

Neighbourhood Forum application

Attachment: NF1

Constitution

THE CORBETT ESTATE NEIGHBOURHOOD FORUM

CONSTITUTION

Name

1. The name of the forum shall be the Corbett Estate Neighbourhood Forum, hereafter referred to as 'the Forum'.

Neighbourhood Area

2. The Forum will pursue its objectives within the boundaries of the Corbett Estate in the Catford South and Lewisham Central wards of the London Borough of Lewisham for the benefit of the inhabitants of the area including residents, business operators and properly constituted community and voluntary groups. The Area is defined in the Corbett Estate map available at <http://thecorbettsociety.org.uk>

Purpose

3. The purpose of the Forum is to promote or improve the social, economic and environmental well-being of the Corbett Estate and to be the lead body in relation to these matters within the Estate's boundaries.

Objectives

4. The provision for a neighbourhood forum is set up under the provisions of the 2011 Localism Act. The main purpose of the neighbourhood forums in that Act is to produce a Neighbourhood Plan to further the social, economic and environmental well-being of individuals and organisations in the Area.

4.1 The objectives of the Forum shall be:

- to improve the Corbett Estate for the benefit of the inhabitants of the area
- to prepare a Neighbourhood Plan for the area working in partnership with the local planning authority
- to partner with other forums in relation to neighbouring areas
- to conserve the character of the area
- to work with members of the local community in assessing the priority of needs and to work together to address these needs
- to encourage the goodwill and involvement of the wider community
- to foster community spirit and social cohesion and encourage civic pride.

Powers

5. In furtherance of the objects, but not otherwise, the Forum's Management Committee may exercise the power:

- to promote the health and social, economic and environmental wellbeing of the residents of the area and to work together as members irrespective of gender, ethnicity, ability, religion, sexual orientation or political view
- to promote sustainable development, environmental improvement and conservation
- to work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations
- to publicise and promote the work of the Forum and organise meetings, training courses, events, seminars and other activities
- invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, and to open a bank account to manage such funds
- to employ such staff and/or volunteers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objectives
- to take any form of action that is lawful, which is necessary to achieve the objects of the Forum, including taking out any contracts which it may see fit
- to receive contributions through voluntary donations.

Membership

6.1 The Forum will comprise at least 21 individuals who live or work in the Corbett Estate Neighbourhood Area or is an elected Council member for any part of the Corbett Estate Neighbourhood Area.

6.2 Membership is voluntary and open to individuals who live or work in the Neighbourhood Area who have an interest in assisting the Forum to achieve its objectives, are willing to adhere to the rules of the Forum and who provide relevant contact details to the Secretary.

6.3 Membership shall be drawn from different places in the neighbourhood area and different sections of the community in the neighbourhood to reflect the diversity, character and inclusivity of the area.

6.4 Membership is open to elected Council members of Lewisham Central and Catford South wards

6.5 Associate membership of the Forum is also open to residents living close by to the Estate who may be affected by the development plan created by the Forum. Associate Members will be able to attend open meetings, including the AGM, but will not have voting rights.

6.6 All members shall have an equal vote.

6.7 The Secretary shall maintain a list of members, including associate members, at all times.

6.8 Any member of the Forum may resign their membership by providing the Secretary with written notice.

6.9 The Management Committee may decide to cancel any member's membership where rules are broken or there is a risk of damage to the effective running of the Forum

Management Committee

7.1 The Forum shall be administered by a Management Committee of up to 15 members who shall be elected at an Annual General Meeting for a period of one year and must stand for re-election at the Forum's AGM

7.2 The Chair, Vice Chair, Secretary and Treasurer will be appointed to serve for one year at the AGM.

7.4 Sub-committees or working groups can be appointed by the Management Committee to carry out specific tasks, consider policies and advise the Management Committee. All such groups shall include at least one member of the Management Committee.

7.5 The Management Committee can co-opt replacement members who shall have the same voting rights as all the other members of the Management Committee. They will be able to stand as officers.

7.6 A Management Committee member shall be asked to resign if failing, without reasonable explanation and previous apology, to attend three consecutive Management Committee meetings.

Officers

8.1 The Forum's Management Committee shall consist, as a minimum, of a Chair, Vice-Chair, Secretary and Treasurer appointed at the AGM

8.2 The Chair:

- shall provide leadership and motivation;
- shall be the chief presiding officer and chairperson for the Forum and meetings with a casting vote in any tie of votes
- shall lead the Forum in all formal communication and business with external organisations and individuals, being its spokesperson
- shall have the power to take decisions on urgent or delegated matters between meetings of the Forum
- shall enforce the Constitution.

8.3 Vice-Chair:

- shall be the Chair's alternate in their absence, with all the duties and responsibilities of the Chair during the Chair's absence
- shall be from another area of the neighbourhood or community organisation to that of the Chair.

8.4 Secretary:

- shall be responsible for maintaining all meeting records and notes and membership records
- shall be responsible for correspondence (including email) with Forum members and outside organisations.

8.5 Treasurer:

- shall be responsible for maintaining all budgetary records;
- shall be responsible for monitoring expenditure; and
- shall be responsible for the publication of statement of accounts.

Meetings

9.1 General meetings

- all Forum members shall be invited to general meetings at least twice a year
- all members shall be given at least 28 days' notice by email of when a meeting is due to be held and all meetings will be publicised online
- for any general meeting business to be conducted, a quorum of at least 12 persons must be present at the meeting

9.2 Annual General Meetings:

- one of the Forum's general meetings shall be its Annual General Meeting (AGM) where the Management Committee will be elected and deliver a report of activities and provide a statement of income and expenditure
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- all Forum members are entitled to vote at the AGM. Voting shall be conducted by a show of hands on a majority basis. In the case of a tied vote, the Chair or an appointed deputy shall make the final decision
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9.3 Special General Meetings:

- Special General Meetings may be called from time to time by the Management Committee solely to consider amendments to the constitution or dissolution of the Forum. These shall be subject to the same rules as for conduct of Annual General Meetings
- A Special Emergency General Meeting shall be called if requested by at least 12 Forum members not on the Management Committee to raise any matter relating to management of the Forum. These meetings shall be subject to the same rules as for conduct of other general meetings.

9.4 Management Committee Meetings:

- The Management Committee shall meet up to six times a year dependant on requirements.
- All Management Committee members shall be given at least 14 days' notice of when a meeting is due to be held, by email or as otherwise agreed at a meeting of the Management Committee.
- One third of Management Committee members must be present for a quorum

Finance

10.1 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.

10.2 All funds must be applied to the objectives of the Forum and for no other purpose.

10.3 A bank account 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: Chair, Treasurer or Secretary.

10.4 Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Forum stays within budget.

10.5 Official accounts shall be maintained, and will be examined annually by an independent examiner who is not a member of the Forum.

10.6 An annual financial report shall be presented at the AGM. The Forum's accounting year shall run from 1 April to 31 March.

Neighbourhood Plan

11.1 The Forum will produce a Neighbourhood Plan in accordance with the legal requirements and regulations.

Amendments to the Constitution

12.1 Any changes to this constitution must be agreed by a majority vote at an Annual General Meeting or a Special General Meeting called for this purpose.

12.2 Proposed amendments to this Constitution or dissolution of the Forum must be conveyed formally to the Secretary in writing in time to be included in formal notification of the meeting.

Dissolution

13.1 The duration of the Forum shall be for five years from the date of designation by the local authority.

13.2 The Forum may be dissolved if deemed necessary by the members in a majority vote at an Annual General Meeting or Special General Meeting called for this purpose. 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 Forum's Management Committee.

This constitution was adopted at the Inaugural Meeting of the Corbett Estate Neighbourhood

Forum held at _____ on _____

by: Signed: Chair