

# **Mount Pleasant Neighbourhood Forum**

## **Constitution**

## 1. Name, Geographic Area & Tenure

- 1.1 The Neighbourhood Forum is known as the **Mount Pleasant Neighbourhood Forum** (herein referred to as the **Forum**).
- 1.2 The Area Boundary shall be the area within the designated Neighbourhood Area and may be changed by the Forum Executive as it considers necessary from time to time and will be finally determined on designation by the relevant authorities. The Area falls within the boundary of the London Boroughs of Camden and Islington and is contained in the wards of Holborn & Covent Garden, Clerkenwell and Kings Cross.
- 1.3 The Forum will be governed in accordance with Neighbourhood Planning Regulations 2012. <http://www.legislation.gov.uk/ukxi/2012/637/contents/made>
- 1.4 The Forum shall exist for 5 years from its formal re-designation by Camden and Islington Councils, and at its AGM at the end of year 4 (2026) the Forum will give consideration to a continuing or successor organisation to maintain and monitor the Forum.

## 2. Purpose

- 2.1 The Forum is established for the express purpose of promoting and/ or improving the social, economic and environmental well-being of individuals living and working in the area including promoting the carrying on of trades, professions or other businesses, primarily through the development and implementation of a Neighbourhood Plan and such other purposes as the Forum may from time to time decide.
- 2.2 Promote sustainable development in the neighbourhood area (sustainable development means 'development which meets the needs of the present without compromising the ability of future generations to meet their own needs').
- 2.3 Enable residents, landowners, occupiers and workers to discuss local issues and help representation of their views in decisions affecting the area
- 2.4 Help to create, maintain and foster good relations between all the stakeholders which share the area.
- 2.5 Help to preserve and enhance the integrity of the conservation area.
- 2.6 Do anything else which is lawful for the attainment of the ends above including raising funds.

### **3. Governance & Structure - Forum, Management & Liability**

- 3.1 The Forum must have a minimum of 21 members at all times.
- 3.2 The Annual General Meeting of the Forum is the sovereign decision-making body and gives legitimacy to the Executive Committee.
- 3.3 The Forum shall be managed by an Executive, who shall be elected at the Annual General Meeting (AGM).
- 3.4 Unless expressly provided otherwise, the liability of all members of the Forum for their respective obligations and liabilities in tort contract or otherwise shall be several and shall extend only to any loss, liability or damage arising from their own acts or omissions.
- 3.5 Where more than one of the members is liable for the same obligation or liability, liability for the total sum recoverable shall be attributed to the relevant persons in equal shares.
- 3.6 Unless expressly provided otherwise, under no circumstances shall members be jointly liable for any loss, liability or damage arising from any of their acts or omissions.
- 3.7 Unless otherwise agreed by a unanimous vote of the members. No Executive Committee Member shall have the power or authority to enter into any third party contractual or other legally binding agreements on behalf of the members, and or any of the other Committee members.
- 3.8 Any contracts entered into on behalf of the Forum, and or registered members of the Forum, will be binding only on those Committee members that have authorised the contract by way of execution of the contractual documentation.
- 3.9 All liabilities of the Committee shall be several. Where more than one member of the Committee is liable for the same obligation or liability, liability for the total sum recoverable shall be attributed to the relevant persons in equal shares
- 3.10 Funds of the Forum may be used to indemnify any liability costs or expense that may be incurred by the Committee in the lawful and proper administration of the Forum.
- 3.11 All personal data acquired by the Forum shall only be used for the purposes for which it was sought, and it shall not be further processed or disclosed without the prior consent of the supplier. With respect to the collection, use and storage of information, the Forum will take all reasonable steps in accordance with The Guide to Data Protection and commit to registering as a data controller with the Information Commissioners Office.

#### **4. Forum Membership/Voting**

- 4.1 The Forum shall be a representative body comprising of at least 21 individuals. For a decision of the Forum to be valid, it requires majority support amongst all Members who are present and voting at a General Meeting, and also requires majority support amongst all Members who are residents on the Forum who are present and voting at the meeting.
- 4.2 Membership of the Forum shall be open to any individual who lives or works or is a Ward Councillor within the area defined in Article 1.2.
- 4.3 Membership shall include at least one local Ward Councillor whose ward includes any part of the designated area of the Forum.
- 4.4 There shall be no group voting membership of the Forum, however local resident, trade/ professional and business groups, including Business Improvement District(s) shall be encouraged to take up Associate Membership. Note: Associate Members do not have a vote.
- 4.5 The Forum will aim for as wide a representation of communities in the area as possible.
- 4.6 The Forum recognises that not everyone who cares about the area also lives in the area. The Forum may, at the discretion of the Management Committee invite anyone aged 16 or over and not resident in the area but with an interest in it to be an Associate Member (see 4.8).
- 4.7 Forum working groups may be set up as necessary to advise the open Forum and management committee when particular expertise is required. These may co-opt as necessary from outside the Forum members.
- 4.8 Only full members of the Forum are entitled to vote, as defined in 4.1
- 4.9 The Forum shall keep an up-to-date list of members' names and contact details for the purposes of involving them in the work of the Forum.
- 4.10 The Forum does not levy any form of subscription on its members.
- 4.11 The Forum may suspend from membership anyone who brings the Forum into disrepute by, for example, repeatedly and/or unapologetically flouting its Values (as expressed in Article 8). Suspended members are not entitled to vote, speak at or attend meetings or be members of the Management Committee. A suspended member may re-apply for membership after a period of 12 months.

## **5. Annual General Meeting (AGM)**

- 5.1 The Management Committee shall organise an Annual General Meeting (AGM) of members between 11 and 15 months after the previous AGM. It shall give at least 14 days notice of the meeting to members via the Forum website and/or other appropriate means.
- 5.2 There must be a minimum of 14 members present at an AGM.
- 5.3 Every member present has one vote.
- 5.4 The Chair and Executive Committee shall present the Annual Report and independently examined accounts for the Forum consisting of a statement of income and expenditure and a balance sheet for the previous financial year.
- 5.5 The Executive Committee will retire at each AGM but may stand for re-election. Any full member of the Forum may stand for election to the management committee.
- 5.6 Minutes of AGM shall be kept and approved by the Executive Committee at its next meeting and by the membership at the next AGM. Copies of the draft minutes are made available to members on request; copies of the draft minutes approved by the committee are made publicly available; copies of the agreed minutes are made publicly available.

## **6. General Meetings**

- 6.1 The committee will organise General Meetings (GM) as the need arises.
- 6.2 The committee must organise an Extraordinary General Meeting (EGM) of members within 28 days of a request submitted by 14 or more members. The committee must give at least 14 days notice of a GM or EGM to members via the Forum website and/or other appropriate means.
- 6.3 Business transacted at any GM or EGM includes consideration of any business announced in the agenda.
- 6.4 The quorum at all General Meetings (AGM, GM or EGM) is 14 members.
- 6.5 General Meetings are usually public meetings open to non-members to attend, unless the Executive Committee decides that any particular meeting should be for members only.

## **7. The Executive Committee**

- 7.1 The Executive Committee is elected by members at the Forum's Annual General Meeting and consists of at least 7 members including Chair, Secretary and Treasurer. The procedure used to elect the committee should favour broad representation from different communities in the area. More than 50% of the committee shall be residents.
- 7.2 The Executive Committee can co-opt people to be members of the committee at its discretion. Co-opted members do not have a vote in any Committee decisions.
- 7.3 The Executive Committee agrees a schedule for its meetings and meets as required. Normally these meetings are face to face, but the Committee can meet by other means including via email or telephone conferencing if all members of the committee agree so to do.
- 7.4 The quorum at any Executive Committee meetings is four or at least one third of their members whichever is larger. The 'indicative decisions' of inquorate meetings have no effect until and unless they are ratified at a subsequent quorate meeting.
- 7.5 Members of the Executive Committee are expected to attend meetings of the committee. Should a member not attend and fail to send apologies for three consecutive meetings, they are understood to have resigned from the Committee. Any member who fails to attend four consecutive meetings (face to face or electronic meetings), with or without apologies, may be deemed to have resigned from the Committee.
- 7.6 Minutes of the Executive Committee are kept and made available to members on request: as DRAFT minutes; and publicly as AGREED minutes once they have been agreed at a subsequent meeting.
- 7.7 Meetings of the Executive Committee are open to all members of the Forum to attend by request and the Committee may invite guests to attend at their discretion.
- 7.8 The Executive Committee shall maintain a website giving details of the Forum, its meetings, activities, policies and – where possible - enabling discussion of issues of concern to the neighbourhood.

## **8. Values**

- 8.1 The Forum and its committee members aim to follow the 'Nolan Principles' of public life. That is, they aim to act with:
- 8.2 Selflessness
- 8.3 Integrity
- 8.4 Objectivity
- 8.5 Accountability
- 8.6 Openness
- 8.7 Honesty
- 8.8 and seek to promote these values by Leadership and example.
- 8.9 The Forum is committed to equality of opportunity and maintains and applies an Equal Opportunities Policy in all of its activities.

## **9. Register of Committee Members' Interests**

- 9.1 The Secretary will keep a Register of Committee Members' Interests detailing any relevant financial interests in the Area or any other interest which could be deemed to have an influence on decisions likely to come before the Committee.
- 9.2 Members will abstain from voting on any matter in which they have a financial interest.

## **10. Rules at All Meetings (Forum and Management Committee)**

- 10.1 Chairing – each meeting has a chair who is usually the Chair of the Forum, or the Vice Chair in their absence. The chair of the meeting ensures that the business of the meeting is transacted in an orderly and respectful way.
- 10.2 Decision Making – the Forum endeavours to make decisions by consensus, but in the case of a vote: decisions are made by simple majority of those present and entitled to vote subject (Article 4.1). When the vote is tied, the chair of the meeting has a second, casting vote.
- 10.3 Speaking – all members including associate members are entitled to speak at meetings and at Public Meetings all members of the public are entitled to speak.

## **11. Website**

11.1 The Forum will maintain a website on which is shown information including: the Forum's name and area covered; the Forum's email address; the names of Executive committee members; this Constitution; policies agreed by the Forum; notices; agendas; and minutes of meetings.

## **12. Finance**

12.1 All income to the Forum is used to further the Aims and Objectives of the Forum given in this Constitution and for no other purposes.

12.2 The Treasurer keeps proper account of the finances of the Forum and ensures that the Forum has a bank account in its own name. All cheques issued by the Forum need to be signed by at least two authorised members of the committee.

12.3 The Forum's accounts are examined at least once a year by an independent person who is not a member of the committee.

## **13. Alterations and Disbanding the Forum**

13.1 This Constitution can only be changed at a General Meeting of the Forum. Any change to the Constitution requires a simple majority of votes of the members present and who are entitled to vote (subject to Article 4.1). The details of the proposed change(s) must be included on the agenda.

13.2 The Forum can only be disbanded at a duly advertised EGM called for the purpose of deciding whether to disband. A vote to disband the Forum needs a simple majority of the members present and who are entitled to vote (subject to Article 4.1). If the Forum votes to disband, any assets held in the name of the Forum after the payment of all debts and liabilities will be applied towards charitable purposes for the benefit of residents in the area.

**Date adopted: 18.01.2022**

**Signed:**

**Print Name: Gail Sulkes/Julie Riley**

**Dates of any subsequent revisions:**