



Community Group Framework

A Community Group is a group of Residents with a common interest, using DPML Facilities with the aim of enhancing their life and wellbeing and/or that of other Residents. All Community groups must be open to all Delamere Park Residents. It is accepted that most activities will have some limit on numbers due to space/seating/capacity restrictions so a fair system should be used for booking/attendance.

All Community Groups must seek prior approval from the DPML Trustees through a review meeting, at which the purposes and organisation of the Group are to be presented and discussed. If the activity involves a paid instructor, demonstrator or speaker etc., whether that person is Resident or Non-Resident, any 'Personal Interest' must be declared at this stage, including family or other connections. Start-up Groups may operate under the umbrella of another established Community Group in order to build up their membership and assess the ongoing level of interest, and with the ability to operate autonomously thereafter, if appropriate.

Definitions

Resident: Plot Owner or a member of the Plot Owners' immediate family/household who lives with the Plot Owner. Also includes Tenants and their families where the Plot Owner has transferred DP access rights to the Tenant.

Committee: A group of Residents who take responsibility for running a Community Group. All Committee members must be Residents of DP. The minimum Committee size is 2 Residents. If a paid instructor/leader is also a Resident they may be a member of the Committee but there must also be at least 2 other Resident Committee members with no conflict of interest (see 5 below).

1. Aims and Purposes

Each Community Group will be required to identify and maintain, the aims and purposes of the Group.

2. Community Group Membership

Membership of a Community Group will be restricted to Residents of Delamere Park only. Non-Resident Guests may attend meetings but may not be voting members of a Community Group. When the Resident is a Tenant and the Plot-owner has retained the access rights to DPML Facilities, the Tenant may become a member of a Community Group but will still require signing in as a Guest at Reception.

3. Community Group Committee and Group leader and contact details

Each Group will notify the DPML Trustees of those responsible for running the Group (the Committee). The Committee will nominate a representative to be the primary point of contact for the DPML Trustees and Staff and will publish and maintain contact details so that Residents will have ready access to the Group. Community Groups may designate additional Residents to be secondary contacts who may also book facilities on behalf of the group.

4. Finances

Each Community Group will provide the DPML Trustees with an annual Financial Statement in a form appropriate to its size and activities. If the group does not handle any money at all then a simple declaration of that fact is all that is required. Each user group will maintain an inventory of their equipment and its value and provide the list to the DPML office.

5. Conflict of Interest

In order to avoid conflicts of interest, where the Community Group activity involves a paid instructor, demonstrator, staff or speaker etc, the person receiving such payments cannot also be the sole organiser and, if a member of the Community Group's committee, may participate in discussions, but must abstain from voting on any matter affecting the financial arrangements of that particular activity.

Furthermore, committee members and any person receiving payment for their services must declare any 'Personal Interest' that may arise in any arrangement between the Community Group and any individual receiving such payments.

A 'Personal Interest' arises when a close family relationship or other beneficial arrangement exists between a member of the organising committee of a Community Group and an individual who may benefit financially either directly or indirectly, as a paid instructor, demonstrator or otherwise of that Community Group. In such instances the committee member cannot take part in any decision making process regarding the appointment of, or the financial arrangements made with the individual.

6. Community Group Constitution

Each Community Group will receive a copy of this framework and sign it to agree to its terms. Community Groups may establish their own rules of operation appropriate to their activities but nothing in those rules will be inconsistent with anything in this framework or the Bye-Laws. A copy of any such rules will be provided to the DPML Trustees.

7. Publishing of Functions and Activities

As functions and activities are restricted to Residents and their accompanied Guests only, the only promotional advertising that is permitted is on the Clubhouse Notice Boards, by inclusion in the Delamere Park website, by visual display within Delamere Park, in Park News, by e-mail to members, or by mass e-mail by DPML to consenting residents on their database and by door-to-door distribution of 'flyers' within Delamere Park. Promotional advertising in more widely published media is not allowed.

8. Non-Resident Guest Participation

In accordance with the constitution of the Community Group, Non-Resident Guests and Non-Resident Instructors may participate only as invited Guests of Resident Members. Non-Resident Guests must be signed in by a Resident Member. There are no problems with Residents inviting their genuine guests to any events/activities but it would be inappropriate for any group or individual to pressure a Resident to sign in someone who they do not know. Residents are reminded that they are responsible for the behaviour of their Guests whilst using DPML facilities.

There is no explicit level of Resident participation in a Community Group event so long as all non-residents are appropriately signed in. However, if more than 50% of attendees are non-resident guests on a regular basis the Community group Committee/Leader should bring this to the attention of and discuss the situation with the Trustees.

Where Delamere Park has a sport in a recognised league & home teams are playing matches against visiting teams, it is accepted that a higher percentage of Guests will be involved on match nights and whilst there is a normal limit of 3 guests per Resident, DPML reception and Bar staff may authorise additional guests if appropriate and there is sufficient capacity at the time.

There is no charge to be levied in non-resident attendance on behalf of DPML as by definition non-residents are Guests of Residents. If a Community Group chooses to levy a small charge for non-resident attendees, then that should be made clear in their constitution/rules.

9. Register of Attendees.

There is no requirement for a Community Group to provide an Attendance Register to DPML (though of course they are welcome to take one for their own purposes). However, ALL attendees are required to either swipe their key fob at the main entrance or to use the electronic signing in system each time they attend.

10. Use of DPML Facilities

All bookings for the use of DPML Facilities will be made through DPML Reception or Office. Bookings may only be made by the designated group leader or other designated Residents. Bookings may not be made by a paid instructor/speaker. The Trustees retain the right to refuse any request for booking the Function Room or Lodge and amend or cancel booking times if the room is required for a DPML organised function or an event that is deemed to be of particular relevance to the Delamere Park Community. Wherever possible DPML will endeavour to make alternative arrangements that will allow the original booking to take place albeit in another location.

11. Insurance

DPML maintains appropriate public liability insurance for all regular users of the premises. However, in addition to DPML cover, where a Community Group uses a paid instructor/leader/demonstrator (referred to as 'instructor' below) for any event the instructor must have 3rd party/public liability insurance as recommended by their governing body. This insurance must be provided to DPML before any activities take place. DPML will retain a register of such insurances. There is no need for non-activity based presenters such as guest speakers to have separate insurance. Where the activities involve children, the instructor must provide an appropriate DBS certificate to DPML.

12. Community Group Representative Meetings

Each Community Group will appoint a representative to attend the Community Group Representative Meetings to represent its interest. This meeting shall elect its Chair and Secretary at least every 3 years. The Chair and Secretary may be one of the representatives in the group or any other willing DP Resident. One or more DPML Trustees will also attend the meetings.

13. Community Group Closure

Any Community Group that agrees to cease its activities will advise the DPML Trustees of its decision. Any remaining Community Group funds will be dealt with in accordance with its own rules or as the members decide. The members will at all times be responsible for any shortfall in a Group's funds.

14. Community Group and DPML Trustee Review

All Community Groups will at the request of the Trustees of DPML have periodic review meetings, at which any significant changes to the Community Group's operation will be discussed.

Community Group Framework Acceptance

I have read and agree to the above framework agreement

Name: _____ Signed: _____

On behalf of (Community Group Name): _____

Date: _____

Secondary Representatives:

Name (printed): _____ signed: _____

Date: _____

Name (printed): _____ signed: _____

Date: _____

Name (printed): _____ signed: _____

Date: _____