

## The Chellaston Neighbourhood Planning Forum – Constitution

### 1. Name of Group & Area Included in Plan

- (a) The name of the group shall be the Chellaston Neighbourhood Planning Forum (hereafter referred to as the Forum)
- (b) The area included within the Neighbourhood Plan (hereafter referred to as the area) shall be defined as that confined within the designated area in the plan approved by Derby City Council on 23/03/2016



### 2. Objectives of the Forum

The objectives of the Forum shall be:

- (a) To improve the area of Chellaston for the benefit of its residents, organisations and the business community
- (b) To promote the social, economic and environmental well being of the area
- (c) To prepare in partnership with the local planning authority a neighbourhood plan for the area, and if it is decided by the Forum, also in partnership with neighbouring Forums and those of a wider area
- (d) To encourage the goodwill and involvement of the wider community
- (e) To foster a unified community spirit and promote and encourage civic pride.

### 3. Membership

Membership shall be open to anyone who has an interest in assisting the Forum to achieve its aim and is willing to adhere to the rules of the Forum:

Membership is open to all who live, work and carry out business in the area and to elected Council members.

Membership shall be drawn from different places in the neighbourhood and different sections of the community.

- (a) Where it is considered membership would be detrimental to the aims and activities of the Forum, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting
- (b) Any member of the Forum may resign their membership by providing the Secretary with written notice
- (c) The Forum shall have a minimum of 21 members before any decision on neighbourhood planning may be made.
- (d) The Secretary shall maintain an up to date list of members at all times.

### 4. Management Committee

The Forum shall be administered by a management committee of no less than three people and no more than fifteen, who must be at least 18 years of age.

- a) Members of the Management Committee will be elected for a period of up to one year but may be re-elected at the Forum's AGM. Ward councillors shall not be committee members.
- b) The Management Committee can appoint officers from within the Management Committee to fill vacancies which may arise during the year.
- c) The management Committee will direct and oversee the work of the Forum and will meet at least 4 times a year.
- d) The Management Committee can appoint subcommittees to carry out specific tasks. Such bodies may be appointed within or outside the membership of the Forum and

will advise and be responsible to the Management Committee.

## **5. Officers**

The Forum's Management Committee shall have elected officers and shall consist of - a Chairperson, a Treasurer and a Secretary and any additional officers the Forum deems necessary to carry out the required activities.

## **6. Forum Meetings**

Meetings shall take place at least four times a year, and shall enable the management committee to discuss actions and monitor progress to date and to consider future developments.

- (a) All members shall be given at least fourteen days notice of when a meeting is due to take place, (unless it is deemed as an emergency). This shall be publicised in the area to non-members
- (b) Three or more Management Committee members must be present in order for a meeting to take place
- (c) It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. All minutes must be minuted and accessible to interested parties as well as being published on the Forum's website
- (d) The AGM shall take place no later than three months after the end of the financial year and at least fourteen days notice must be given before the meeting takes place. The financial year will run from 1<sup>st</sup> April to March 31<sup>st</sup>.
- (e) All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.
- (f) When required, the Management Committee can decide to call a Special General Meeting (SGM). An SGM shall only take place after at least 7 days' notice, unless it is deemed an emergency.
- (g) When required, the Management Committee can decide to call an Extraordinary General Meeting (EGM). An EGM shall only take place after at least 28 days' notice.

## **7. Management Committee and its powers**

In furtherance of the Forum's objectives, but not otherwise, the Management Committee may exercise power to:

- (a) Promote the health and social, economic and environmental wellbeing of the residents of the area and work together as a community irrespective of age, sex ethnicity, ability, religion or political view
- (b) Promote sustainable development, environmental improvement and conservation by educating, encouraging and assisting the local population in good environmental practice, working in partnership with similar groups, organisations and advisory individuals and bodies
- (c) Invite and receive contributions, donations and to raise funds where appropriate, to help finance the work of the Forum and to open and manage a bank account to manage such funds
- (d) Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars or other activity which is adjudged by the Management Committee to be helpful in the pursuit of the Forum's objectives
- (e) Work with groups of a similar nature and exchange information, advice and knowledge with them and to co-operate with other voluntary bodies, charities, statutory and non-statutory organisations

- (f) Employ staff and volunteers to meet the Forum's objectives, who may not necessarily be members of the Forum or the Management Committee.
- (g) Take any form of action that is lawful, which is considered necessary to achieve the objectives of the Forum, including entering into contractual obligations as it may see fit

#### **8. Finance**

- (a) Any money acquired by the Forum, including donations, contributions and bequests shall be paid into an account operated by the Management Committee in the name of the Forum.
- (b) All funds must be applied to the objectives of the Forum and for no other purpose
- (c) Bank accounts shall be opened in the name of the Forum. Any deeds, cheques etc., relating to the Forum's bank account shall be signed by at least two of the following committee members: Chairperson, Treasurer or Secretary
- (d) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and the Forum stays within budget. Official accounts shall be maintained and will be examined annually by an independent accountant who is not a member of the Forum. An annual financial report shall be presented at the AGM.

#### **9. Neighbourhood Planning**

- (a) Any decision to undertake, consult on or submit to the local planning authority for approval any Neighbourhood Plan shall be subject to a vote of the full Forum.
- (b) Consultation on the Neighbourhood Plan will be available to all residents and businesses whether members of the Forum or not
- (c) The Forum shall set up a website to publicise the Neighbourhood Planning process, record it and seek views of the public
- (d) The Management Committee shall be delegated to work with the local planning authority and any independent experts and advisers on the Neighbourhood Plan as they see fit
- (e) At the discretion of the forum a Neighbourhood Plan Team can be delegated the tasks of preparing the Neighbourhood Plan other than under 9(a). The membership of this team shall be decided by a full meeting of the Forum and the Neighbourhood Plan Team may co-opt members following agreement with the Management Committee.

#### **10. Alteration of the Constitution**

Any changes to this constitution must be agreed by a majority vote at a special general meeting.

- (a) Amendments to this Forum or dissolution of the Forum must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four week's notice.

#### **11. Dissolution**

The Forum may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Management Committee.

The Constitution was adopted at an AGM held on  
at

by:

Signed: Chairperson

Signed: Treasurer

Signed: Secretary

Signed: Member

Signed: Member