

# Queen's Park Trust

Revision v1.0, dated 11th May 2026



## Constitution

### 1. NAME AND AREA

The name of the community trust is 'Queen's Park Trust'.

The defined area is the Queen's Park Ward, all within the local authority area of the City of Westminster.

### 2. AIMS

The aims of the association are to:

- 2.1 Promote membership to all people eligible to join
- 2.2 Promote equal opportunities within the community
- 2.3 Improve the neighbourhood and living experiences of local residents in the area of the community trust
- 2.4 Be non-party political
- 2.5 Promote social welfare, recreational and training activities for the benefit of members of the community trust
- 2.6 Represent the majority view of the members
- 2.7 Build a partnership and improve communications between members, local council and local policing team
- 2.8 Provide regular information to all members
- 2.9 Regularly consult all members
- 2.10 Monitor the community trust, its work, finances and membership
- 2.11 Provide and promote training for trust officers on areas of the community trust's activity and concern where available.

- 2.12 Use social media where appropriate to canvas opinion and to make decisions providing the community trust has regard to Equal Opportunities Clause 3.1 as noted below.
- 2.13 Promote, for the benefit of the local public, good citizenship, community safety and greater public participation in the prevention and detection of crime.

### **3. EQUALITY, DIVERSITY AND INCLUSION**

- 3.1 The community trust will work in the community and within its own membership to advance equality of opportunity, foster good relations and eliminate discrimination against those in protected groups as determined by the Equality Act 2010 (As amended from time to time).
- 3.2 The community trust will work proactively, and with the support of other services where necessary, to include and reflect all parts of the community it represents. Among other possible actions it will do this by:
  - 3.2.1 Working with other services to identify groups within its defined area that are less likely to be members of the association or to take part in its activities or events (under-represented groups),
  - 3.2.2 Working with other services to develop an inclusive approach to communication that will help engage under-represented groups and where it would be of benefit locally, asking services for help translating key documents such as notice of general meetings.
  - 3.2.3 Considering appointing a lead committee officer for diversity and inclusion who undertakes relevant training when it is available.
  - 3.2.4 Supporting the lead committee officer for diversity and inclusion to report at committee meetings and general meetings on actions the community trust has taken to involve under-represented groups.
  - 3.2.5 Ensuring its members are diverse, if necessary, by proactively seeking out and co-opting additional members from under-represented groups.

### **4. MEMBERSHIP**

- 4.1 Membership of the community trust can be made via these 5 methods and shall be open to:

- a) Anyone living or working within the Queen's Park Avenues Estate to be included only within the Crime and Safety WhatsApp Group.
  - b) Anyone living or working in or next to the named street of the individual street WhatsApp groups.
  - c) All residents that live or work in or near the Queen's Park Ward to join the General Chat WhatsApp.
  - d) Any residents that choose to register with the online Neighbourhood Watch group are automatically joined.
  - e) Any residents that choose to register for mailing updates via email membership are automatically joined.
- 4.2 A record of all members in the current year shall be kept by the Director of the community trust and shared with all other officer roles.
- 4.3 There is no membership fee.

## 5. ENDING MEMBERSHIP

- 5.1 Membership shall end when a member applies to leave or is asked to do so by an officer role.
- 5.2 In the event of gross misconduct membership may be suspended or ended by a two-thirds majority vote of the officers.
- 5.3 For the purposes of 5.2 gross misconduct shall be defined as conduct which (in the opinion of a two-thirds majority of the committee):
- (a) Knowingly contravenes any community trust rule, or
  - (b) May prevent the proper functioning of the trust, or
  - (c) May harm the good reputation of the community trust, or
  - (d) Involves any illegal activity.
- 5.4 A member whose membership has been suspended in accordance with clause 5.2 shall be entitled to have that suspension reviewed at the next general meeting of the community trust.

## 6. MEETINGS

### THE ANNUAL GENERAL MEETING

- 6.1 The association shall hold an annual general meeting (AGM) once in each calendar year, and not less than 9 months, nor more than 15 months shall pass between the date of one AGM and the next.
- 6.2 The AGM shall:
- Receive an annual report
  - Present independently reviewed accounts to members
  - Appoint an independent person to review the annual accounts
  - Elect the officer roles
  - Consider any resolution put forward by members
  - Vote on any amendments to the constitution.
- 6.3 All members shall be given **[28 days]** written notice of the AGM, such a notice shall ask for any agenda items, nominations to the committee and any resolutions which include any proposed changes to the constitution.
- 6.4 Any agenda items or proposed changes to the constitution by the officers or by nominations must be notified and sent to the secretary in writing at least **[21 days]** before the AGM.

- 6.5 Agendas should be submitted, together with minutes of the previous AGM (if not previously circulated) **[10 days]** before the AGM.
- 6.6 The quorum for the AGM shall be 25 members or 20% of the membership which ever is the least.
- 6.7 If there is no quorum present within half an hour of the time the meeting is due to start the meeting shall be dissolved and re-convened no earlier than 10 working days and no later than 20 working days from the date of the original meeting. If at the subsequent meeting the meeting is still not quorate within half an hour of the time the meeting is due to start, then those present at the meeting shall form the quorum.

## **GENERAL MEETINGS**

- 6.8 Each year the community trust shall hold at least three general meetings (including the AGM) which shall be open to the general membership.
- 6.9 All members shall be given **[28 days]** notice of the general meeting, such a notice shall ask for any agenda items and any resolutions.
- 6.10 Any agenda items must be notified and sent to the secretary in writing at least **[21 days]** before the AGM.
- 6.11 Agendas should be submitted to the membership, together with minutes of the previous general meeting (If not previously circulated) **[10 days]** before the general meeting.
- 6.12 All general meetings shall be minuted.
- 6.13 The quorum for all general meetings shall be 25 members or 20 per cent of the membership, whichever is the least.
- 6.14 Clause 6.7 shall apply in the event of the meeting not being able to form a quorum.
- 6.15 Proposed resolutions by officer roles must be notified in writing to the secretary at least 14 days before the meeting and these may be accepted by the chair if it is agreed by those present at the start of the meeting that they be added to the agenda.

## **SPECIAL GENERAL MEETING**

- 6.16 A special general meeting may be called by the committee if requested by at least 25 members or 20 per cent of the membership, whichever is the most
- 6.17 If a special general meeting is requested by the membership this request must be supported with information identifying the precise nature of business to be conducted.

## **VOTING**

- 6.18 Each member shall have **one vote** on any resolution put before an AGM, general meeting or special general meeting.
- 6.19 All Voting** that takes place at an AGM, general meeting, special general meeting and committee meetings, shall be counted and recorded in the minutes.
- 6.20** If there is a tie the chair will have a second and casting vote.
- 6.21** Proxy voting shall not be allowed at any general, special general or annual general meeting.

## MINUTES

- 6.22 All formal meetings such as committee meetings, special general meetings and annual general meetings must be minuted formally approved by the next meeting of the committee or general meeting respectively.
- 6.23 All minutes shall be available for inspection by members of the association.

## THE COMMITTEE – The Local RA – These points are QPARA and QPT

- 6.24 The committee that contributes to decision making of the community trust and supports and advises the trust is the Queen's Park Avenues Resident's Association. The QPARA are not part of the Queen's Park Trust but are kept informed through the Community WhatsApp and Neighbourhood Watch and take votes on decisions for the Queen's Park Trust. Any member over the age of 18 shall be entitled to stand for election to the RA committee.
- 6.25 One third of the committee shall stand down at each annual general meeting and may be re-elected. For the avoidance of doubt the third that stand down shall be such residents who have served the longest on the committee.
- 6.26 There shall be at least [**six**] and no more than [**Fifteen**] committee members. Where the Residents Association manages a hall the AGM shall also appoint 4 additional individual trustees to manage the hall on behalf of the Association. Such trustees shall be outside of the existing committee.
- 6.27 The committee shall ensure that there is always a majority of tenants and leaseholders or family members thereof on the committee compared to members that qualify under clause 4.1(b).
- 6.28 There shall be at least [**minimum 4 maximum 12**] committee meetings each year. The quorum for committee meetings shall be no less than four committee members or 1/3 of the committee membership whichever is the most.
- 6.29 Where committee members fail to attend 3 consecutive committee meetings without good reason the committee may decide to remove them from the committee by a two-thirds majority vote of the committee.
- 6.30 All members shall be given not less than seven days notice of each committee meeting, at which any member shall be entitled to attend (but not to vote).
- 6.31 The association should aim to have a proportion of tenants/lessees on the committee to reflect the ratio of tenants to lessees on the estate.

- 6.32 The officers of the committee shall be elected at the annual general meeting. Until such time as officers are appointed, the committee shall deal collectively with any issues that may arise. The committee shall appoint to fill any vacancies that may arise.
- 6.33 The committee may from time to time as necessary create any sub-committees and/or working parties on a permanent or temporary basis. The committee shall direct the terms of reference and delegated decision-making powers of the sub-committee. The members of any such sub-committee or working party shall be selected by the committee from among the general membership and through Co-option if required. Any such sub-committees or working parties shall report to the committee regularly for decision making.
- 6.34 The committee shall monitor the work, finances and membership of the association.
- 6.35 The committee shall report to each general meeting on the work done by the committee since the last general meeting.
- 6.36 The committee shall produce standing orders which it may review from time to time to govern the conduct of committee meetings.
- 6.37 There can be more than one committee member from the same household but if a vote is taken for any purpose then only one household member may vote.
- 6.38 Where a conflict of interest arises the committee member shall declare such conflict and shall withdraw from any discussion and voting on the subject matter. In certain circumstances the committee member will be asked to leave the room whilst a discussion / vote takes place.

## **7. OFFICERS ROLES**

- 7.1 The community trust shall have a Director, Assistant Director, Secretary and Treasurer.
- 7.2 The Director shall chair the general and committee meetings. The duties of the officers shall be defined in the governing document of the community trust.
- 7.3 The officers shall report to each committee meeting and general meetings of their work.

## **8. FINANCE**

- 8.1 The treasurer must maintain a bank or building society account in the name of the community trust or charity contained within and keep records of the community trust's income and expenditure. The treasurer shall report the balance in the account to the committee at each committee meeting.
- 8.2 The community trust shall appoint three authorised signatories for any payments and receipts shall be signed by at least two of the authorised signatories who are not related to one another.
- 8.3 The community trust's accounts shall be kept up to date and annual accounts for each year shall be independently audited and presented to the annual general meeting.
- 8.4 The accounts of the community trust shall be available for inspection by any member of the trust who requires seeing them, within 28 days. The request for inspection must be made in writing to the treasurer.
- 8.5 The financial year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March each year.
- 8.6 No member of the community trust or anyone related to such member shall receive remuneration or have any financial interest personally or as a member of a firm or as a director or other business trading for profit or in any other way whatsoever in any contract or other transaction with the trust.
- 8.7 Any potential expenditure over [£1,500] (level to be decided by a general meeting) shall only be committed on approval of a general meeting of the community trust. All Petty cash transactions must be under £50 and will only be reimbursed on production of a valid receipt.

- 8.8 Any decisions made on the procurement of goods and services shall be on a value for money basis with at least 2 quotes for goods and services over [£1,000] and 3 quotes over [£5,000].
- 8.9 Policies and procedures followed by the QPT are that of the National Neighbourhood Watch.

## **9. DISSOLUTION**

- 9.1 The community trust may only be dissolved by a general meeting called specifically to consider a motion to that end and passed by two-thirds of members present and voting. Subject to the terms of any resolution of the general meeting, the committee shall have power to realise any assets held by or on behalf of the association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to another similar community group or local charity.

## Approval and review

Approved by:	Ray Lancashire
Policy owner:	Queen's Park Trust
Policy author:	Lydia Abou-Jaib
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