



## **BURPHAM**

# **NEIGHBOURHOOD FORUM CONSTITUTION**

### **1 NAME**

The name of the group shall be the Burpham Neighbourhood Forum, hereinafter referred to as the Forum.

### **2 OBJECTS**

The objects of the Forum shall be to:

- i) Produce a neighbourhood plan in accordance with the Localism Act 2012, referred to as the NP for the purpose of this document;
- ii) Subject the NP to extensive consultation and examination;
- iii) Promote or improve the social, economic, and environmental well-being of the NP Area known as Burpham (identified in the map in the Appendix to this document) for the benefit of the inhabitants of the immediate vicinity.
- iv) Be independent of Burpham Community Association (BCA) but to consult and report to it;
- v) Encourage the goodwill and involvement of the wider community;
- vi) Make representations to the relevant Local Authorities.

### **3 AREA**

The neighbourhood area is shown in the Appendix. It includes all the major sites and streets that, in combination and in a coordinated programme, are needed for and have the potential to achieve Object (iii) above.

## **4 POWERS**

In furtherance of the Objects but not otherwise the Management Committee may exercise the power to:

- i) Promote the health and wellbeing of area residents and enable them to work together irrespective of age, gender, ethnicity, ability, religion or political views;
- ii) Advance the improvement and conservation of the environment through education, encouragement and assisting the local population in good practice while working in partnership with similar groups and organisations;
- iii) Invite and receive contributions and raise funds in order to finance the work of the Forum and to open bank accounts to manage such funds;
- iv) Publicise the work of the Forum through a range of activities including meetings, training courses, events and seminars;
- v) Take all lawful measures to achieve the Objects of the Forum;
- vi) Employ staff and volunteers (including volunteers who are members of the Management Committee) so as to act to fulfil the Forum's Objects.

## **5 MEMBERSHIP**

- i) Membership shall be open to all who wish to assist the Forum in achieving its Objects as set out in this document, including those who:
  - a) Live or work in the NP Area;
  - b) Are elected members of the County Council or Borough Council whose area falls within the NP Area;
- ii) The number of members shall be not less than twenty one, one of whom shall be a person living in the NP Area, one shall work in the Area and one shall be an elected Councillor;
- iii) Should a vacancy occur for someone who works in the Area or is a local Councillor the Management Committee shall take immediate steps to fill the vacancy;

- vi) A quorum shall be two Officers plus four other members.

#### General Meetings

##### Ordinary General Meetings (GM)

- i) The Management Committee shall have power to call General Meetings. Members shall be given at least seven days' notice of when and where the meeting is to be held and of the agenda;
- ii) Decisions shall be by a simple majority on a show of hands. If there is a tied vote the Chairperson shall have a casting vote;
- iii) A quorum shall be 11 members, including 3 Officers.

##### Annual General Meetings (AGM)

- i) An AGM shall be held not later than three months after the end of the Financial Year. Members shall be given at least fourteen days' notice of when and where the meeting is to be held and of the agenda. At it the Officers shall make their reports and seek their adoption;
- ii) Decisions shall be by a simple majority on a show of hands. If there is a tied vote the Chairperson shall have a casting vote;
- iii) A quorum shall be 11 members including 3 Officers.

##### Extraordinary General Meetings (EGM)

- i) The Management Committee shall have power to call Extraordinary General Meetings and shall do so if 11 members so request;
- ii) The requirements as to notice, the agenda, quorum and voting shall be as for an AGM.

##### Special General Meetings (SGM)

- i) An SGM shall be called to consider proposed alterations to the Constitution and for the proposed Dissolution of the Forum. Members shall be given at least twenty one days' notice of the agenda, time and place;
- ii) The quorum shall be the same as for an AGM;



- iv) Any member may resign from membership by notifying the Secretary in writing.

## **6 MANAGEMENT COMMITTEE**

The Forum shall be administered by a Management Committee of no less than six nor more than fifteen people who must be at least eighteen years of age. Members shall be elected for one year at an Annual General Meeting and may be re-elected annually.

## **7 OFFICERS**

The Management Committee shall include the following Officers:-

- i) A Chairperson
- ii) A Deputy Chairperson
- iii) A Secretary
- iv) A Treasurer.
- v) A Technical Coordinator

## **8 MEETINGS**

Management Committee

- i) The Committee shall meet at least three times a year to discuss actions, monitor progress and consider future developments;
- ii) All Committee members shall be given at least seven days' notice of when and where a meeting is to be held and of the agenda unless there is deemed to be an emergency;
- iii) Normally meetings shall be chaired by the appointed Chairperson or Deputy Chairperson but, if both are absent, the members present shall elect one of their number to preside;
- iv) Decisions shall require a simple majority by a show of hands. If there is a tied vote the Chairperson shall have a casting vote;
- v) The Committee shall have power to co-opt;

- iii) Decisions shall require not less than a two thirds majority and if the Management Committee decide, or a majority of members so request, there shall be a secret ballot.

#### Vested Interests

At any meeting if a member could gain an advantage from the outcome of a decision on any planning matter he/she must declare it and must not vote on that item.

#### Minutes

All meetings shall be minuted and after approval at a subsequent meeting shall be signed and dated by the person chairing the later meeting.

### **9 FINANCE**

- i) All monies acquired by the Forum, including donations, contributions and bequests, shall be paid into one or more bank accounts operated by the Management Committee in the name of the Forum;
- ii) All funds must be applied to the Objects of the Forum and for no other purpose. Any one of the following Officers may sign cheques:- the Chairperson, the Deputy Chairperson, the Treasurer and the Secretary;
- iii) The Management Committee shall be responsible for the day-to-day administration of the Forum. The Treasurer shall maintain income and expenditure accounts, draw up budgets and exercise budgetary control;
- iv) The accounts shall be audited annually by an independent examiner appointed by the Management Committee and who must not be a member of the Forum;
- v) The Forum's accounting year shall run from 4th February one year until 3rd February the following year.

### **10 ALTERATION OF THE CONSTITUTION**

Proposed changes to the Constitution may be made by the Management Committee or by 11 members by written notice to the Secretary and shall be submitted to an SGM.

## 11 DISSOLUTION

- i) The Forum has a lifespan of five years from its inception and will automatically dissolve on 3 February 2018 unless it has been dissolved earlier;
- ii) If dissolution becomes necessary or seems desirable before 3 February 2018 the matter shall be discussed and a decision reached at an SGM;
- iii) Any assets or funds remaining after debts have been paid shall be returned to providers or transferred to local charities or similar groups at the discretion of the Management Committee.

**This constitution was adopted on 17 June 2013, and replaces that dated 29 August 2012.**

Signed  Deputy Chairperson

Signed  Secretary

## 12 Appendix : Area

Burpham ward area lies within the Blue Line

