



Moulsecoomb Forest Garden and Wildlife Project Governance September 2017

1. Introduction

Moulsecoomb Forest Garden and Wildlife Project (MFGWP) is a registered charity which provides educational and volunteering opportunities to children and adults in a community garden in Moulsecoomb, Brighton.

Our project isn't just about gardening but plays an important part of the social glue that binds communities together, with all types of people, young and old, pupils having problems at school, people with learning difficulties working together in a safe and pleasant environment.

We offer horticultural, carpentry, woodland management, cooking, educational and social opportunities to everyone. The aims of the project are to:

- Reduce anti-social behaviour by involving excluded pupils in the running of the garden.
- Improve community health by producing organic and locally grown fruit and vegetables.
- Enhance skills and employability by offering practical based training and volunteering opportunities.
- Involve children in planting, growing and eating healthy food and learning to respect nature and the environment.
- Create and enhance wildlife habitats and protect biodiversity including old fashioned vegetable varieties.
- Promote sustainable lifestyles by encouraging and educating people about the benefits of organic gardening, locally produced food and composting.

Our governance is designed to set out and maintain legal and policy responsibility, operational responsibility and relationships with key partners and user groups, including communication channels, financial arrangements and partnership agreements.

2. Legal constitution

The organisation is a charitable company, limited by guarantee, incorporated on 5th December 2001, and registered as a charity on 13th July 2007.

The charity is governed under its Constitution, adopted 13th July 2007 and its Memorandum and Articles of Association incorporated 5 December 2001, as amended 12 December 2006. Under its constitution, the Trustees are elected at each Annual General Meeting by the members of the organisation for a one-year term. New Trustees can be co-opted at the AGM.

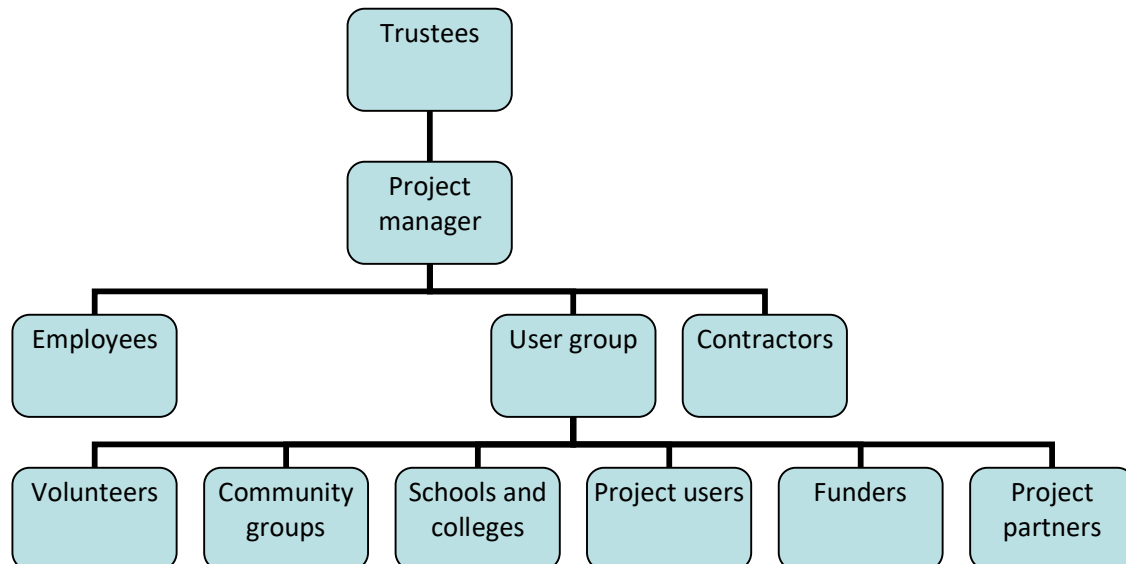


Moulsecoomb Forest Garden and Wildlife Project Governance September 2017

3. Structure, roles and responsibilities

Trustees act in the capacity of company directors, and meet at least three times a year to receive operational reports, review and agree policies and procedures, and address issues around strategic planning, risk management and finances.

They delegate day-to-day management of the charity to Warren Carter, the Project Manager, who is responsible for managing project employees, regular contracting staff and volunteers.



A voluntary user group comprising trustees, employees and other members who are either long term volunteers or people selected for their expertise or knowledge meets regularly. This is designed to enable people with an interest in the project to have a greater involvement in plans and discussions, bring forward new ideas and take part in project decision making.

4. Communication

Our project communications are both formal and informal, and aim to:

- Maintain positive links with project users and partners
- Involve employees and contractors in project planning and discussions
- Make sure that policies, procedures and plans are clear for everyone
- Offer wider opportunities to user groups, volunteers and others to participate in the project; and
- Keep all interested people informed of the project and its achievements.



Moulsecoomb Forest Garden and Wildlife Project
Governance
September 2017

We have ongoing regular dialogue with all user groups, including schools and key workers, to make sure their needs are being met, and that there is an opportunity raise issues, concerns and ideas. This is led by the Project Manager and supported by employees and regular contractors.

Anyone involved in the project is encouraged to put forward ideas and ongoing dialogue is encouraged. To supplement this, the Project Manager has regular staff meetings, including project employees and regular contractors, to plan and review work programmes, bring forward ideas and address any issues. User Group meetings are planned at least twice a year, to include the Project's Annual General Meeting in December each year.

The Project Manager writes regular updates in the form of a blog to raise awareness of the project's work, which is published on line on the project's website www.moulsecoombforestgarden.org, and social media. Regular newsletters are sent to a mailing list comprising project supporters, friends and other local community associates. Feedback is actively encouraged.

We will review this policy on a regular basis to make sure it continues to meet the needs of the project and its users.

Signed by Project Manager and Trustees

Julie Shergold
Treasurer

Duncan Graham Cameron
Company Secretary

Susie Howells
Chair

Warren Carter
Project Manager

Date **21 September 2017**