

West Finchley Neighbourhood Forum Constitution

1. Name

The name of the Forum shall be the West Finchley Neighbourhood Forum, referred to in the rest of this constitution as the Forum.

2. Area of Benefit

The Forum will pursue its objectives in the area known as West Finchley Neighbourhood (see appendix 1, map of the area) for the benefit of the inhabitants of the area including business operators, properly constituted community and voluntary groups and individual residents.

To avoid doubt, this area is the area designated by the London Borough of Barnet for the purpose of the preparation of a Neighbourhood Plan under the Localism Act 2011.

3. Objectives

The objectives of the Forum shall be to:

- To prepare in partnership with the local planning authority a Neighbourhood Plan for the area.
- To encourage the goodwill and involvement of the wider community in the preparation, production and implementation of a Neighbourhood Plan.
- To foster community spirit and encourage civic pride.
- To promote or improve the social, economic and environmental well-being of the West Finchley area.
- Any other appropriate purpose agreed by the Forum.

4. Powers

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

- 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.
- Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.
- Work with groups of a similar nature and exchange information, advice and knowledge with them, including co-operation with other voluntary bodies, charities, statutory and non-statutory organisations.
- Employ staff and volunteers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objectives.

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- Take any form of action that is lawful, which is necessary to achieve the objectives of the Forum, including taking out any contracts which it may see fit.

5. Membership

Members will apply for membership and the Management Committee shall have the power to accept members.

The Management Committee may refuse membership, or may terminate or suspend the membership of any member by resolution passed at a Management Committee meeting where it is considered membership would be detrimental to the objectives and activities of the Forum.

Membership is open to all who live in the area of benefit of the Forum.

Membership is open to all business operators and traders in the area of benefit of the Forum

Membership is open to all constituted voluntary and community groups which operate in the area of benefit of the Forum.

Membership is open to elected Council members who represent the West Finchley ward.

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

Any member of the Forum may resign his/her membership by providing the Secretary with written notice.

The Forum shall have a minimum of twenty one (21) members before any decision on neighbourhood planning may be made. The Secretary shall maintain a register of members at all times and publish this online.

6. Meetings

a) General Meetings

All the members of the Forum shall be invited to general meetings at least four (4) times per year.

For General Meeting business to be conducted, a quorum of 30% of the members must be present at the meeting.

All members shall be given at least fourteen (14) days' notice of when a meeting is due to take place.

b) Annual General Meetings and Special Meetings

One of the General Meetings of the Forum held shall be its Annual General Meeting (AGM) where the management committee will be elected and a report of activities in relation to each of the Forums objectives by the Chairperson and a statement of income and expenditure will be presented by the Treasurer.

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For AGM business to be conducted, a quorum of at least 30% of the membership must be present at the meeting.

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.

All members shall be given at least twenty eight (28) days' notice of when a meeting is due to take place by either e mail or text and all meetings will be publicised on the Forum web site.

Special 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.

c) Management Committee Meetings

The Management Committee shall meet at least 6 (six) times a year. Meetings shall enable the Committee members to discuss actions and monitor progress to date, and to consider future developments.

All committee members shall be given at least fourteen (14) days' notice of when a meeting is to be held by e mail or telephone, or as otherwise agreed at a meeting of the Management Committee.

At least two thirds (2/3rds) of committee members must be present in order for a meeting to take place.

7. Management Committee

The Forum shall be administered by a management committee of no less than five (5) people and no more than ten (10), who must be at least eighteen (18) years of age.

Members of the Management Committee will be elected for a period of up to one (1) year, but must stand for re-election at the Forum's Annual General Meeting.

8. Officers of the Management Committee

The Forum Management Committee shall be elected at the inaugural meeting of the Forum and will be re-elected at subsequent Annual General Meetings of the Forum. It will elect officers consisting of:

- The Chair. It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. And to ensure that meetings are held in accordance with the provisions of the Forum constitution.
- The Treasurer. It shall be the responsibility of the Treasurer to ensure that the finance provisions of the constitution (see clause 9 below) are carried out.
- The Secretary. It shall be the responsibility of the Secretary to keep a register of members, ensure that minutes are taken of all Management Committee, Special General and Annual General meetings and that the minutes are accessible to all members via the Forum's website.

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Other committee members to be appointed as appropriate.

9. The Finances of the Forum

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.

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

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 (2) of the following committee members: Chairperson, Treasurer, Secretary.

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.

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. The Forum's accounting year shall run from 01 April to 31 March.

10. Neighbourhood Planning

Any decision to undertake, consult on or submit to the local planning authority for approval any Neighbourhood Plan shall be subject to a vote at a General Meeting of the Forum.

All consultation on the Neighbourhood Plan will be subject to all residents and businesses whether members of the Forum or not.

The Forum shall set up a website to publicise the neighbourhood planning process, record it and seek views of the public.

The Management Committee shall be delegated to work with the local planning authority and any independent experts and advisors on the neighbourhood plan as they see fit.

At the discretion of the Forum a "Neighbourhood Plan Team" can be delegated the tasks of preparing the Neighbourhood Plan as outlined above.

The membership of this team shall be decided by a full meeting of the Forum and the team may co-opt members as it sees fit.

11. Alteration of the Constitution

Any changes to this constitution must be agreed by a majority vote at a Special General Meeting, called specifically for the purpose under the same conditions that apply to Annual General Meetings specified above.

Proposed amendments to this Constitution or dissolution of the Forum must be conveyed to the Secretary formally in writing. The Secretary and other Officers shall then decide whether to put the proposed amendments to a Special General Meeting of the Forum for discussion.

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12. 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.

13. Duration

The duration of the Forum shall be five (5) years from designation date.

This constitution was adopted at an Inaugural Meeting of the Forum held at [tbc] on [tbc] by:

Signed:

Signature

Print Name

Chairperson

Treasurer

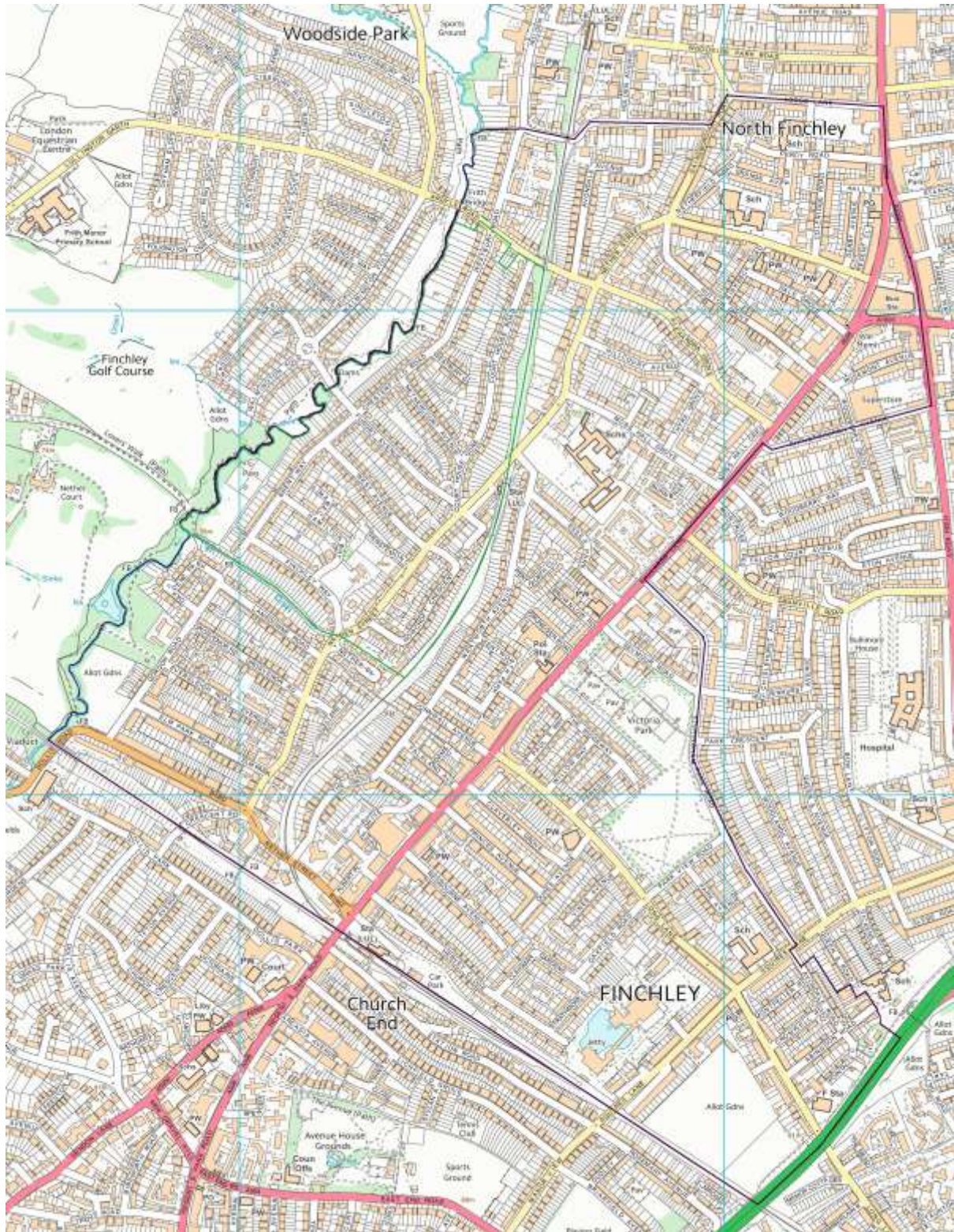
Secretary

Member

Member

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14. Appendix 1 – Map of the area of the West Finchley Neighbourhood Forum



 Ward boundary

 Neighbourhood area boundary