretary 2 weeks prior to the AGM.

A final agenda will be circulated by the Secretary 1 week prior to the AGM.

A quorum consists of at least 2 of the appointed officers and 3 other members.

Any proposal to amend the constitution will require two-thirds majority of those present at the meeting.

Any other proposal will require a simple majority of those present at the meeting.

Dissolution

If a meeting of the AGM by simple majority decides that it is necessary to close down the group, it may call a Special meeting to do so.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts and grant funded projects completed, will be donated to the Village Charity.