

# **South West Kettering (Headlands Community) Neighbourhood Forum Constitution**

## **Name**

The name of the Forum shall be the South West Kettering (Headlands Community) Neighbourhood Forum (the Forum) also known as SWKHC Forum.

## **Designated area**

The area in which the Forum will pursue its objects is the South West Kettering (Headlands Community) Neighbourhood Area, which is the area designated by Kettering Borough Council for which the Forum will produce a Neighbourhood Plan ('the Plan').

## **Objects**

The objects of the South West Kettering (Headlands Community) Neighbourhood Forum are:

- To prepare a Neighbourhood Plan for the South West Kettering (Headlands Community) area;
- To promote or improve the social, economic and environmental well-being of the South West Kettering (Headlands Community) area;
- Any other appropriate object agreed by the Forum.

## **Powers**

In furtherance of its objects the South West Kettering (Headlands Community) Forum may:

- Establish a Management Committee to carry out delegated tasks on behalf the Forum;
- 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, contractors and other resource persons as necessary to conduct activities to meet the objects of the Forum;
- Take any form of lawful action that is necessary to achieve the objects of the Forum, including entering into contracts as it may see fit.

## **Membership**

The South West Kettering (Headlands Community) Neighbourhood Forum will comprise at least 21 individuals who live or work in the South West Kettering (Headlands Community) Neighbourhood Area or who are elected members of Northamptonshire County Council or Kettering Borough Council any of whose areas fall within the South West Kettering (Headlands Community) Neighbourhood Area.

Membership is open to individuals who live or work in the South West Kettering (Headlands Community) Neighbourhood Area. It is also open to individuals who are elected members of Northamptonshire County Council or Kettering Borough Council any of whose areas fall within the South West Kettering (Headlands Community) Neighbourhood Area.

Membership should so far as possible be drawn from different parts of the South West Kettering (Headlands Community) Neighbourhood Area and different sections of the community in the South West Kettering (Headlands Community) Neighbourhood Area.

Individuals may register with the Secretary by proving residence or employment by a business at a registered address in the Designated Area.

Members may be accepted by the Forum at any time by application to the Secretary.

An individual must register at least 7 days in advance of any AGM or EGM to be eligible to vote.

A member may resign at any time by writing to the Secretary.

## **Organisation**

## **The Officers**

The Forum must elect a Chair, Treasurer and Secretary (the Officers) at each Annual General Meeting.

## **Management Committee**

The Forum must establish a Management Committee consisting of the Officers and other Members of the Forum elected at the AGM.

The function of the Management Committee is to commission and undertake work on behalf of the Forum.

The Management Committee may co-opt individuals as required by the needs of the Plan.

The Management Committee may set up working groups as appropriate to the needs of the Plan.

The Management Committee must keep minutes of its meetings.

The Management Committee may make recommendations to the Forum.

## **Finances**

The Management Committee is responsible for planning appropriate expenditure.

The Forum must establish a Bank Account with two signatories required for each payment.

Payments must only be made if approved by the Management Committee and must be documented. The Treasurer must maintain suitable records and accounts.

## **Annual General Meeting**

There must be an Annual General Meeting (AGM) of which notice must be given to Members at least 14 days in advance. Nominations for the officers must be sent with the notice calling the AGM. The quorum shall be 22 Members. The AGM must consider and either ratify or decline to ratify any work of the Management Committee. The AGM must consider and either endorse or decline to endorse the final Neighbourhood Plan prior to public consultation. A simple majority at the AGM will be required to pass a motion

## **Extraordinary General Meetings**

To allow for ratification of decisions between AGMs, the Management Committee may call an Extraordinary General Meeting by giving 21 days notice. The quorum shall be 22 Members of the Forum. A simple majority at the EGM will be required to pass a motion

## **Conflicts of Interest**

The Officers and any member of the Management Committee must complete a Declaration of Interest form on first taking office. The issue of conflicting interests must be an agenda item on each meeting.

If any contractors or other resources persons are employed they must declare any potential conflicts of interest. The Secretary must hold a record of any such declaration.

Officers and members of the Management Committee may not be employed as contractors or resource persons.

## **Alteration to the Constitution**

This Constitution can be amended at a full meeting of the Forum. Amendments must be submitted in writing to the Secretary at least 7 days in advance of the meeting of the Forum.

## **Duration**

The duration of the Forum is 5 years from 27<sup>th</sup> March 2015.

If the Forum is no longer required before that date, it may be dissolved by a calling an Extraordinary General Meeting of the Forum. A simple majority of those attending the EGM will decide the motion regarding the dissolution. The Forum may reconstitute itself for a further period if the Members so decide

Once the Forum has satisfied its liabilities, any assets of the Forum must be used for purposes of benefit to the residents of the Designated Area.

*Adopted at the initial meeting of the Forum, St Michael's Church, Kettering, 27<sup>th</sup> March 2015.*