

## Proposed Constitution for Hoylake Neighbourhood Forum

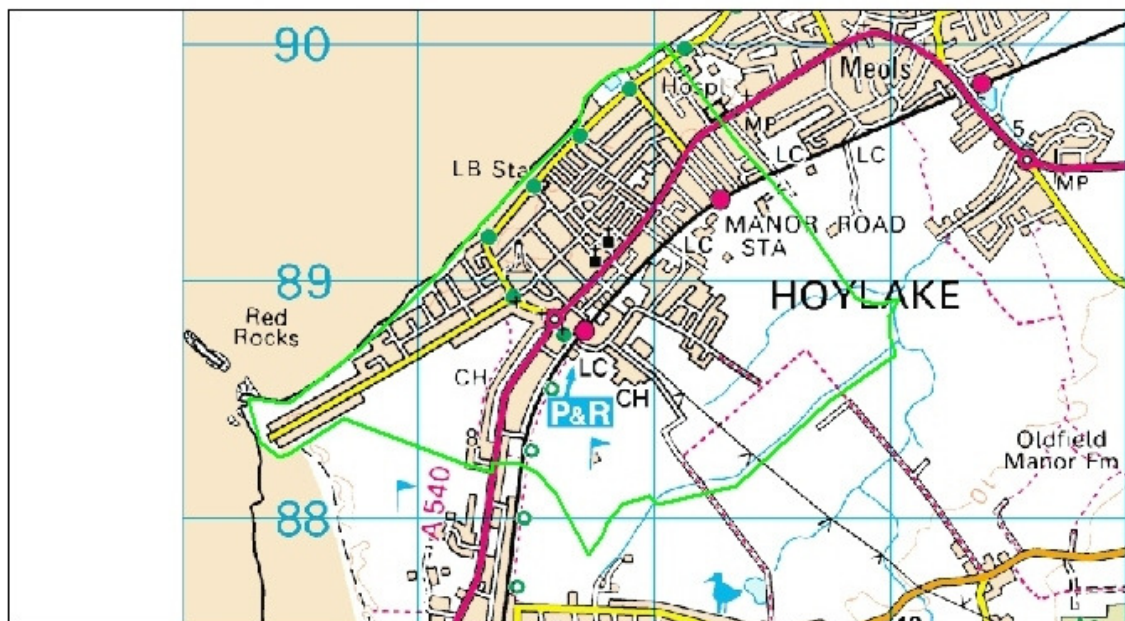
### 1) NAME

The name of the group shall be the Hoylake Neighbourhood Forum, hereafter referred to as the Forum.

### 2) OBJECTS

The objects of the Forum shall be:

- to improve the area known as Hoylake for the benefit of the inhabitants and businesses of the area;
- the area of Hoylake is within the green highlighted boundaries of this map;



Crown copyright. All rights reserved.

Licence number 100019803. Published 2011

- to promote the social, economic and environmental well-being of the area;
- to prepare in partnership with Wirral Borough Council, the local planning authority, a neighbourhood plan for the area. This will pay particular attention to housing, economic, environmental and social needs.
- to guide the regeneration of several locations, including the high street, the industrial estate, the promenade, green spaces/beach, and surrounding agricultural areas.

- to promote Hoylake's identity locally, nationally and internationally as a multi-faceted visitor destination.

-to encourage the goodwill and involvement of the wider community, inclusive of all ages, gender, ethnicity, faith, health and sexual orientation in fostering community spirit and encouraging civic pride.

- to encourage Hoylake to be a place with a clear social conscience, where community matters, where the environment matters, where education matters, where history matters and where a sustainable future is secure.

### 3) POWERS

In furtherance of the objects, but not otherwise, Hoylake Neighbourhood Forum will establish a Management Committee which may exercise the power to:

- (i) Promote the health and social, economic and environmental wellbeing of the residents, businesses and employees of the area, irrespective of age, sex, ethnicity, ability, religion or political view.
- (ii) Promote sustainable development, environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisation
- (iii) 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.
- (iv) Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.
- (v) Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory, business and nonstatutory organisations.
- (vi) Employ staff and volunteers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objects.
- (vii) 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.

### 4) MEMBERSHIP

(i) Membership shall be open to anyone who has an interest in assisting the Forum to achieve its aim and is willing to adhere to the rules of the Forum:

- membership is open to all who live and work in the area;
- membership is open to elected Council members and the Member of Parliament
- membership shall be drawn from different places in the neighbourhood and different sections of the community and businesses in the neighbourhood.

(ii) Where it is considered membership would be detrimental to the aims and activities of the Forum, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.

(iii) Any member of the association may resign his/her membership by providing the Secretary with written notice.

(iv) The forum shall have a minimum of 21 members before any decision on neighbourhood

planning may be rectified. The Secretary shall maintain a list of members at all times and publish this online.

#### 5) MANAGEMENT COMMITTEE

(i) The Forum shall be administered by a management committee of no less than three (3) people and no more than twelve (12). Members will be elected for a period of up to one year, but may be re-elected at the Forum's AGM.

#### 6) OFFICERS

(i) The Forum shall have a committee consisting of:

The Chair

The Treasurer

The Secretary

and any additional officers deemed necessary at the meeting required to carry out the required activities.

#### 7) MEETINGS

(i) The Forum shall meet at least four times a year. Meetings shall enable the Group to discuss actions and monitor progress to date, and to consider future developments.

(ii) All members shall be given at least fourteen (14) days' notice of when a meeting is due to take place, unless it is deemed as an emergency, this shall also be publicised in the area to non-members.

(iii) Twelve (12) members must be present in order for a Forum meeting to take place. This represents the forum's quorum.

(iv) It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to interested parties including the .

(v) The AGM shall take place no later than three months after the end of the financial year. At least fourteen (14) days' notice must be given before the meeting takes place.

(vi) All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.

#### 8) FINANCE

(i) 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 Hoylake Neighbourhood Forum.

All funds must be applied to the objects of the Forum and for no other purpose.

(ii) Bank accounts shall be opened in the name of Hoylake Neighbourhood Forum. Any deeds, cheques etc relating to the Forum's bank account shall be signed by at least two (2) of the following committee members: Chairperson; Treasurer; Secretary.

(iii) 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. Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Forum. An annual financial report shall be presented at the AGM. The Group's accounting year shall run from 01 April to 31 March.

#### 9) NEIGHBOURHOOD PLANNING

- (i) Any decision to undertake, consult on or submit to the local planning authority for approval any Neighbourhood Plan shall be subject to a vote of the full forum.
- (ii) All consultation on the Neighbourhood Plan will be subject to all residents and businesses whether members of the forum or not.
- (iii) The forum shall publicise the neighbourhood planning process, record it and seek views of the public.
- (iv) The management committee, Neighbourhood Plan Team (as below) shall be delegated to work with the local planning authority and any independent experts and advisor's on the neighbourhood plan as they see fit.
- (v) At the discretion of the forum a Neighbourhood Plan Team can be delegated the tasks of preparing the Neighbourhood Plan other than under 9(i) above. The membership of this team shall be decided by a full meeting of the forum and the team may co-opt members as it sees fit.

#### 10) ALTERATION OF THE CONSTITUTION

- (i) Any changes to this constitution must be agreed by a majority vote at a special general meeting.
- (ii) Amendments to this forum or dissolution of the forum must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

#### 11) DISSOLUTION

- (i) The Group may be dissolved if deemed necessary by the members in a majority vote at a special 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 Management Committee.

This constitution was adopted at an AGM held at \_\_\_\_\_ on \_\_\_\_\_  
by:

Signed: Chairperson

Signed: Treasurer

Signed: Secretary

Signed: Member

Signed: Member