

Saddington Parish Neighbourhood Forum (2016-2021)

Constitution

Revision 2, 12th May 2021

1.0 NAME

The name of the Forum shall be the **Saddington Parish Neighbourhood Forum** (the Forum).

Saddington Parish Neighbourhood Forum was formally designated by Harborough District Council on 18th July 2016 as the Qualifying Body to prepare and manage the Neighbourhood Plan for Saddington Parish Neighbourhood Area.

2.0 NEIGHBOURHOOD AREA

The area in which the Forum will pursue its objectives is the **Saddington Parish Neighbourhood Area**, which is the area designated by *Saddington Parish Neighbourhood Forum* for which the Forum will produce a Neighbourhood Plan.

Saddington Parish Neighbourhood Area is defined as the whole area included within the boundary of Saddington Parish as shown in appendix 1.

Saddington Parish Neighbourhood Area was formally designated by Harborough District Council on 18th July 2016.

3.0 OBJECTIVES

The purpose of the *Saddington Parish Neighbourhood Forum* is:

- To prepare a **Neighbourhood Plan** for the **Saddington Parish Neighbourhood Area**, and to subsequently review and update the **Neighbourhood Plan** that is made for the **Saddington Parish Neighbourhood Area**;
- To promote or improve the social, economic and environmental well-being of the *Saddington Parish Neighbourhood Area*;
- Any other appropriate purpose that is agreed by the Forum.

4.0 POWERS

In furtherance of its objectives the **Saddington Parish 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 contractors and volunteers as are necessary to conduct activities to meet the objectives 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.

5.0 MEMBERSHIP

The *Saddington Parish Neighbourhood Forum* will comprise at least 21 individuals who live or work in the *Saddington Parish Neighbourhood Area*; or who are elected members of a county council or district council whose area falls within the *Saddington Parish Neighbourhood Area*.

Membership of the Forum is voluntary and is open to individuals with a minimum age of 16 years old, who live or work in the *Saddington Parish Neighbourhood Area*. Membership of the Forum is also open to individuals who are elected members of a county council or district council whose area falls within the *Saddington Parish Neighbourhood Area*.

Members of the Forum shall give their contact details to the Membership Secretary of the steering group, and shall allow these details to be used for the purposes of administration of the Forum.

A member of the Neighbourhood Forum who joins the Forum while living within the Neighbourhood Area and who subsequently moves out the Neighbourhood Area to live elsewhere will automatically cease to be a member of the Forum. If that individual subsequently moves back to the Neighbourhood Area then they shall re-apply for membership of the Forum if they wish to continue their membership.

A member of the Neighbourhood Forum who joins the Forum while being employed within the Neighbourhood Area and who subsequently ceases to be employed within the Neighbourhood Area will automatically cease to be a member of the Forum. If that individual subsequently resumes employment within the Neighbourhood Area then they shall re-apply for membership of the Forum if they wish to continue their membership.

Membership shall be drawn from different parts of the *Saddington Parish Neighbourhood Area* and different sections of the community in the *Saddington Parish Neighbourhood Area*.

Members shall be accepted by the Forum; resignations from membership shall be received by the Forum.

6.0 WORKING ARRANGEMENTS

Saddington Parish Neighbourhood Forum will hold at least one General Meeting each year, and any other Meetings during the year as required to carry out its purpose.

The day to day business of the Forum shall be managed by the **Forum Management Committee** who are all members of the Forum.

The privileges of a **Forum member** are:

- a) Option to attend Forum Meetings and to participate in the consultation processes and directly contribute to the Neighbourhood Planning process.
- b) Option to attend Forum Meetings and vote on key decisions, including appointment of, or removal of, members of the Forum Management Committee.
- c) Option to participate in the process to review and update the Neighbourhood Plan, and to attend Forum meetings to vote on acceptance of the proposed updates to the Plan.
- d) Eligible to be members of the Forum Management Committee.

The responsibilities of a **Forum member** are:

- a) If Forum members are taking part in a formal vote or decision making process at a Forum meeting, then if they have any conflict of interest ** in the subject being decided, then they must declare their interest before taking part in any discussion and before a vote is taken and they shall abstain from voting on the matter. A majority vote will be based on the numbers present minus those with a declared interest.

*** for example – a conflict of interest could include where neighbourhood plan policy would affect the business interests of a forum member*

The Forum Management Committee shall consist of the following members. Except where stated otherwise below, the minimum age for Forum Management Committee members shall be 18 years old.

Role	Term of Office
Chairperson	1 year. Role to be appointed annually at each Forum Annual General Meeting. A minimum of 3 months' notice is requested of intent to resign from the role.
Vice-Chairperson	No fixed term. A minimum of 3 months' notice is requested of intent to resign from the role.
Treasurer	No fixed term. A minimum of 2 months' notice is requested of intent to resign from the role.
Secretary	No fixed term. A minimum of 2 months' notice is requested of intent to resign from the role.
Membership Secretary	No fixed term. A minimum of 2 months' notice is requested of intent to resign from the role.
Management Committee Support Members - minimum 4 (no upper limit within reason) - minimum age shall be 16 years old	No fixed term. A minimum of 2 months' notice is requested of intent to resign from the role.

The initial members of the Forum Management Committee shall be appointed at the inaugural Annual General Meeting of the Forum.

The responsibilities of the **Forum Management** Committee are:

- a) To lead and coordinate the Neighbourhood Planning activities, and to ensure that Forum members are given the opportunity to be included in, and contribute to, the Neighbourhood Planning process wherever possible.
- b) To liaise with Harborough District Council and other stakeholders in the Neighbourhood Planning process.
- c) To appoint Working Groups or Individuals to carry out investigations, surveys, consultations, etc, as contributions to the Neighbourhood Planning process and associated activities. Places on the working groups shall be assigned preferentially to members of the Forum.
- d) To raise and manage the funds that are needed to carry out the Neighbourhood Planning process, including the purchase of goods or services that are deemed necessary for the purpose; and to prepare any accounts that are needed for auditing purposes.
- e) To maintain a list of Forum members, and to manage the information appropriately.
- f) To communicate and consult with Forum members, to inform Forum members of progress and issues in the Neighbourhood Planning process, and to request assistance or contributions to the Neighbourhood Planning process from Forum members. Communications with Forum Members shall use e-mail as the primary method of group distribution of information. For those members without e-mail, use of telephone or postal mail will be used to provide information communications.
- g) To set the date and agenda for the Forum Annual General Meetings and to communicate the date and agenda to Forum members.
- h) To call ad hoc meetings of the Forum as and when deemed necessary, and to communicate the date and agenda to Forum members.

- i) To keep records of meetings, ensuring that any formal decisions taken at meetings are properly recorded. Notes of the meetings are to be approved at the subsequent meeting and signed by the Chairperson.
- j) To arrange for the Neighbourhood Plan to be reviewed and updated as described in section 10 (Monitoring and Review) of the Plan.
- k) If Management Committee members are taking part in a formal vote or decision making process at a Forum meeting or Management Committee meeting, then if they have any conflict of interest ** in the subject being decided, then they must declare their interest before taking part in any discussion and before a vote is taken and they shall abstain from voting on the matter. A majority vote will be based on the numbers present minus those with a declared interest.

*** for example – a conflict of interest could include where neighbourhood plan policy would affect the business interests of a forum member*

The privileges of a **Forum Management Committee member** are:

- a) Option to attend Forum Management Committee Meetings and participate in the consultation processes and contribute to the Neighbourhood Planning Process and associated activities.
- b) Option to attend Forum Management Committee Meetings and vote on key decisions that are required to carry out the Committee's responsibilities.

The responsibilities of the **Forum Management Committee members** are:

The **Chairperson** of the Forum Management Committee shall:

- i. call and chair regular meetings of the Forum Management Committee, and meetings of the Forum, and have a casting vote.
- ii. act on behalf of the 'Saddington Neighbourhood Forum' and represent it externally

The **Vice Chairperson** of the Forum Management Committee shall:

- i. chair meetings of the Forum Management Committee, and meetings of the Forum, in the absence of the Chairperson, and have a casting vote.
- ii. deputise for the Treasurer or Secretary or Membership Secretary in their absence.
- iii. act as joint signatory on the 'Saddington Neighbourhood Forum' bank account.

The **Treasurer** shall:

- i. be responsible for maintaining the accounts of the Saddington Neighbourhood Forum.
- ii. be responsible for presenting a budget, annually for the following year to a Forum Management Committee Meeting
- iii. when requested, submit a detailed summary of the accounts at a Forum Management Committee Meeting
- iv. act as a joint signatory on the 'Saddington Neighbourhood Forum' bank account. The cheques or other financial transactions of the Forum require two signatories.

The **Secretary** shall:

- i. be responsible for organising meetings, maintaining the minutes and Constitution of the Saddington Parish Neighbourhood Forum and making them available to Forum members
- ii. act as joint signatory on the 'Saddington Neighbourhood Forum' bank account

The **Membership Secretary** shall:

- i. be responsible for maintaining a list of the members of *Saddington Parish Neighbourhood Forum*, and for appropriately managing and protecting the member's personal information in accordance with the Data Protection Act 2018.
- ii. be responsible for maintaining a list of the elected officers and members of the Forum Management Committee, including their appointment date and term of office.
- iii. provide a copy of the Forum membership list to Harborough District Council in order to validate the Forum membership criteria.
- iii. act as joint signatory on the 'Saddington Neighbourhood Forum' bank account

The **Forum Management Committee Support Members** shall:

- i. attend Forum Management Committee Meetings and participate in the consultation processes and contribute to the Neighbourhood Planning Process and associated activities.
- ii. attend Forum Management Committee Meetings and vote on key decisions that are required to carry out the Committee's responsibilities.
- iii. take on specific tasks and duties in support of the Neighbourhood Planning process, as delegated by the Forum Management Committee.

A meeting of the Forum shall be chaired by the Management Committee Chairperson or by the Vice Chairperson in the Chairperson's absence. Where a Forum meeting is called in order to vote on formal decisions, then at least 6 members of the Forum, including members who are also a member of the Management Committee, are required to be in attendance for the Meeting to be quorate. Decisions will generally be agreed by a majority show of hands.

A meeting of the Forum shall be called by the Forum Management Committee or by a request from at least 5 members of the Forum to the Forum Management Committee. Members of the Forum shall be given at least 7 days' notice of any Forum meeting.

The Forum Management Committee shall meet as often as is necessary to lead the plan making process. A meeting of the Forum Management Committee shall be chaired by the Management Committee Chairperson or by the Vice Chairperson in the Chairperson's absence. Where a Forum Management Committee meeting is called in order to vote on key decisions that are required to carry out the Committee's responsibilities, then at least 3 members of the Management Committee are required to be in attendance for the meeting to be quorate. Members of the Forum Management Committee shall be given at least 7 days' notice of such a meeting.

If a vacancy occurs for the role of Chairperson the Vice Chairperson will take over the role, but a Forum meeting must be held within three months of the assignment to formally appoint a Chairperson to the Forum Management Committee.

If vacancies occur for the roles of Treasurer, Secretary, Membership Secretary or Committee Members, the Forum Management Committee can temporarily co-opt new members into post subject to the endorsement by the Forum at the next Forum meeting.

7.0 ALTERATION TO THE CONSTITUTION

Amendments to the constitution may only be made at a Forum Annual General Meeting which has been pre-notified of the proposed changes, or at a Special General Meeting which has been pre-notified of the proposed changes.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.

Any proposal to amend the constitution will require a simple majority vote of those present and entitled to vote.

8.0 DURATION

The duration of the Saddington Parish Neighbourhood Forum is 5 years from Saddington Parish Neighbourhood Forum designation date, ie from 18th July 2016 to 18th July 2021.

If a meeting of the Forum Management Committee, by simple majority, decides that it is necessary to close down the Forum it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a community group or local charitable organization, in order to benefit Saddington Parish. The group/organisation to receive the donation will be agreed at the meeting held to agree the dissolution.

9.0 DOCUMENT HISTORY

Rev 0: The original version of the Constitution was approved at the inaugural Annual General Meeting dated 16 July 2016.

Rev 1: This version of the Constitution was approved at the Annual General Meeting dated 3rd February 2021.

The following changes are made in this version of the Constitution:

Section 1 Name – reference added to designation date for the Forum.

Section 2 Neighbourhood Area – reference added to designation date for the Neighbourhood Area.

Section 3 Objective – first bullet extended to include updates to the Plan.

Section 5 Membership – membership criteria clarified.

Section 6 Working Arrangements – Forum Member privilege bullet c) inserted; date removed from Role table; Forum Management Committee responsibility bullet j) inserted; Chairperson responsibility bullet iii. deleted.

Section 6 Meeting quorum: 6 members was 10 members. Management Committee quorum: 3 members was 5 members. Requirement to prepare report for Parish Meeting is deleted.

Section 7 Alteration to Constitution: simple majority vote was two thirds majority.

Section 8 Duration – duration of the Neighbourhood Forum extended from 5 years to cover full term of the Plan up to 31 Dec 2031.

Section 9 Document History – new section added.

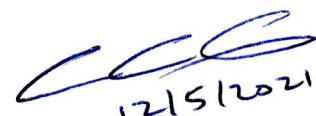
Appendix 1 Neighbourhood Area - reference added to designation date for the Neighbourhood Area.

Rev 2: This version of the Constitution was approved at the Neighbourhood Forum Meeting dated 12th May 2021.

The following changes are made in this version of the Constitution:

Front page: (2016-2021) added the name of the Neighbourhood Forum to clarify that this constitution relates to the Neighbourhood Forum that exists from July 2016 to July 2021.

Section 8 Duration – The duration of the Neighbourhood Forum is re-confirmed, as in Rev 0 of the Constitution, that it will only exist for 5 years from the designation date that was set by the Local Authority.



Handwritten signature and date: 12/5/2021

10.0 APPROVAL

This Constitution was approved at the Meeting of the Saddington Parish Neighbourhood Forum on 12th May 2021.

Name: Christopher Carter

Chairperson, Saddington Parish Neighbourhood Forum

Signature 

Date: 12th May 2021

Appendix 1: Saddington Parish Neighbourhood Area



Saddington Parish Neighbourhood Area was formally designated by Harborough District Council on 18th July 2016.

CEL
12/5/2021