



CONSTITUTION OF THORNTON HEATH COMMUNITY ACTION TEAM

January 2015 - Revised February 2018

1. NAME

- a. The name of the organisation shall be THORNTON HEATH COMMUNITY ACTION TEAM (THCAT)

2. PURPOSE AND OBJECTIVES

- a. The purpose of THCAT is to take action to improve the local area, contributing to making it cleaner and greener, promoting local involvement in public policy making and service provision at community level.
- b. THCAT shall seek to represent and serve the area comprising the Croydon wards of Thornton Heath, Bensham Manor and West Thornton. This area may be narrowed or widened as required by the interests of THCAT
- c. The objectives of THCAT include:
 - i. Act as a proactive voice on behalf of local communities in the Thornton Heath area, proposing initiatives and identifying specific priorities, problems and possible viable solutions.
 - ii. Identify, where possible, opportunities for regeneration and investment, whilst also protecting and enhancing the historic and diverse character of the Thornton Heath area
 - iii. Identify ways of improving the local environment and amenity
 - iv. Use its influence to help promote and market the Thornton Heath area
 - v. Provide a platform for local people to voice their views
 - vi. Involve local people in shaping and strongly influencing the policies and programmes of Croydon Council and other relevant agencies
 - vii. Understand the needs and aspirations of all members of the Thornton Heath community
 - viii. Secure timely consultation with Croydon Council and other relevant agencies



and stakeholders to raise awareness of initiatives at local level

- ix. Monitor and comment on the impact of Croydon Council policies, programmes, and performance on the Thornton Heath area
- x. To promote equality of opportunity in the Thornton Heath area such that all members of the community can partake equally in the life of the community, and are able to contribute fully to the work of THCAT.

3. MEMBERSHIP

Membership of THCAT shall be non-political and open to any individual, organisation or business with an interest in Thornton Heath and in furthering THCAT objectives, who also accept and abide by the Code of Conduct for THCAT Members at Annex 1 of this Constitution.

4. EQUALITY OF OPPORTUNITY

THCAT shall ensure that it complies with the law in the United Kingdom and in particular the Sex Discrimination Act 1975, the Race Relations Act 1976 as amended by the Race Relations Act 2000, and the Disability Discrimination Act 2000, and promote equality of opportunity for all individuals to participate in the work of THCAT.

5. MEETINGS

- a. THCAT AGMs and public meetings shall be open to anyone to attend.
- b. An Annual General Meeting (AGM) shall be held in or about January of each year to receive THCAT Committee's report, audited accounts, and to elect Officers and Committee.
- c. Each candidate for an Officer post or membership of the Committee must secure a total of 10% of votes to be elected.
- d. The Committee shall decide when other public meetings of THCAT shall be held. However, there will be a general aim of holding monthly meetings in addition to the AGM.
- e. An Extraordinary General Meeting (EGM) shall be convened at any time by the Chair on behalf of the Committee or on written request for such a meeting signed by at least 15 members and specifying the business to be transacted. The Committee must convene the EGM within 35 days of receipt of a valid written request.
- f. Voting decisions at an AGM, EGM, or ordinary meeting shall be made by



simple majority, with the Chair holding the casting vote (except for Constitutional amendments as outlined in 5.k).

- g. Persons may cast only one vote in any THCAT vote. Any person attending in a personal and institutional capacity cannot cast multiple votes.
- h. Motions submitted at general meetings must be proposed and seconded by members.
- i. The Chair shall accept motions for consideration and hold votes on valid motions at an appropriate time on the agenda.
- j. A quorum for a meeting of THCAT where a vote is taken shall be 10 members. Changes to the Constitution can only be considered at either AGMs or EGMs. This Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at an AGM or EGM. The notice of the AGM or EGM that considers a constitutional alteration must include notice of the resolution, setting out the terms of the alteration proposed.

6. OFFICERS

- a. The Officers of THCAT shall be: Chair, Vice Chairs, Secretary, Treasurer, (plus any others we want to add)
- b. Nominations for electing Officers, supported by a seconder and with the prior consent of the nominee, shall be made to the Secretary before the start of an AGM or EGM.
- c. The Officers shall relinquish their office every year and shall be eligible for re-election at the AGM. The Committee shall have the power to fill casual vacancies occurring among the Officers. There is no maximum term of office.
- d. The committee reserves the right to request further information from nominees regarding their application to serve on the Committee or as an officer, including information regarding association with Thornton Heath, previous experience or expertise that may be relevant, and possible conflicts of interests. Nominees agree to make available relevant information for consideration by the Committee and THCAT.

7. THORNTON HEATH COMMUNITY ACTION TEAM COMMITTEE

- a. The Committee shall comprise the Officers of THCAT, with a maximum of 15 members.
- b. The Committee shall appoint a Data Handler and Data Controller to ensure compliance with the Data Protection Act 1998 and other relevant legislation and good



practice regarding data.

- c. The Committee shall be responsible for managing and administering THCAT.
- d. The Committee shall hold at least three meetings each year.
- e. All Committee meetings shall be minuted, minutes circulated to Committee members and be available to THCAT members.
- f. Nominations for election of other members to the Committee should be made in writing to the Secretary at least 7 days before the AGM: the nominations should be supported by a seconder or with the prior consent of the nominee. If the nominations exceed the vacancies a ballot shall be held as shall be determined by the Chair. Members of the committee shall be elected at each AGM and outgoing members may be re-elected.
- g. The Committee may fill any vacancies that may arise amongst its membership during the year.
- h. All Committee members shall have the right to vote.
- i. One third of the Committee's members shall constitute a quorum.
- j. The Chair shall not have a vote, except that in the event of an equality of votes cast at a Committee meeting, the Chair shall have a casting vote.
- k. The Committee shall have the power to co-opt to fill any vacancy on the Committee, including temporary membership of individuals whose skills or expertise may be required to facilitate the work of THCAT.
- l. If neither the Chair or the Vice-Chair is present, THCAT shall elect one from its number to preside in an acting capacity.
- m. Where it would help further its objectives, the Committee may seek THCAT membership of other organisations and nominate individual members to represent THCAT in such organisations.
- n. Any Officer or Committee member absent from three consecutive meetings without sending apologies shall be removed from their position.

8. SUB-COMMITTEES

- a. The Committee may set up sub-committees as it deems necessary from the membership of THCAT. The Committee shall appoint a Chair and a Secretary of each sub-committee. All actions and proceedings of each sub-committee shall be reported to and be approved by the Committee at the earliest possible opportunity. THCAT Officers, who shall have the right to attend Sub-Committee meetings ex-officio, shall be advised in advance of the dates, venues and agendas of all such meetings.



Members of the Committee may be members of any sub-committee. Membership of a sub-committee shall be no bar to appointment to THCAT Committee. Sub-committees shall be subordinate to and may be regulated or dissolved by THCAT Committee.

9. FUNDING AND EXPENDITURE

- a. THCAT Committee may raise funds and invite and receive grants, subscriptions and donations
- b. The Committee may open and operate bank accounts in the name of THCAT.
- c. The Committee shall, out of THCAT funds, pay all properly authorised administrative and management expenses. After paying these expenses, the remaining funds shall be applied by the Committee to further THCAT objectives.
- d. No expenditure shall be made or financial commitment entered into without the prior agreement of the Committee.
- e. THCAT Treasurer shall keep proper accounts, monitor income and expenditure, reporting as required to the Committee and presenting annual accounts independently audited by independent accountant to the THCAT AGM.
- f. THCAT financial year shall run from 1st April to 31st March.
- g. Up to three members of the Committee shall be empowered to sign cheques drawn on THCAT's bank account(s). Signatures of two of these members shall be required on each cheque drawn.

10. WINDING UP

THCAT may be dissolved by a two thirds majority of eligible members voting at an AGM, EGM, or a General Meeting. If a motion for the THCAT's dissolution is to be proposed, specific reference shall be made to this motion when giving notice of the meeting. In the event of dissolution, the THCAT's available funds shall be transferred to one or more organisations having similar objectives, to be chosen by the Committee. However, any unspent or uncommitted funds given for a specific purpose shall, wherever practicable, be returned to the donor. On dissolution THCAT minute books and other records shall be deposited with the Croydon Archives.

Signed. Linda Watson

Chair THCAT

Date: Revisions agreed at AGM on 20 February 2018

Join our team and take action for a cleaner, greener Thornton Heath!