

## **BROOKWOOD AND BRIDLEY NEIGHBOURHOOD FORUM**

### **CONSTITUTION**

#### **1. NAME**

- (1) The name of the Forum shall be the **Brookwood and Bridley Neighbourhood Forum** (the Forum).
- (2) The Forum shall cover the Area shown on the attached map.

#### **2. OBJECTS**

The objects of the Forum shall be:

- a) To improve the area known as Brookwood and Bridley (the Neighbourhood Area) for the benefit of individuals living and working within the Neighbourhood Area and local business organisations.
- b) To promote the social, economic and environmental well-being of the Neighbourhood Area.
- c) To prepare in partnership with the Local Planning Authority a neighbourhood plan for the Neighbourhood Area.
- d) To encourage the goodwill and involvement of the wider community.
- e) To foster community spirit and encourage civic pride.

#### **3. POWERS**

In furtherance of the objects, but not otherwise, the Management Committee may exercise the power to:

- a) Promote the social, economic and environmental wellbeing of those individuals living and working within the Neighbourhood Area.
- b) 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 organisations.
- c) 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.
- d) Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars et cetera.
- e) 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.
- f) Employ staff and volunteers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objects.
- g) Take any form of action that is lawful, which is necessary to achieve the objects of the Forum, including entering into any contracts which it may see fit.

#### **4. MEMBERSHIP**

- (1) Membership of the Forum is open to:
  - a) Individuals who live in the Neighbourhood Area.

b) Local businesses and individuals who carry out business or work in the Neighbourhood Area.

c) Local representative groups and elected members of Surrey County Council and Woking Borough Council representing all or part of the Neighbourhood Area who have an interest in assisting the Forum to achieve its aim and are willing to adhere to the rules of the Forum.

(2) The Forum will aim for as wide a representation of communities in the Neighbourhood Area as possible.

(3) 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.

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

(5) The Forum shall have a minimum of 21 members before any decision on neighbourhood planning may be made.

(6) The Secretary shall maintain a list of members at all times.

(7) All members shall have an equal vote.

## **5. MANAGEMENT COMMITTEE**

(1) The Forum shall be administered by a Management Committee comprising no less than five (5) and no more than fifteen (15) people, who must be at least eighteen (18) years of age.

(2) Members will be elected for a period of up to one year, but may be re-elected at the Forum's annual general meeting (AGM). There is no limit to the number of terms an officer may serve.

(3) Management Committee members can appoint officers from within the Management Committee to fill vacancies that arise during the year.

(4) The Management Committee will direct and oversee the work of the Forum and will meet at least four (4) times a year for this purpose.

(5) Subcommittees or working parties may be appointed by the Management Committee to carry out specific tasks, to consider policies and to advise the Management Committee. Such bodies may be appointed within or outside the membership of the Forum but will be responsible to the Management Committee.

## **6. OFFICERS**

(1) The Management Committee shall have the following officers:

- Chairman
- Treasurer
- Secretary

and any additional or replacement officers the Management Committee deems necessary to carry out the required activities.

(2) The officers shall be elected by the Management Committee at its first meeting, which shall take place within 14 days of this Constitution being adopted, and thereafter at the next meeting of the Management Committee after the AGM. If a vacancy occurs during the course of the year, a replacement shall be elected at the next meeting of the Management Committee.

## **7. MEETINGS**

(1) The AGM shall take place no later than three (3) months after the end of the financial year. At least fourteen (14) days' notice must be given before the AGM takes place.

(2) When required, the Management Committee can decide to call a Special General Meeting (SGM). An SGM shall only take place after at least seven (7) days' notice, unless it is deemed as an emergency.

(3) The Management Committee must call an Extraordinary General Meeting of the Forum within 28 days of a request to do so submitted by 20 members of the Forum or one-third of the membership (whichever is the less). An EGM shall only take place after at least fourteen (14) days' notice.

(4) Five (5) or more Management Committee members must be present in order for a meeting of the Management Committee to take place.

(5) It shall be the responsibility of the Chairman to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to all members of the Forum and other interested parties.

(6) All members are entitled to vote at any general meeting. Voting shall be made by a show of hands on a majority basis. Members unable to attend may appoint the Chairman or other officer of the Management Committee to vote on their behalf on any particular issue by sending a notice to one of them (by email or otherwise) authorising them to do so. In the case of a tied vote, the Chairman or an appointed deputy shall make the final decision.

## **8. NOTICES**

Notices to members will be deemed delivered if sent to the member's last notified email address or (where no email address is given) sent by post to the last notified address.

## **9. FINANCE**

(1) The Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means. The Management Committee will open one or more bank accounts as necessary in the name of the Forum.

(2) All funds 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.

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

(4) Any deeds, cheques et cetera relating to the Forum's bank account shall be signed by at least two (2) of the following Management Committee members: Chairman, Treasurer and Secretary.

(5) Any income/expenditure shall be the responsibility of the officers of the Management Committee who will be accountable to ensure funds are utilised effectively and that the Forum stays within budget

(6) Accounts shall be maintained, and will be examined annually by an independent person with adequate financial expertise who is not a member of the Forum.

(7) An annual financial report shall be presented at the AGM. The Forum's accounting year shall run from 1 April to 31 March.

## **10. NEIGHBOURHOOD PLANNING**

(1) Any decision to undertake, consult on or submit to Woking Borough Council for approval any Neighbourhood Plan shall be subject to a majority vote of members present at a meeting of the Forum at which any such decision is considered. The voting quorum shall be a minimum of twenty-one (21) members.

(2) All consultation on the Neighbourhood Plan will be open to all residents and businesses whether members of the Forum or not.

(3) The Forum shall set up a website to publicise the neighbourhood planning process, record it and seek views of the public.

## **11. ALTERATION OF THE CONSTITUTION**

(1) Any changes to this constitution must be agreed by a majority vote at an AGM, EGM or SGM. The voting quorum shall be a minimum of twenty-one (21) members.

(2) Proposed amendments to this constitution by members must be conveyed to the Secretary in writing. The Secretary and other members of the Management Committee shall then decide on the date of an EGM to discuss such amendments.

## **12. DISSOLUTION**

(1) The Forum may be dissolved if deemed necessary by its members in a majority vote at the AGM an EGM or SGM. The voting quorum shall be a minimum of twenty-one (21) members. 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 a general meeting held at Brookwood Primary School, Connaught Road on 10 December 2013.

Signed: \_\_\_\_\_

Kevin Davis  
Chairman