

Kilburn Neighbourhood Plan Forum Constitution

1. Name

The name of the group is “Kilburn Neighbourhood Plan Forum” referred to elsewhere in this Constitution as “the Forum”.

2. Neighbourhood area

The area of the Forum is shown on the attached map and is based on the two Kilburn electoral wards in the London Boroughs of Brent and Camden. In the Brent ward of Kilburn the area covered by the South Kilburn regeneration is excluded except for the Kilburn High Road frontage. To the north and south of the Ward boundaries the area is extended to include the entire Kilburn High Road frontage in both Boroughs. In addition to the west Paddington Old Cemetery and the Prince of Wales public house are also included. This is referred to elsewhere in this constitution as the Neighbourhood Area.

3. Objectives

The objectives of the Forum shall be to:

- Promote and improve the social, economic and environmental well-being of the Neighbourhood Area.
- Encourage creative, innovative, and imaginative proposals to support planning and development appropriate to the diverse nature of the Neighbourhood Area.
- Prepare in partnership with the relevant local planning authorities a sustainable Neighbourhood Development Plan for the Neighbourhood Area.
- Enable the participation and involvement of all who live or work or are an elected member in the Neighbourhood Area in the preparation, production and implementation of the Neighbourhood Development Plan;
- Foster within and between the Kilburn communities of Camden and Brent a commitment to dialogue and collaborative working.

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4. Powers

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

- 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 relevant to its work.
- 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 staff (who shall not be members of the Management Committee) as are necessary to conduct activities that 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.

5. Membership

The Forum shall have a minimum of 21 (twenty one) members at all times. The Management Committee shall maintain a register of members and make it available to any member of the Forum who requests it.

Members will apply for membership and the Management Committee shall have the power to accept members.

Membership is open to:

- all who live or work in the Neighbourhood Area;
- all business operators located in the Neighbourhood Area of the Forum. Business operators may nominate up to two people in their membership application but they may only exercise one voting right at General and Annual General Meetings of the Forum;

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- all constituted voluntary and community groups which operate in the Neighbourhood Area. Voluntary and Community groups may nominate up to two people in their membership application but they may only exercise one voting right at General and Annual General Meetings of the Forum;
- Elected London Borough Council members who represent wards in the neighbourhood area.
- Members will only have one vote on any issue. Although they may be both residents and representatives of business and/or community organisations, they will not be entitled to multiple votes under those different categories

People who support our objectives but who neither live nor work in the Neighbourhood Area will be able to join the Forum as “Associate Members” and will have all the privileges of membership and can be committee members, save that they will not be able to vote, fill an Officer role as defined in section 8 below, nor count towards a quorum in meetings.

Membership shall be drawn from different places in the neighbourhood area and different sections of the community.

Any member is required to notify the Forum of any potential conflict of interest where decisions of the Forum may have a direct effect on their personal or business activities.

Any member of the Forum may resign from membership by providing the Forum with written notice

6. Forum meetings

All decisions at Forum meetings shall be made on a show of hands of members who are entitled to vote at the meeting.

a) General meetings

General Meetings of Forum members shall take place at least 3 (three) times per year.

Notice and an agenda for a General Meeting of the Forum to Forum members shall be 10 (ten) working days.

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The quorum required for a General Meeting to conduct business shall be 11 (eleven) Forum members

b) Annual General Meetings/Special Meetings

An Annual General Meeting of Forum members shall take place once in every calendar year.

Notice and an agenda for an Annual General Meeting to Forum members shall be 15 (fifteen) working days.

The quorum required for an Annual General Meeting to conduct business shall be 15 (fifteen) Forum Members

The Annual General meeting shall:

Elect the Management Committee of the Forum for the following year.

Receive a report from the Management Committee of the Forum of the activities that have taken place in the previous year.

Receive an annual statement from the Treasurer.

Receive an annual membership statement.

Elections to the Management Committee shall take place as follows:

a) Forum members shall notify the Secretary of the Forum of their intention to stand for a place on the Management Committee in writing and at least 5 (five) working days before the Annual General Meeting takes place.

b) At the Annual General Meeting elections shall be held on the basis of a show of hands for each candidate.

Special Meetings may be called by the Management Committee to consider amendments to the constitution or dissolution of the Forum. These shall be subject to the same notice and quorum as Annual General Meetings.

7. Management Committee

The Management Committee of the Forum shall be elected at an Annual General Meeting of the Forum and shall consist of a minimum of 6 (six) members and up to a maximum of 11 (eleven).

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Management Committee meetings will be held a minimum of 6 times per year.

Notice to members of the Management Committee of a Management Committee meeting shall be 5 working days

The quorum required for a Management Committee meeting to conduct business shall be half the number of members of the management committee at the time.

The Management Committee may set up Working Groups with terms of reference to undertake tasks in furtherance of the Forum's objectives. All such working groups must include at least one management committee member.

8. Officers of the Management Committee

The role of any officer of the Management Committee may be shared by two members of the Management Committee.

The Chair of the Management Committee shall be responsible for:

- Calling and chairing meetings of the Management Committee of the Forum, General Meetings and Annual General meetings of the membership of the Forum.
- Exercising a casting vote on elections and resolutions at meetings of the Forum and its Management Committee.
- Have the power to take decisions on urgent matters between meetings of the Management Committee, which must be ratified at the next management meeting.

The Treasurer shall be responsible for:

- Maintaining the financial records of the Forum
- Be responsible for presenting a budget, annually for the following year to a the Forum Annual General Meeting
- Submit a detailed summary of the accounts at every Management Committee meeting
- Act as a joint signatory on the Forum account with any one of two other members of the management committee..

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The Secretary shall:

- Be responsible for organizing meetings, taking and circulating the minutes of the Management Committee and of the Forum and making them available to members as required.
- Co-ordinating the activities of any working groups

The Membership Secretary shall:

- Maintain a register of members of the Forum and the Forum Constitution for inspection by Forum Members.
- Co-ordinate contact with members of the Forum and initiate campaigns to maintain and increase the membership of the Forum.

9. The finances of the Forum

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 the Forum.

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

Bank accounts shall be opened in the name of the Forum.

Any deeds, cheques etc relating to the Forum's bank account shall be signed by any 2 (two) out of 3 (three) Management Committee members, 1 (one) of whom must be the Treasurer.

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 its 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 by the Treasurer at the Annual General Meeting of the Forum.

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10. Neighbourhood Planning

Any decision to submit to the local planning authority for approval any Neighbourhood Development Plan shall be subject to a vote at a special General Meeting of the Forum.

All consultation on the Neighbourhood Development Plan will take place with residents, workers and businesses in the neighbourhood area whether members of the Forum or not.

The management committee shall be delegated to work with the local planning authority and any independent experts and advisors on the Neighbourhood Development Plan as they see fit.

At the discretion of the Forum Management Committee Working Groups can be delegated the tasks of preparing parts of the Neighbourhood Development Plan. All such Working Groups will include at least one management committee member.

11. Alteration of the Constitution

Any changes to this constitution must be agreed by a majority vote at a special general meeting, called specifically for the purpose under the same conditions that apply to Annual General Meetings specified above.

Proposed amendments to this Constitution or dissolution of the Forum must be conveyed to the Secretary formally in writing. The Secretary and other officers of the Forum shall then decide whether to put the proposed amendments to a special general meeting of the Forum for discussion and decision.

12. Duration

The duration of the Forum is 5 years from the date of its designation.

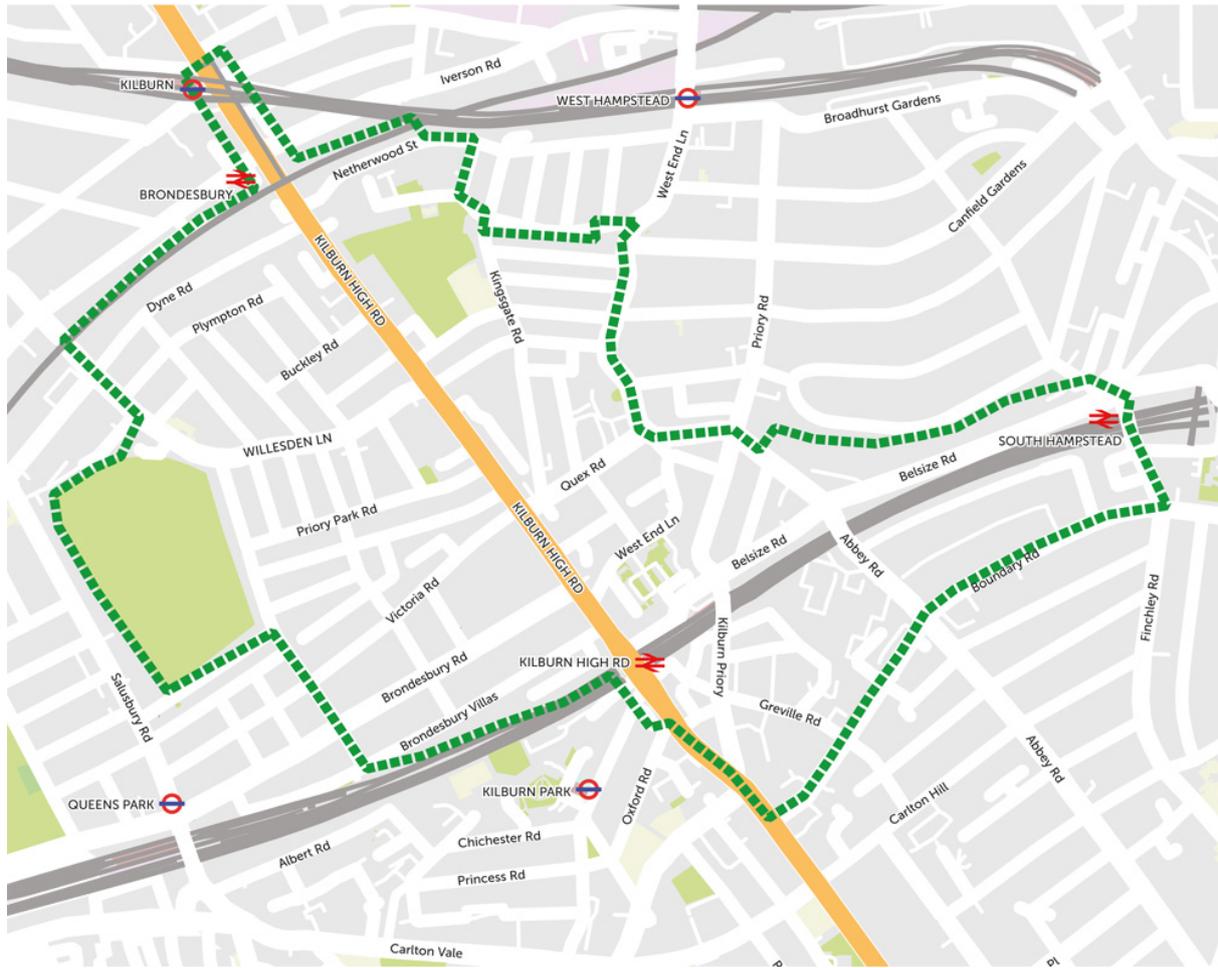
13. Dissolution

The Forum 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.

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This constitution was adopted at a General Meeting of the KILBURN NEIGHBOURHOOD PLAN FORUM held on 23rd March 2015.

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Kilburn Neighbourhood Plan Area 1