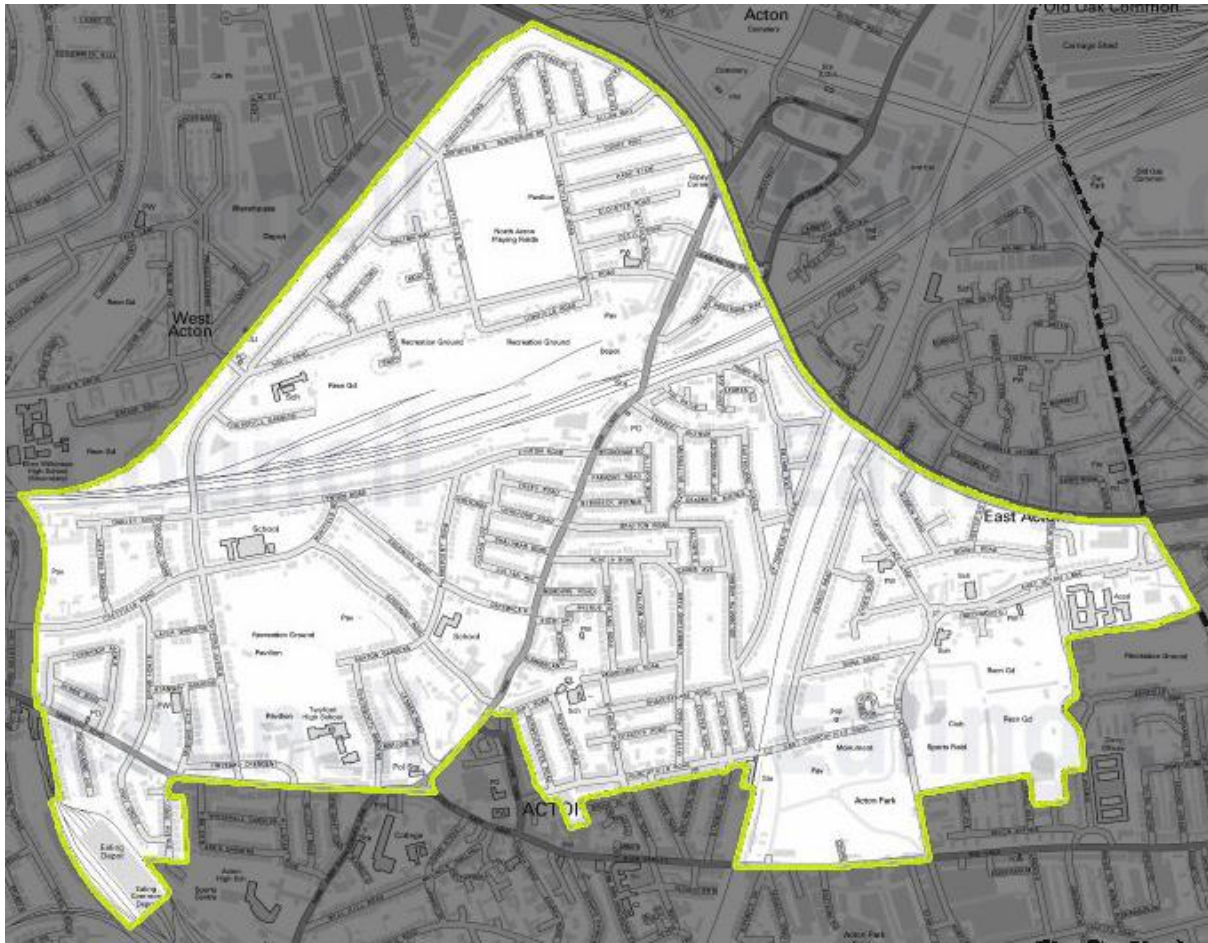


## Map of Proposed Forum Area



## **Constitution of the Central Acton Neighbours' Forum**

### **1. Name**

The name of the organisation is the "Central Acton Neighbours' Forum" (hereinafter "the Forum").

### **2. Aims and objectives**

The Forum's is a voluntary association of individuals and organisations, whose purpose is to produce a Neighbourhood Plan to:

- further the social, economic, environmental and general well-being of individuals living in a designated area of Acton in the London Borough of Ealing
- further the interests of local residents, businesses and community groups in the same area
- operate without distinction or discrimination on the grounds of sex, disability, sexual orientation or race, or of political, religious or other opinions

### **3. Area**

The Forum shall cover the area of Acton shown in Schedule A ("The Area"), subject to any amendment as may be agreed with Ealing Borough Council acting in its capacity as local planning authority.

### **4. Supporters**

(a) Support shall comprise at least 21 individuals in line with paragraph 4b, as required by the Localism Act 2011. The Forum will use all reasonable endeavours to ensure its support does not fall below this legal requirement.

(b) Supporters shall:

- i. individuals who live in the area;
- ii. individuals who work in the area, whether for business carried on there or otherwise;
- iii. community and/or faith organisations that operate in the area, through their duly appointed representatives;
- iv. businesses, educational establishments or other entities that operate in the area, through their duly appointed representatives;
- v. individuals who are elected supporters of Ealing Council, any part of whose area falls within the area, who shall be ex officio supporters;
- vi. individuals who have a material and ongoing social, cultural, economic or financial interest or involvement in the area.

(c) Any applicant eligible to show support under paragraph 4b and who supports the aims and objectives of the Forum shall become a supporter of the Forum on submission to the Secretary of a request to join which:

- i. provides satisfactory evidence of eligibility;
- ii. provides contact details that may be used by the Forum for its lawful purposes;

(d) The Management Committee may refuse to accept, or may revoke, support of any individual or organisation that in its opinion fails to meet the criteria for support of the Forum or that acts in a way inimical to the aims and objects set out in paragraph 2. Any person or organisation whose support is revoked shall have the right to appeal to a General Meeting of the Forum called under paragraph 8.

(e) The Management Committee will use all reasonable endeavours to seek to ensure that, so far as may in all the circumstances prevailing from time to time be realistically possible, the support of the Forum reflects opinions and attitudes from across the mainstream political spectrum, ethnicities and backgrounds representative of the area, and any and all other representatives ensuring sufficient representation of a diversity of residents, interests and communities.

## 5. Management Committee and Officers

(a) The day-to-day business of the Forum shall be conducted by the Management Committee ("the Committee"). Subject to decisions of any General Meeting, the Committee shall comprise 6 supporters elected by a General Meeting in the proportion of:

- one-third by residents of the area
- one third by the representatives of community and/or faith organisations as identified in paragraph 4.b.iii
- one third by representatives of business, educational and other entities as identified in paragraph 4.b.iv.

Councillors or others elected to public office for any part of the borough shall not be eligible for election, but may be eligible for co-option under paragraph 5.b.

The term of office of any supporter of the Committee shall expire at the next AGM convened and held after the AGM at which the supporter was elected, but supporters shall be eligible to stand for re-election.

(b) The Committee may co-opt up to two additional voting supporters for a term to expire no later than the next following AGM. The power of co-option shall be used inter alia to ensure that as far as possible the Committee has a reasonable balance and is representative of the local community.

(c) The Committee shall elect from among its supporters a Chair, Vice Chair, Secretary, Treasurer and any other officers as it sees fit. Their duties shall include:

- i. Chair: chairing all General, Stakeholders Group and Committee meetings and, in the event of a tied vote, exercising a casting vote; and being jointly responsible with the Treasurer to answer to the General Meeting on the conduct of the financial affairs of the Forum;
- ii. Deputy-Chair: assuming the Chair's responsibility for chairing meetings in the event of the Chair being unable to do so;
- iii. Secretary: handling the Forum's administration including minutes of meetings and all matters relating to applications for and records of supporters, ensuring compliance with data protection legislation
- iv. Treasurer: handling the entire Forum's financial business, preparing financial reports and, jointly with the Chair, answering to the General Meeting

on the conduct of the financial affairs of the Forum.

(d) The Committee shall meet not less than once a quarter. The Secretary shall give at least seven days' notice of meetings to all supporters of the Committee. Five supporters shall constitute a quorum. Any meeting of the Committee that is not quorate may continue its deliberations but any decisions taken will be subject to ratification at the next quorate meeting of the Committee.

(e) The Committee may appoint sub-committees to carry out specific roles or projects. Any such sub-committee may co-opt such persons as it thinks fit to enable it to perform its function but shall not take any action beyond the terms of its appointment and shall report on its activities to the Committee.

(f) Decisions of the Committee shall be taken by a simple majority of those present and voting, except on a substantive issue or proposal such as the content of a proposed Neighbourhood Plan, which shall be subject to a requirement for a majority of all those supporters elected by residents and businesses under paragraph 5.a.

(g) The Committee shall keep minutes of all its proceedings which shall be available for inspection by any supporter on giving no less than ten working days' notice to the Secretary.

(h) Any supporter may attend any meeting of the Committee and may speak at the discretion of the Chair but may not vote.

## 6. Meetings

The General Meeting of all supporters shall be the controlling body of the Forum.

## 7. Annual General Meeting (AGM) & election of officers

(a) An AGM shall be held on a day to be appointed by the Committee not later than six months after the end of the Forum's financial year.

(b) The business of the AGM shall include:

- i. a report from the Chair on the activities of the Forum since the previous AGM and its plans for the forthcoming year;
- ii. a report from the Treasurer as to the financial position of the Forum, including a record of income and expenditure;
- iii. consideration of and, if thought fit, approval of the accounts of the Forum for the previous financial year, together with an report on those accounts;
- iv. appointment of an inspector to report to the following AGM on the accounts for the current financial year;
- v. any other business as required by the Constitution or as directed by the Committee;
- vi. consideration of any motion that has been submitted by a supporter of the Forum in time for circulation with the notice of the AGM and is subsequently seconded at the AGM. Any motion submitted for two consecutive AGMs will be heard subject to a vote by the Committee.
- vii. election of the Committee for the forthcoming year.

(c) The Secretary shall give all supporters at least 14 days' written notice (including email) of the time and place of the AGM. Such notice shall include details of all business to be transacted at the meeting.

(d) Nominations for election to the Committee shall be invited in advance of the AGM and must be proposed and seconded in writing by supporters with the signed consent of the candidate. Nominations may be made at the AGM at any point until immediately after the reports of the Committee and the Treasurer.

(e) Election of supporters of the Committee may be taken en bloc if there are no more nominations than there are vacancies to be filled in accordance with para. 5.a unless any supporter objects, in which case the meeting shall vote on each nomination separately.

(f) In the event of there being more nominations than vacancies, a ballot shall be held with ballot papers being distributed at the AGM for return by the end of the meeting. Voting shall be ranking the candidates in order of preference and shall be counted by the Single Transferable Vote method. The meeting shall agree to the appointment of one or more scrutineers to act as returning officers and to advise the Chair on the results.

(g) The AGM may by a vote of not less than two-thirds of those present and voting agree to consider any urgent or important business that has arisen since dispatch of the notice of the meeting.

## 8. Other General Meetings

In the period between AGMs, the forum shall meet as a General Meeting of all supporters at intervals of not more than six months. At least 15 working days' written notice (including email) shall be given to supporters. A General Meeting of all supporters shall be called within 28 days of receipt by the Secretary of a request in writing signed by no fewer than five supporters, stating the purposes for which the meeting is required and the resolution proposed.

## 9. Conduct of General Meetings

(a) Twenty supporters or one-fifth of the supporters if less shall constitute a quorum. A quorum is not required to receive the report and accounts.

(b) Voting at General Meetings shall be by show of hands, except as provided in paragraph 7.f above.

(c) A supporter who is unable by reason of illness or disability to attend a General Meeting at which a ballot is to be held shall be entitled to appoint a proxy to vote on his or her behalf. Notice of appointment of a proxy must be received by the Secretary not less than 24 hours before the meeting.

(d) Formal minutes will be produced for each General Meeting and posted on the Forum's website no later than ten working days after the meeting has taken place.

(e) Conflicts of interest must be declared. Supporters with a conflict of interest should withdraw from discussion and voting on the issue in question.

## 10. Finance

- (a) The finances of the Forum shall be controlled as follows:
- i. the Forum's accounting period shall be annual, ending on 30 March;
  - ii. the Treasurer shall maintain for a period of six years or until the winding up of the Forum, whichever is the sooner and pass on to his or her successor all accounting records. These shall be subject to inspection and reporting to the AGM as provided in paragraph 7.(b)
  - iii. such records shall be available for inspection by any supporter on giving not less than ten working days' notice;
  - iv. the Treasurer shall open and maintain a bank or other appropriate account in the name of the Forum. This account or accounts shall be controlled by a mandate requiring the signature of no fewer than two of the officers as listed in paragraph 5.(c). Signatories must not be related or supporters of the same household;
  - v. accounts shall be independently examined if the turnover of the Forum exceeds £15,000 in the year in question;
  - vi. as a voluntary organisation Officers and Committee Supporters are not entitled to receive any part of the funds raised by the Forum, beyond those reimbursing reasonable expenses or agreed running costs.

## 11. Constitution and Interpretation

- (a) In this Constitution, the term 'community organisations' includes residents' associations, charities, churches and other religious establishments, welfare organisations and other bodies that operate wholly or partly within the Area and whose aims are consistent with the objects of the Forum.
- (b) The term 'Neighbourhood Plan' includes, but is not limited to, a neighbourhood development plan as defined in the Localism Act 2011.
- (c) In the event of any question arising where the interpretation of this Constitution is in doubt or where it is silent, the Committee shall have the power to act according to its own interpretation and at its discretion.
- (d) Other than as may be required by law, amendments to this Constitution may only be made by a majority representing two-thirds of the supporters present and voting at a quorate General Meeting.
- (e) Any requirement in this Constitution for notices or reports to be distributed to supporters of the Forum shall be deemed to have been satisfied if such notice or reports have been sent by email, by posting on the Forum's website or by other electronic means. An individual supporter may request hard copies, and in such a case, the Committee reserves the right to make a charge to cover the extra cost incurred. Formal notices from a supporter to the Committee may be sent by email, subject to validation against a written signature submitted to the Secretary in

advance.

## 12. Amendments to the Constitution

Other than as may be required by law, amendments to this Constitution may only be made by a majority representing two-thirds of the supporters present and voting at a quorate General Meeting.

## 13. Term

(a) The duration of the Forum shall be for five years from the date of adoption of this Constitution unless it is previously wound up or extended by resolution of a General Meeting.

(b) On dissolution of the Forum any remaining assets shall be distributed to the community organisations that remain as supporters at that date in proportions to be decided by the Committee, which shall retain responsibility for completing such distribution for a period ending six months from the date of dissolution failing which any remaining undistributed assets shall be transferred to the Churchfield Community Association, its heirs or successors.

## 14. Code of Conduct for Management Committee supporters

(a) The role of the Management Committee is to conduct the day-to-day business of the Forum in an efficient, fair and responsive way. In taking decisions on behalf of the Forum, Committee Supporters must always be aware of their responsibility to represent all those living and working in the Forum area.

(b) All Committee Supporters must comply with this Constitution and Code of Conduct at all times, and in line with the aims and objectives of the Forum.

(c) Committee Supporters must never use their position to seek preferential treatment for themselves, relatives or supporters of their household, or for other organisations of which they are trustees, board supporters or supporters. Any pecuniary or non-pecuniary interests must be declared at Committee meetings.

(d) Committee supporters cannot receive any payment from the Forum, other than for bona fide expenses as approved by the Treasurer and submitted and recorded in writing.

(d) Any serious breach of this Code of Conduct may result in a Committee support asked to resign, or being suspended by a majority vote of the Committee.

## 15. Confidentiality and Data Protection

It is the responsibility of the Management Committee to ensure that all data held or shared by the Forum is done so in accordance with best practice and within the recommendations and terms of current data protection legislation. Specific responsibility for monitoring and compliance is that of the elected Secretary, to whom

all initial requests should be addressed in writing.