

South Newnham (Cambridge City) Neighbourhood Forum Constitution

Name

The name of the Forum shall be the *South Newnham (Cambridge City) Neighbourhood Forum* ('South Newnham Neighbourhood Forum').

Area of benefit

The area in which the Forum will pursue its objects is the *South Newnham (Cambridge City) Neighbourhood Area* ('South Newnham Neighbourhood Area') which is the area designated by Cambridge City Council for which the Forum will produce a Neighbourhood Plan. A map showing the boundaries is attached.

Purposes

The purposes of the South Newnham Neighbourhood Forum are:

- To promote and improve the social, economic and environmental well-being of the area defined as 'South Newnham';
- To prepare a Neighbourhood Plan for the South Newnham Neighbourhood Area;
- Any other appropriate purpose agreed by the Forum, through the Annual General Meeting (AGM) or Extraordinary General meeting (EGM).

Powers

In furtherance of its purposes the South Newnham Neighbourhood Forum may:

- 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 cooperation with other voluntary bodies, charities, statutory and non-statutory organisations;
- Employ staff and volunteers as are necessary to conduct activities to meet the objects of the Forum;
- 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.

Note – The above are indicative of the powers which the Forum may employ. It may be considered appropriate to delegate some of these powers to a Management Committee, whose membership would need to be defined in this constitution.

Membership

The South Newnham Neighbourhood Forum is open to any resident, community group, property-owner business, or person who works in the geographical area. At a minimum it will comprise at least 21 individuals who live or work in the South Newnham Neighbourhood Area or who are elected members of a city or county council, any of whose area falls within the South Newnham Neighbourhood Area.

Membership shall be drawn from different parts of the South Newnham Neighbourhood

Area and different sections of the community in the South Newnham Neighbourhood Area.

Membership is open to all constituted voluntary and community groups which operate in the neighbourhood area. Voluntary and Community groups may nominate up to two people in their membership application but they may only exercise one voting right at Annual or Extraordinary General Meetings

Members shall be accepted by the Forum and resignations from membership shall be received by the Forum. If the number falls below 21, new members will be sought by the Forum.

There are no membership fees. Members may be asked for donations to help defray costs.

Working arrangements

Annual General Meeting (AGM)

- An Annual General Meeting of the Forum will be held in May of each year.
- Notices of the AGM shall be published at least 21 days beforehand and a report on the Forum's financial position for the previous year will be made available at the same time.
- The quorum for the Forum AGM elections and decisions will be 8 members, voting in person.
- Each Annual General Meeting shall:
 - Appoint the Management Committee for the forthcoming year;
 - Elect a chairperson, vice-chair, secretary and treasurer;
 - Deal with any matter that the Management Committee wishes to put before the membership; and
 - Deal with any issues the members wish to put before the Management Committee provided not less than 10 days notice has been given.

Extraordinary General Meetings (EGM)

- An Extraordinary General Meeting may be called at any time at the request of the Management Committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members at least 21 days beforehand.
- Such a meeting may be called to:
 - Consider and approve changes to the constitution
 - Deal with any matter that the Management Committee wishes to put before the membership
 - Deal with any issues the members requesting the meeting wish to put before the Management Committee.
- Notice of the Extraordinary General Meeting shall be provided in the same way as for the Annual General Meeting.
- Notices and procedure shall be the same as for the Annual General Meeting as appropriate.

Management Committee

- There will be a Management Committee of a minimum of 6 members, elected annually at the Forum AGM.
- The Management Committee shall include a chairperson, vice-chair, secretary and treasurer, these officers being elected each year at the AGM.
- Any vacancies on the Management Committee occurring by resignation or otherwise can be filled by co-option of Forum members, pending the next General Meeting.
- The Management Committee exists to coordinate, implement and monitor the work of the Forum including developing a Neighbourhood Plan for the South Newnham Neighbourhood Area. It will prioritise, schedule and publicise the work of the forum.
- The Management Committee will, where consulted, formulate and agree any response on behalf of the Forum to planning applications and planning policy documents as they affect the neighbourhood area.
- The Management Committee may submit applications to the City Council or other nominated body for the registration of Community Assets within the neighbourhood area.
- Any meetings will be convened by the Chair by giving at least 7 days notice to members of the Management Committee.
- The quorum for Management Committee meetings will be 3 members.
- The Management Committee may establish sub-committees to carry out specific functions. All such sub-committees shall be chaired by a member of the management committee.
- The quorum for elections and decisions on any major matters will be 8 members, voting in person or by email/paper ballot.
- There will be one formal meeting (AGM) each calendar year to enable members to get to know each other (and there may be other social occasions on which the membership may meet), but otherwise the communications usually will take place via email/social media/website (+ telephone/in person for those not using the web).
- Notes will be kept of meetings of the Management Committee, to include any agreed actions and made available on the Forum website and to the mailing list.
- Each Forum Management Committee member, including co-opted members, will declare and sign a 'conflict of interest' including personal and/or business interests which could be deemed to have an influence on decisions likely to come before the Management Committee. Members will abstain from voting on any matter in which they have a conflicting interest.

Finance

The Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means.

The Forum will open one or more bank accounts as necessary. All funds raised for the Forum will be held in such accounts. If it is a requirement of grant funding that the funds should be held by an incorporated body, then the Forum will enter into an agreement with a suitable organisation. All financial transactions will require two signatories. The signatories shall not reside in the same household.

The financial year will run to the 31st March.

Subject to funding, the Management Committee may commission advisory services, surveys or any other activity in support of the Purposes.

The Forum will seek insurance cover, or other provision, through any independent institution to protect its members and officers from any action which may arise from the legitimate exercise of the functions of the Forum.

Duration

For the purposes of the preparation of a Neighbourhood Plan for the designated South Newnham Area and in accordance with the Neighbourhood Planning Regulations, the duration of the South Newnham Neighbourhood Forum is 5 years from the date of designation of the Forum by Cambridge City Council.

A formal review of the functions and achievements of the Forum will be carried out five years after its designation. Following such review, and consultation with its members, the Forum will decide to continue, amend or dissolve itself as considered appropriate. Such decision will be tabled for the fifth Annual General Meeting.

The Forum may be dissolved by decision of an Extraordinary General Meeting specifically called for this purpose.

In the event of dissolution, any unused grants should be returned to the granting organisation.

Any remaining property or funds held by the Forum will, subject to the agreement of the Members at the Extraordinary General Meeting, be allocated to one or more nominated organisations set up to continue the work of the Forum, or in the absence of any such organisation and subject to any statutory regulations, be donated to charities or organisations whose objects benefit local residents.

DATE 9 January 2017