

Queen's Park Trust

Revision v5.0, dated 31ST August 2026



Constitution

1. NAME AND AREA

- 1.1 The name of the community trust is 'Queen's Park Trust'.
- 1.2 The defined area is the Queen's Park Ward, all within the local authority area of the City of Westminster but may exceed those boundaries should it benefit the residents to do so.

2. AIMS

The aims of the trust 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 committee and consider the majority view of the membership
- 2.7 Build a partnership and improve communications between stakeholders, local council and local policing team
- 2.8 Provide regular information to all members

- 2.9 Regularly consult committee 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 Queen's Park Neighbourhood Watch 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.
 - e) Any residents that choose to register for mailing updates via email membership.
 - f) Any residents signed up for SMS subscription membership.
- 4.2 A record of all members in the current year shall be kept by the Director/CEO of the community trust and shared with all other officer roles if required.
- 4.3 There is currently 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 (only once we handle monies)
 - Present independently reviewed accounts to members (only once we handle monies)
 - Appoint an independent person to review the annual accounts (only once we handle monies)
 - Introduce the officer roles
 - Consider any resolution put forward by members
 - Discuss any amendments to the constitution.
- 6.3 All members shall be given at least **[14 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 committee in writing at least **[14 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 15 members or 20% of the membership whichever 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 **[14 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 committee in writing at least **[14 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 15 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 an officer role 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 if they are offered to. Although the votes are to be mainly carried out by Trustees and Officer roles.
- 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.

VOTING ON WHATSAPP

- 6.22 Each poll must receive at least **3 votes** (and be the majority) to adopt the change (or 2 and an additional Chair vote if there are 2 yes and 2 no votes and the Chair has already taken a vote).
- 6.23 Each poll must have at least **4 votes** overall before a decision is taken. If a vote is even, the Chair may make the deciding vote. Votes may be made by ALL committee members but NOT General Board Members unless otherwise stated.
- 6.24 Committee members will be given at least 36 hours to vote and be given reminders before a decision is taken. There should be confirmation of the chosen decision on completion of the poll before the change being made.

- 6.25 No more than **4 polls** will be active at any one time so as not to overwhelm committee members when making decisions.
- 6.26 Only votes made by recognised phone numbers for committee members will be accepted as valid.
- 6.27 Recommended poll answers are:
- Yes
 - No
 - We need to discuss this more

MINUTES

- 6.28 The Secretary/Clerk shall be responsible for ensuring that accurate minutes are taken at all formal meetings. In the Secretary's absence, the Chair shall appoint another person to record the minutes.
- Minutes shall be approved at the next appropriate meeting and retained as the official record of the Trust.
- 6.29 All minutes shall be available for inspection by committee members of the trust.

THE COMMITTEE

- 6.30 The committee roles that contribute to decision making of the community trust and supports and advises the trust are QPT board of trustees and officer roles but not general board members who may only advise or participate in general member voting. The QPT trustees and officers are kept informed through communications and meetings and take votes on decisions for the Queen's Park Trust. Any member over the age of 18 shall be entitled to stand for possible selection to the committee depending upon vacancies being available and being legally eligible for the role.
- 6.31 There shall be at least [**minimum 4, maximum 12**] committee meetings each year. The quorum for committee meetings shall be no less than three committee members or 1/3 of the committee membership whichever is the most.

- 6.32 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.
- 6.33 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).
- 6.34 The trust should aim to have diversity within committee members where possible.
- 6.35 The officers of the committee shall be confirmed 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.
- 6.36 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.
- 6.37 The committee shall monitor the work, finances and membership of the association.
- 6.38 The committee shall report to each general meeting on the work done by the committee since the last general meeting.
- 6.39 The committee shall produce standing orders which it may review from time to time to govern the conduct of committee meetings if there are any.
- 6.40 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.
- 6.41 **Conflicts of Interest**
Committee members and Officers must declare any actual or potential conflict of interest as soon as they become aware of it.

A conflict of interest includes any financial, personal, or organisational interest that could reasonably be perceived to influence decision-making in relation to the Trust. Where a conflict is declared, the Committee shall determine how it is managed. This may include:

- allowing the member to remain in the meeting but not participate in discussion or voting; or
- requiring the member to withdraw from the meeting for the relevant item.

The decision of the Committee shall be recorded in the minutes.

A member with a declared conflict must not take part in any decision-making on the matter in question.

6.42 Register of Interests

Queen's Park Trust shall maintain a Register of Interests for all Committee members.

All such individuals must declare any financial, personal, or organisational interests that may reasonably be perceived to influence their role within the Trust.

Declarations must be made:

- upon appointment to the Committee or office;
- whenever a new relevant interest arises; and
- at any meeting where a relevant interest becomes apparent.

The Register shall be reviewed by the Committee at least annually and updated as required.

The Register of Interests shall be available for inspection by Committee members on request.

7. OFFICERS ROLES

- 7.1 The community trust shall have a CEO, Chair, Secretary and Treasurer (only when taking funding), Trustees and non-liaible, non-decision-making General Board members. See appendix at the end of the constitution for more information.
- 7.2 The Chair shall normally preside over all General Meetings and Committee Meetings. In the absence of the Chair, the Vice-Chair or CEO shall be operational and advisory as a Standing Chair.

- 7.3 The officers shall normally report to each committee meeting and general meetings relevant to their role. See Appendix B. Duties of Officer roles.

8. FINANCE

- 8.1 The treasurer may 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 two 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 Inspection of Accounts - This clause is only relevant once the Trust is handling monies. Any member of the Trust may request to inspect the annual accounts and financial statements by making a written request to the Treasurer.
- 8.5 The Treasurer shall make the requested documents available within 28 days, subject to any legal obligations relating to confidentiality and data protection.
- 8.6 The financial year shall run from 1st April to 31st March each year.
- 8.7 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.
- 8.8 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.

- 8.9 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].
- 8.10 Policies: The Trust may adopt policies and procedures consistent with recognised good practice, including guidance published by the National Neighbourhood Watch Network where appropriate.

9. DISSOLUTION

- 9.1 Any assets remaining after payment of the Trust's liabilities shall be transferred to one or more organisations with similar charitable or community purposes, as determined by the members at the meeting approving the dissolution. Where no such decision is made, the Committee shall determine the recipient organisation, having regard to the aims of the Trust.

Appendix A - Committee Roles for clarification of Clause 7.1

The Trust is made up of a committee containing officer roles such as a CEO, Chair, Clerk, Trustees and more. For a breakdown of the governance structure appendix see Appendix B. Description of roles.

Members (Community Membership)

Members are individuals who have joined the Queen's Park Trust through the approved membership process and are recorded on the Trust's register of members. Membership is open to eligible residents, workers, or individuals with a connection to the area who support the aims of the Trust. Members form the wider community base of the organisation and may attend General Meetings and the Annual General Meeting and may contribute to discussions when invited.

Membership provides engagement with the Trust but does not carry voting rights (members can participate on WhatsApp polls but not votes on areas of governance) or have any governance authority.

Committee

The committee is comprised of all Trustees, Officer roles and General Board Members as named on our 'Who We Are' page of the Queen's Park Trust website and are all members of the QPT Committee WhatsApp. All committee members are formally registered and been vetted through the QPT recruitment process with due diligence carried out on all committee members. All roles below are included as part of the committee with the addition of other roles as required by the changing needs of the Trust.

Chief Executive Officer

The CEO is responsible for day-to-day operational management of the Trust and implements decisions made by the Trustees. The CEO holds governance authority but equal to other Trustees and does not have the right to have a deciding vote as held by the Chair role unless standing in as Chair at the time of the vote. The CEO also holds a primary advisory role to the committee as the person that observes the impact of decisions made on day-to-day operations.

Chair of the Board

The Chair provides leadership to the committee and presides over meetings, ensuring orderly and fair conduct of business. The Chair may call a meeting as required, if felt necessary, within the guidelines of the constitution.

Vice-Chair (optional)

The Vice-Chair supports the Chair and acts in their absence but cannot override decisions made by the current Chair unless in emergency and agreed on by Trustees. In the absence of a Chair and Vice-Chair, the CEO fulfils the role of Chair at meetings.

General Board Members (Advisory Members)

General Board Members are appointed individuals who provide advice, expertise, and community insight to the Trustees. They may attend meetings by invitation and contribute to discussions but do not have voting rights, legal responsibility, or decision-making authority other than to participate in votes or polls that are open to all members. Their role is advisory only.

Trustees (Governing Body)

The Trustees are the legal governing body of the Trust and are collectively responsible for its management, decision-making, financial oversight, deciding improvements and approvals for policies, operations and the constitution, and compliance with this Constitution and all applicable law. Trustees hold ultimate authority for the Trust's activities and ensure it is operated in accordance with its aims and good governance principles. The Trustees act as the Committee of the Trust. The Chair serves as Head Trustee, and as such can have the final decision on equal votes.

Officers

Officers are Trustees appointed to specific roles to support the operations of the committee and Trust. Officers do not have individual authority outside decisions made by the committee but have governance rights and votes equal to Trustees but may also advise the committee relevant to their expertise/role.

Secretary/Clerk

The clerk is responsible for taking minutes at meetings and having access to records as required. This could be liable to change and encompass additional roles such as administration, issuing notices, maintaining records and preparing agendas but currently these tasks are being carried out by the CEO.

Treasurer

The Treasurer is responsible for overseeing financial management, maintaining financial records and reporting to the committee however, at QPT currently, we have no need for a Treasurer as we are a no-budget trust until decided otherwise by the committee.

Appendix B. Description of roles – For clarification of Clause 7.3

Duties of Officers

The principal responsibilities of the Officers are:

Chief Executive Officer (CEO)

- Manage the day-to-day operations of the Trust.
- Implement decisions of the Committee.
- Report to the Trustees on operational matters.
- Administrations of the Trust (though this role could be carried out by the Secretary in the future).
- Moderate the WhatsApp groups (this could be a separate role in the future).
- Coordinator of the Neighbourhood Watch (this could be a separate role in the future).

Chair

- Provide leadership to the Committee.
- Preside over General and Committee Meetings.
- Ensure meetings are conducted fairly and in accordance with the Constitution.
- Support the effective governance of the Trust.

Vice-Chair (optional)

- A deputy role.
- Steps in only when the Chair is unavailable.
- Supports the Chair in their duties.
- May take on delegated tasks but does not replace the Chair unless formally acting in that capacity.

Clerk

- Takes minutes at meetings.
- Has access to records if required.

Treasurer (if appointed)

- Oversee the Trust's financial affairs.
- Maintain accurate financial records.
- Present financial reports to the Committee and Annual General Meeting.
- Ensure appropriate financial controls are in place.

Designated Safeguarding Lead

- Coordinate the under 18 volunteers.
- Update training as necessary.
- Follow procedures for any safeguarding concerns.
- Mediate any meetings between staff, volunteers, parents, other stakeholders, emergency services or local council as necessary, if relevant to safeguarding.

Inclusion Officer (EDI)

- Ensuring events are accessible.
- Resolving conflicts.
- Listening to needs to find out what they need to join in, such as wheelchair ramps or large-print text.
- They ensure meeting places and activity spots are easy for everyone to reach and use.
- They work with other group leaders to build rules that treat everyone fairly.
- Oversee policies and procedures to ensure they are inclusive and consider accessibility needs

Social Media Manager

On platforms such as Facebook, Instagram, X and Tik Tok:

- They build relationships, spark conversations, and ensure members feel welcome. They manage both the group's public presence and social media discussions.
- They review posts and moderate as necessary. They stop spam and keep discussions positive and inclusive.
- They write posts, make graphics, and share videos. This keeps members active and interested.
- They ask questions and create polls to get people talking.
- They greet new users and may share the group's rules.
- They reply to comments and messages. They help members find what they need.
- They may look at group data to see what posts members like most.

Resident Engagement officer

- Builds communication bridges between community members and the Trust.
- Attends community groups and promotes the Trust.
- Host drop-ins and informal meetings.
- Collect community feedback.

- Do door-to-door marketing for the Trust.
- Consider ways to connect with the public using non-tech methods.
- They serve as a point of outreach to hard-to-reach groups such as the elderly, disabled etc

Approval and review

Approved by:	Ray Lancashire
Policy owner:	Queen's Park Trust
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