

Hartlebury Station Friends

(aka Friends of Hartlebury Station)

Community Group Constitution

as of February 2026

Aims and objectives –The group aims in partnership with the train operating company, Worcestershire Community Rail Partnership, Network Rail and the Local Rail User Group to improve the environment and appearance of this entrance to the village by providing visual stimulation and interest upon arrival and whilst awaiting departure on the platforms. To encourage community involvement and ownership of the station environs by implementing an evolving 5year plan.

Membership – Membership is open to anyone interested in taking part in the organisation, furthering its aims and is willing to abide by the rules of Hartlebury Station Friends (HSF). Volunteers can register to be supporters and fundraisers or be much more hands on by becoming working members, which involves health and safety training to be able to safely work on the permitted areas of the station.

Members who wish to leave the group can do so at any time by notifying the Lead Adopter and their records will be deleted.

Subscriptions – The HSF shall be voluntary and totally self supporting. There is no membership fee.

Management - The group is led by the Lead Adopter, (+ a Deputy), Treasurer and leaders of sub groups for gardening, artwork, events, planning etc..

The Lead Adopter, Deputy and Treasurer (the Management Group) are responsible for overall guidance and decision making. Identifying projects and forward planning is a key role. They will submit funding bids, invite, and receive contributions and sponsorship. They will buy, hire or legitimately borrow any equipment, tools, services, or other property required, for use in support of HSF. They will communicate through and make representations to appropriate authorities on any matters relating to HSF aims.

Meetings are called when deemed necessary by the Lead Adopter or Sub Group Leaders in order to progress the aims.

Sub Group Leaders use their expertise to guide, organise and produce the resulting activity to achieve the aims.

There has been no formal voting and we expect to operate as a democracy working to attain consensus.

There is no formal complaints procedure so differences are expected to be sorted out as they arise. Members are expected to behave in a reasonable and respectful way. The Lead Adopter may withdraw membership from any member causing an issue.

Minutes will be kept of meetings recorded by the Lead Adopter or secretary if appointed. Proceedings and resolutions/decisions to be recorded.

The management committee shall be accountable to all members and partnership groups.

A copy of the minutes will be circulated to all members of the Friend's Group, representatives of the train Operating Company, Worcestershire Community Rail Partnership, the Community Rail Network and the local Rail User Group.

Meetings – The main meeting will be the AGM. However any member can submit a request for the Management Group to consider for an Extraordinary General Meeting. If agreed a meeting will then be convened by the Management Group as appropriate and shall be publicised at least 7 days in advance by e-mail or text message. The normal business of the AGM shall be to receive reports, review the accounts and elect officers.

The constitution may be changed/ extended if necessary at the AGM which will be held within 6 weeks of the end of each year, from this date forward.

Finance – The Management Group are responsible for all financial activity such as banking, pursuing funding and communications. A separate bank account will be held in the name of the group (HSF) by the Management Group for all funds. Any money obtained by HSF shall be used only by the HSF in accordance with its aims.

The management Group shall ensure that expenditure of the HSF does not go into debt. Accounts shall be kept by the Treasurer, submitted to an annual audit and approved at a members meeting.

Health & Safety – On joining the group any working member must apply to the Train Operating Company for an adoption ID badge after completing the on-line H&S training. They will then be supplied with a Hi-Vis vest. Both must be worn at all times whilst working on the station.

All participants shall be made aware of the Station Operators Mandatory H&S Protocol. A member of the Management Group must e-mail the Train Operator to advise they are present on the station.

Risk assessments and training are compulsory as specified by the operating companies.

Adoption of the Constitution – Hartlebury Station Friends

This constitution was adopted by the members present at the meeting held on Thursday, 19th February 2026.

Lead Adopter - signed.....

Deputy Lead Adopter - signed.....

Treasurer - signed.....

Lead Adopter - Ed Hancocks: edhancocks@hotmail.com	01299 250766	07741 439691
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