



Denton South Neighbourhood Forum Constitution

1. Name

The name of the Forum shall be the Denton South Neighbourhood Forum (the Forum).

2. Area of Benefit

The area in which the Forum will pursue its objectives is the Denton South Neighbourhood Area, which is the area being considered for designation by Tameside Metropolitan Borough Council for which the Forum will produce a Neighbourhood Plan.

3. Equalities/Inclusion Statement

- (a) The Denton South Neighbourhood Forum shall not be affiliated to any political party or organisation.
- (b) The Forum is committed to a policy of inclusion of all members of the community and to the prevention of any form of discrimination regarding age, gender, sexual orientation, disability, religious belief or in any other form.
- (c) The Denton South Neighbourhood Forum is also committed to seeking out the views of those in the community who may be harder to reach, to maximise inclusion and participation in its activities and the decision making process.

4. Objectives

The purpose of the Denton South Neighbourhood Forum is

- (a) To prepare a Neighbourhood Plan for the Denton South Neighbourhood area;
- (b) To promote or improve the social, economic and environmental well-being of the Denton South Neighbourhood area*; including the carrying on of trades, professions or other businesses reflecting the character of the neighbourhood area
- (c) Any other appropriate purpose agreed by the Forum.

** Note - This wording is contained in the Act and has to be used in the constitution. In some instances, the Forum could also have the purpose of promoting the carrying on of trades, professions or other businesses in the area. The purpose should reflect the character of the neighbourhood area.*

5. Powers

In furtherance of its objectives the Denton South Neighbourhood Forum may

- (a) 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;
- (b) Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.;
- (c) 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;
- (d) Employ staff and volunteers as are necessary to conduct activities to meet the objects of the Forum;
- (e) 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.

6. Membership

- (a) The Denton South Neighbourhood Forum will comprise at least 21 individuals who live or work in the Denton South Neighbourhood Area or who are elected members of a district council, any of whose area falls within the Denton South Neighbourhood Area.
- (b) Membership is open to individuals who live or work in the Denton South Neighbourhood Area. It is also open to individuals who are elected members of Tameside Metropolitan Borough Council whose ward falls within the Denton South Neighbourhood Area.
- (c) Membership shall be drawn from different parts of the Denton South Neighbourhood Area and different sections of the community in the Denton South Neighbourhood Area.
- (d) Members shall be accepted by the Forum; resignations from membership shall be received by the Forum.

7. Working Arrangements

- (i) The Denton South Neighbourhood Forum shall act with best practice in the preparation of neighbourhood plans and in accordance with Government guidance for such preparation and seek to work collaboratively with the Local Planning Authority to achieve this.
- (ii) All Members attending may receive and comment on the reports from the Management Committee. Confirm the identity of the community organisations entitled to attend the Denton South Neighbourhood Forum. Approve the annual report and accounts where relevant. Adopt constitutional amendments. At least 5% of the membership must be present at the start of the Meeting for it to be declared quorate. All members are entitled to attend Meetings and may propose and vote for motions and stand for election. Voting shall be by a show of hands. All decisions of Meetings will be minuted.
- (iii) All decisions taken by the Management Committee or the full membership will be proposed, seconded and recorded in the minutes for that meeting. Voting shall be by a show of hands and determined by a majority vote and shall also be recorded in the minutes.

- (iv) Properly constituted residents and business groups in the area who are members may appoint one individual (and alternates) to represent them at each meeting of the Denton South Neighbourhood Forum.
- (v) With regard to item (iv) above: 'Associate Membership' category may be given by the Membership to such persons/organisations where there is a "conflict of interest". Associate membership does not confer voting rights at any meeting of the Denton South Neighbourhood Forum, attendance by an Associate Member would not count towards a quorum for the meeting and provides no right to stand for any post on the Management Committee. An Associate Member can participate in discussions at meetings.

The Management Committee.

- (vi) The Management Committee shall comprise up to 12 people, including the positions of Chair, Vice-Chair, Secretary and Treasurer who are all members of the Forum, who shall volunteer and be elected by the Membership. If there are more than 12 volunteers, elections shall be held at the first meeting of the Membership and the 12 volunteers receiving the most votes shall form the Management Committee. The Denton South Neighbourhood Forum will undertake its work as it sees fit and may delegate powers on specific matters to such persons as it sees fit.
- (vii) The Chair shall be responsible for calling and chairing regular meetings (for which a quorum will be one half of its members) and have a casting vote on elections and resolutions, Act on behalf of the Denton South Neighbourhood Forum and represent it externally; have the power to take decisions on urgent matters between meetings of the Denton South Neighbourhood Forum and interpret the Constitution. The Chairs' interpretation may be overturned by two thirds of those present at Meetings. The Chair will act as a joint signatory on the Denton South Neighbourhood Forum bank account.
- (viii) The Secretary shall be responsible for organising meetings, maintaining the minutes and recording the decisions of the Management Committee and membership and Constitution of the Denton South Neighbourhood Forum and making them available to members. The Secretary will take the chair at meetings if both the Chair and Vice-Chair are absent and Act as a joint signatory on the Denton South Neighbourhood Forum bank account.
- (ix) The Treasurer shall be responsible for maintaining the accounts of the Denton South Neighbourhood Forum and be responsible for presenting a budget annually for the following year to an Annual General Meeting. The Treasurer shall submit a summary of the accounts at every Meeting and act as a joint signatory on the Denton South Neighbourhood Forum bank account. The Treasurer shall take the chair at meetings if the Chair, Vice-Chair and Secretary are absent, and take the minutes if the Secretary is absent or in the chair.
- (x) The following additional posts will be created from members of the Management Committee as and when required to further the objectives of the Denton South Neighbourhood Forum: - Vice-Secretary, Vice-Treasurer, Fundraiser, Press Officer, Membership Secretary, IT (web-site and social media) Officer and Events Co-Coordinator. If vacancies occur the Management Committee can co-opt new members subject to the endorsement of the Membership at the next meeting.

[Elected Tameside Councillors will not be eligible for membership of the Management Committee]

- (xi) At least 7 days notification must be given to Members for an Ordinary Meeting. The Management Committee shall meet fortnightly or as it otherwise decides and will provide guidance on key decisions. The Chair shall also be allowed to invite observers. The Membership will elect, and if necessary dismiss, the Management Committee who will manage the Forum. The Members will scrutinize the work of the Management Committee and will have the right to amend the constitution at an Annual General Meeting or Extraordinary Meeting. All minutes and decisions will be proposed, seconded and subject to the approval of the members present.

Annual General Meeting

- (xii) An Annual General Meeting must be held every twelve months. Notice to membership shall be given at least 14 days prior to the Annual General Meeting taking place. The Annual General meeting will:
- Allow the membership to hear reports from the Management Committee on the achievements and work of the Forum over the year.
 - Elect the Management Committee for the next year
 - Make any changes to the constitution

Extraordinary General Meeting

- (xiii) An Extraordinary General Meeting will be held as and when any issue arises which would require the input of the entire membership and is too serious or urgent to wait until the next Annual General Meeting. Notice to the membership and an outline of the purpose of an Extraordinary General Meeting must be given at least 14 days prior to the Extraordinary General Meeting taking place.

8. Alteration to the Constitution

- (i) Any alteration or amendment to the constitution will require the support of at least two thirds of the membership present at either an Annual General Meeting or at any Extraordinary General Meeting called for such purpose.

9. Duration

- (i) The duration of the Denton South Neighbourhood Forum is 5 years from the designation date.
- (ii) The procedure for dissolving the Denton South Neighbourhood Forum, in the event that it is no longer required will be as follows:
- (a) The Management Committee may recommend closure to all the members at a Special General Meeting called at a minimum of 14 days notice for such

purpose.

- (b) It will be the responsibility of the Management Committee to inform any relevant bodies such as funders, partners, service users etc. The Committee should appoint someone or more than one person whose job it is to ensure that all assets and liabilities are identified.
- (c) At least two thirds of the membership present will be required to formally approve the decision to dissolve the Denton South Neighbourhood Forum. How the assets (money, equipment etc.) will be allocated after settling any outstanding liabilities will be decided at the discretion of the membership present.