



## RULES

**January 2025**

These were made by the trustees of The Friends of Cannizaro Park (FoCP) for the conduct of business in accordance with clause 32 (Rules) of the Constitution.

<b>Rule</b>	<b>Relevant clause of the Constitution</b>
The membership subscription rate is set per category (Individual, Other adult in the same household and Corporate). It is payable when joining and thereafter annually. The trustees can amend the rates, and set their effective date, which would only apply to existing members after notification and with a notice period of at least one month.	8(1)
Honorary membership may be granted in recognition of exceptional support for the FoCP's work. Honorary members are deemed to have paid the annual subscription.	8(1)
When considering the appointment of any person as a trustee, the trustees shall have regard to the following: the professional qualifications and/or expertise of the prospective trustee; the requirement for any particular skills within the trustee body; the allocation of responsibilities for the business of the FoCP amongst the trustees; any previous assistance and/or services provided by the prospective trustee for the benefit of the FoCP; and any other matter which the trustees consider relevant to the appointment of a new trustee.	18(2)
A prospective trustee may be invited to attend meetings of the trustees prior to any decision to appoint a new trustee. Invitations will be extended where the trustees consider that such attendance would be useful to assess the suitability of that person to act as a trustee.	18(2)
Prospective trustees are briefed on the FoCP (purpose, Constitution, activities/plans, finances, other trustees etc) and directed to the relevant briefing material of the Charity Commission, including its guidance on the public benefit. They should provide a short cv.	18(2)
A policy for the holding of reserves is set and reviewed at least annually.	19(1)(h)
Expenditure budgets are agreed in advance for each project and annually for ongoing costs. In addition, a limit is set above which any payment must be agreed in advance.	19(1)(i)

Cheques/online payments require two signatories/authorities from three registered with the bank (Treasurer and two other trustees).	19(1)(j)
An independent examination of the annual financial statements is to be carried out in advance of the AGM. Currently the FoCP is under the threshold requiring an examination in accordance with any external regulations. Therefore at present it is an examination of the statements to confirm that they have been correctly prepared and are in accordance with the books and records by a person who is not a trustee or otherwise involved in the charity's administration. The independent examiner is appointed/re-appointed at each AGM.	27
Accounting records may be kept in electronic form.	27(1)(a)
Risk assessment: each volunteer is required to sign the FoCP's H&S form.	30
The trustees take out forms of insurance that it considers are necessary in addition to the minimum requirements set out in the Constitution.	30, 4(1)(b)
The trustees maintain a records management policy so that information is handled in an organised, secure and legally compliant manner, and regularly review compliance.	32(e)