

APPENDIX 2

Clifton Neighbourhood Forum : Constitution

A – Mission

The Clifton Neighbourhood Forum gives our community the best opportunity to improve and influence any future development in Clifton.

How will the Clifton Neighbourhood Forum work?

By the creation of our own Neighbourhood Plan which will ensure that we get the right types of development, in the right places, for our community.

What the Neighbourhood Plan will cover

The Neighbourhood Plan will define:

- ✓ Where any new housing would best be placed to suit Clifton
- ✓ What infrastructure is needed to support any developments, such as highways improvements, transport system, schools, health services, employment and retail opportunities
- ✓ Preserving our rural, green, open spaces for our future generations.

Why do we need a Neighbourhood Plan?

Calderdale MBC planners are working on the Local Plan determining the development needs of the whole district. By forming the 'Clifton Neighbourhood Forum' covering the area on the attached map, our community will be given the power to have a distinct influence on Clifton's future. This is because, once designed and approved, the resultant Neighbourhood Plan will become part of the statutory plan for Clifton.

B - Neighbourhood Forum Constitution

Name: The name of the Forum shall be the Clifton Neighbourhood Forum (the Forum).

Area of Benefit: The area in which the Forum will pursue its objects is within the Clifton HD6 4 postcode Neighbourhood Area, which is the area designated by Calderdale Council for which the Forum will produce a Neighbourhood Plan (In accordance with attached map).

Objects: The purpose of the Clifton Neighbourhood Forum is:

To prepare a Neighbourhood Development Plan for Clifton area the (In accordance with attached map) as defined by the Localism Act 2011

To promote or improve the social, economic and environmental well-being of the Clifton area

Any other benefit for the community to improve the amenity of Clifton by appropriate purpose agreed by the Forum within the remit of Localism Act 2011.

** 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.*

Powers: In furtherance of its objectives the Clifton 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 co-operation with other voluntary bodies, charities, statutory and non-statutory organisations, businesses and individuals

Employ staff, consultants, other advisors 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 objectives of the Forum, including taking out any contracts which it may see fit.

Note – The above is indicative of the powers which the Forum may employ. It may consider appropriate to delegate some of these powers to a Management Committee, whose membership would need to be defined in this constitution. It may be advisable to exclude certain categories of Forum members from employment by the Forum (i.e. management committee members).

Membership

- i. The Clifton Neighbourhood Forum will comprise at least 21 individuals who live or work in the Clifton Neighbourhood Area (In accordance with attached map) or who are elected members of a county council, district council or London borough council, any of whose area falls within the Clifton Neighbourhood Area (In accordance with attached map).
- ii. Membership is open to individuals who live or work in the Clifton Neighbourhood Area (In accordance with attached map). It is also open to individuals representing their own businesses 'based' in the area, also those who are local elected members of a county

- council, district council, central government representing the forum community i.e. those whose area falls within the) Clifton Neighbourhood Area. (In accordance with attached map)
- iii. Membership shall be drawn from all different parts of the Clifton Neighbourhood Area (In accordance with attached map) and different sections of the community in the Clifton Neighbourhood Area (In accordance with attached map).
 - iv. Associate Membership may also occur where people live outside the boundaries of the Clifton Neighbourhood Area. This will only be allowed where the individuals concerned live in an area that is directly affected by the development but must live within a one-mile radius of the Clifton Neighbourhood Forum designated area (In accordance with attached map). Associate members may participate in all the Forums activities; however, they will have no voting rights.

In addition:

- v. Businesses with an interest in the Area (In accordance with attached map) can become Associate Members of the Forum, can attend meetings, including the AGM, can volunteer for the Forum and receive Forum mailings but cannot vote at the AGM.
- vi. Community and voluntary organisations and public services operating in and serving the Area (In accordance with attached map) can send representatives to meetings as above and receive mailings and other publicity but cannot vote at any meetings.

Membership of the Forum should at all times be a minimum of 21 individuals. Members may be contacted by the Executive (see below) from time to time to act as a litmus test for ideas and proposals or to be invited to participate in other activities related to the work of the Forum.

Membership should be maintained at a minimum of 21 individuals, resignations can prompt members to be recruited to maintain appropriate membership.

** Membership of a neighbourhood forum is set out in the Localism Act 2011 the forum must have a minimum of 21 members and its membership must reflect the diversity, character and inclusivity of the area and to ensure that membership is only available to persons with a genuine long-term business interest in the area*

C - Working Arrangements

C1 General Meetings

The Forum's ultimate authority comes from its Annual and other General Meetings:

1. The AGM, and any other public meetings held, give legitimacy to the Executive of the Forum (as defined below) and the plans they or the Forum task or working groups may develop
2. If there is more than one public meeting in any one year, one will be designated as the AGM
3. The AGM will be called with at least 21 days' notice once per year, not more than fifteen months from the date of the preceding AGM, by informing all residential properties in the defined area shown in the attached plan, and all members including Associate Members.

4. The AGM has the power to both elect, and remove by a vote of no confidence, any member of the Executive
5. At each AGM the Chair will provide a written report, the Treasurer will provide a set of accounts for the previous year and the proceedings will be recorded in writing.
6. Voting will be restricted to full members present at the meeting on a one member one vote basis.
7. All meetings will have minutes, all data recorded and circulated to all members, all minutes will be 'approved and seconded' at an Executive meeting or by the membership within 4 weeks of circulation.

C2 Forum Executive comprising of:

Chairman, Vice Chairman, Treasurer, Secretary and any subcommittee Chair persons

1. The Executive exists to co-ordinate, implement and monitor the work of the Forum including developing a Neighbourhood Plan for the Area. It will prioritise, schedule and publicise the work of the Forum.
2. The Executive is made up from Forum members elected at the AGM. Numbers on the Executive will be determined by the membership at each AGM but shall not be fewer than seven six not more than fifteen. Executive members will be elected for a three-year period with one third standing down at each AGM.
3. The Executive must meet not less than eight times in any twelve-month period with no less than two months between meetings
4. The Executive will determine its officers subject to the proviso that these must include a Chair, Vice Chair, a Secretary and a Treasurer.
5. Individuals with specialist skills may be co-opted onto the Executive on a non-voting basis and the Executive may set up Committee, Task or Working Groups of Forum members for specific projects or tasks to be undertaken. the executive will approve and designate appropriate Committees/task Groups with a Chair and agreed membership taken/co-opted from the Forum Membership.
6. The Executive will liaise with the relevant bodies such as the Council, other public services, businesses, schools and colleges, faith groups and community and voluntary organisations relevant to the Area.
7. Executive decision making can be by consensus or after a vote – the Chair will have a second (casting) vote in the event of a tie. The quorum for decisions shall be 5 voting members
8. The Executive has the power to draw up a Code of Conduct by which all members must abide, including determining the consequences for breaches of the Code of Conduct
9. Only full members of the Forum may stand for the Executive and should be nominated by a member or Associate Member
10. The Executive will receive and consider reports/recommendations from all Committee, Task or Working Groups - a majority vote will be taken on all Committee/Task Group representations by the Executive and on substantive matters, e.g. changes in funding, constitution or strategic direction will be ratified by the membership.

C3 Forum Funding

The Forum can raise funds for its activities by one or more of the following methods:

1. Community fund raising, charging membership fees on an individual and/or associate member basis – level of fees to be agreed at an AGM or extraordinary general meeting

2. Submitting applications to grant awarding bodies for appropriate funds
3. Working in partnership with organisations which have funds to spend in the defined area shown in the attached map
4. By other means in keeping with the role of the Forum, including revenue from the website, donations, and proceeds from events

C4 Amendments to the Constitution

1. Amendments to this Constitution may be made only at a properly convened General Meeting called with a minimum of 21 days' notice to all voting members and by a two thirds majority of those present and voting.

C5 Extraordinary General Meeting

1. May be called of all membership by the consensus of the Executive or Membership

C6 Financial Officers

1. Financial Officers with access to the bank/capital reserves of the Forum will be elected by the Executive and are to include the Treasurer and two other members.

C7 Declaration of Interest

1. All members will be subject to provision of a 'declaration of interest' form [provided by the Executive], the majority membership will decide if it is appropriate on certain voted issues if members with a vested interest should not be allowed to vote.
2. Members can abstain from any vote by choice.
3. Any members can request anonymous voting/recording of minutes in advance of any meeting/vote if/as required.

C8 Dissolution

1. The Forum may be dissolved only by two thirds vote of those present and voting at a properly constituted General Meeting with a minimum of 10 days' notice.
2. In the event of dissolution of the Forum its assets will be distributed to The Clifton Village Community Association whose purposes are consistent with the purposes of the Forum as set out above, as determined by a simple majority vote of those present at the meeting called to dissolve the Forum.

C9 Alteration to the Constitution

1. Alterations to the constitution should be made by meetings of the full Forum, not by a sub-committee a majority vote is required.

C10 Duration

1. The duration of the) Clifton Neighbourhood Forum is 5 years from constitution designation date