

**CROFTON PARK & HONOR OAK PARK
NEIGHBOURHOOD FORUM
CONSTITUTION**

Name

1. The name of the forum shall be the Crofton Park & Honor Oak Park Neighbourhood Forum, hereafter referred to as 'the Forum'.

Neighbourhood Area

2. The Forum will pursue its objectives in the Crofton Park Ward 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 Crofton Park Ward map available at: <http://tinyurl.com/CroftonParkWardMap2013>.

Purpose

3. The purpose of the Forum is to promote or improve the social, economic and environmental well-being of the Crofton Park Ward and to be the lead body in relation to all matters within its Ward 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 Crofton Park Ward area for the benefit of the inhabitants of the area;
- to prepare in partnership with the local planning authority a Neighbourhood Plan for the area or in partnership with other forums any wider area;
- to conserve the character of the area, set out in the Design Statement of the Neighbourhood Plan;
- to promote the social, economic and environmental well-being 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; and
- 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, etc;
- 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 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; and
- to receive contributions through a membership fee, if desired.

Membership

6.1 The Forum will comprise at least 21 individuals who live or work in the Crofton Park Neighbourhood Area or who are elected members of Lewisham Council's Crofton Park Ward.

6.2 Membership is voluntary and open to individuals who live or work in the Neighbourhood Area and to the elected members of Lewisham Council's Crofton Park Ward, who have an interest in assisting the Forum to achieve its objectives and who are willing to adhere to the rules of the Forum. Individuals running businesses or working in Crofton Park Ward, or who have an interest in the Neighbourhood Area may become Associate members of the Forum, and may attend meetings, including the AGM, they can also volunteer for the Forum and received Forum mailings but cannot vote at an AGM.

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 All members shall have an equal vote.

6.5 The Secretary shall maintain a list of members at all times.

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

Management Committee

7.1 The Forum shall be administered by a management committee of no less than three people and no more than 15, who must all be at least 18 years of age.

7.2 Management committee members will be elected at an Annual General Meeting for a period of one year and must stand for re-election at the Forum's AGM

7.3 Management committee members can appoint officers from within the membership, to fill vacancies that arise during the year.

7.4 Subcommittees or working groups can be appointed by the Forum Committee to carry out specific tasks, consider policies and advise the Forum Committee.

7.5 The Forum Committee can co-opt replacement members up to the full management committee number of 15. Co-opted members will have the same voting rights as all the other members of the Committee. They will be able to stand as officers.

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

Officers

8.1 The Forum's management committee shall consist of a Chair, Vice-Chair, Secretary and Treasurer.

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 only;
- 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 matters between meetings of the Forum; and
- 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; and
- shall be from another area of the neighbourhood or community organisation than that of the Chair.

8.4 Secretary:

- shall be responsible for maintaining all meeting records and notes; and

- 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 four times per year;
- for general meeting business to be conducted, a quorum of 21 members must be present at the meeting;
- all members shall be given at least 14 days notice of when a meeting is due to be held.

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 in relation to each of the Forums objectives by the Chair and a statement of income and expenditure will be presented by the Treasurer;
- for AGM business to be conducted, a quorum of at least 12 persons must be present at the meeting;
- 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;
- 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 on the Forum's webpage on the www.CroftonPark.com website.

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.

9.4 Management Committee Meetings:

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

- Two-thirds of committee members must be present in order for a meeting to take place.

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 auditor 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.

10.2 The Forum shall set up web pages on www.CroftonPark.com to publicise the neighbourhood planning process, record it and seek views of the public.

Amendments to the Constitution

11.1 Any changes to this constitution must be agreed by a majority vote at a Special General Meeting, called exclusively for the purpose.

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

Dissolution

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

12.2 The Forum may be dissolved if deemed necessary by the members in a majority vote at a Special General 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 Forum's Management Committee.

This constitution was adopted at an Inaugural Meeting of the Crofton Park Neighbourhood Forum held at _____ on _____ 2014 by:

Signed: Chair

Signed: Vice-Chair

Signed: Treasurer

Signed: Secretary

Signed: Member

Signed: Member