

ASTON PARISH COMMUNITY MINIBUS
CHARITY NUMBER: 1063777

CONSTITUTION

- 1. Name:** The name shall be: Aston Parish Community Minibus (Hereinafter called APCM)
- 2. Objectives/
Activities:**

 - (i) To provide and maintain, in good working order, a minibus for the exclusive use of social, welfare and recreational purposes by the villagers living in the parish of Aston.
(Hereinafter called ‘the area of benefit’)
 - (ii) The minibus is available for hire to any group, organisation or club (irrespective of sex, ethnicity, political, religious or sexual orientation) from within the area of benefit whose responsibility will be to nominate a driver/drivers who meet the requirements of the conditions of hire.
 - (iii) The service shall be provided at the lowest possible hire rates in order to recover all running costs.
- 3. Management
Committee:** The activities of the APCM shall be controlled by the the Officers: Chairman, Secretary and Treasurer, assisted by a Bookings Secretary and two Executive Trustees. The latter’s role is to oversee decisions of the Officers and to ensure compliance with Charity Commission guidelines. Executive Trustees are appointed by the Committee (see section: Executive Trustees) All post holders must be from the area of benefit.
- 4. Duties/
Responsibilities:**

 - (i) An Annual General Meeting (AGM) will be held during the month of April and 28 days notice of this will be displayed on the APCM website, the village notice board and in the parish magazine, Voices.
 - (ii) Election of the Officers and Bookings Secretary will be held at the AGM.
 - (iii) A statement of accounts (income & expenditure) will be made available at the AGM and a copy displayed on the APCM website.

(iv) Committee meetings to be held at least twice a year, with additional meetings as and when necessary.

(v) The Secretary will maintain a minute book of all proceedings and resolutions carried at the AGM, a copy of which shall be placed on the ACPM website.

(vi) Should the need arise, the ACPM Constitution may only be altered by a majority decision of the members at an Extraordinary General Meeting (EGM).

5. **General Conditions:** (i) All statutory obligations relating to the minibus shall be met at all times. (Road Tax, Insurance, MOT, Seat Belts)

(ii) It shall not be obligatory to provide alternative transport should the minibus not be roadworthy.

(iii) A booking service will be maintained by the Bookings Secretary on a strictly “first come, first served” basis.

(iv) The Committee reserve the right to refuse hire of the minibus where it is considered the service may be open to abuse.

(v) Hire charges will be set at a level whereby running costs are recovered. If a surplus is generated, said surplus will be invested and set aside to offset the replacement cost of a new minibus.

6. **Service Discontinuance:**

For whatever reason, if by a simple majority of the Committee, it is decided to discontinue the minibus service, the following procedures shall be adopted:

(i) An EGM shall be held in a public place, giving 28 days notice, said notice to be displayed on the ACPM website and the village notice board.

(ii) The reasons for discontinuance will be presented, debated and a vote taken by all those present and the wishes of the majority shall be upheld.

(iii) If it is the will of the majority attending the EGM that the service be discontinued, all debts will be paid, the assets sold and the remaining monies distributed amongst appropriate village charities.

EXECUTIVE TRUSTEES

1. The Role of Executive Trustees:

- (i) In addition to the elected Committee, who are automatically designated as Trustees, there will be a minimum of two Executive Trustees of the Aston Parish Community Minibus (ACPM)
- (ii) The Executive Trustees will fulfil a reviewing role of the APCM alongside the elected Committee to ensure the correct and responsible running of the charity in line with current legislation and Charity Commission guidance.
- (iii) The Executive Trustees attend Committee meetings in a supervisory capacity, but do not cast votes on individual agenda business.
- (iv) There must always be at least two Executive Trustees to ensure unbiased and balanced review of the elected Committee.
- (v) If in any exceptional circumstances only one Executive Trustee is able to attend, the Committee meeting may proceed as scheduled, with the proviso that the absent Executive Trustee(s) shall be consulted, either in writing or by electronic means, before any major decisions on the execution and administration of the Charity may be taken.

2. Appointment and Term of Office:

- (i) Each Executive Trustee will be a person of known integrity and will be appointed by unanimous invitation of the Committee.
- (ii) The Executive Trustees shall also ensure that the ACPM maintains an apolitical stance and refrains from allowing any political activity to become the dominant means by which the ACPM seeks to forward its aims.
- (iii) If the elected Committee wish to engage in capital expenditure, other than normal day-to-day expenses, they shall seek the approval of the Executive Trustees that this expenditure falls within the general terms and objectives of the APCM. In this the Executive Trustees will each individually have power of veto.
- (iv) The Executive Trustees may also recommend to the whole Committee the removal of an elected Committee member, for reasons of inefficiency, ill-health, or criminal activities.
- (v) In the event of the resignation of the elected Committee, or the inability for it to operate further, the Executive Trustees shall take whatever steps are necessary to secure the accounts of the APCM and either supervise the official

dissolution of the APCM, or temporarily appoint new Committee members subject to an election by the full membership within six months.

5. Remuneration

- (i) The position of Executive Trustee is strictly voluntary and is not subject to remuneration from the accounts of the ACPM.
- (ii) Executive Trustees will, however, have the right to reclaim travel expenses arising from their duties for the APCM, subject to the rules that apply to the elected Committee when on official engagements.