Constitution

1. Name

1.1 The name of the Forum shall be the Shellingford Neighbourhood Forum (The Forum).

2. Area of Benefit

2.1 The area in which the Forum will pursue its objectives is the Shellingford Neighbourhood Area, which is designated by the Vale of the White Horse District Council for which the forum will produce a neighbourhood plan.

3. Objectives

3.1 The purpose of the Shellingford Neighbourhood Forum is to prepare a Neighbourhood Plan for the Shellingford area;

3.2 To promote and improve the social, economic and environmental well-being in the Shellingford area;

3.3 To preserve and enhance the conservation area and the valuable characteristic features of Shellingford.

4. Affiliations Operations and Independence

4.1 Declarations of interest and potential conflicts of all members will be recorded and reported to the Forum annually and at every meeting.

4.2The Forum shall be independent from any political party or organization.

4.3 Individual members may comment on planning applications but not in the name or apparently in the name of the Forum.

4.4 All members of the Forum shall act in its various meetings in the best interest of the Forum and the residents of the area, and shall follow the latest good governance guidelines.

4.5 The Forum shall act in accordance with best practice in the preparation of its Neighbourhood Plan and in accordance with government guidelines and shall work collaboratively with the District Council to achieve this.

5. Powers of the Forum

5.1 In furtherance of its objectives the Shellingford Neighbourhood Forum may:

i. Invite and receive contributions, raise funds where appropriate to finance the work of the Forum, and to open a bank account to manage such funds.

ii. Publicize and promote the work of the Forum and organize meetings and any training courses or events as needed.

iii. Employ staff and volunteers as necessary to conduct activities to meet the objects of the Forum.

iv. 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.

v. To pay reasonable out of pocket expenses to members or volunteers for costs incurring carrying out the Forum's business. The amount must be approved by the treasurer who will keep record of the expenditure.

6. Forum Meetings

6.1 The Forum shall aim to hold 6 meetings each year or at such frequency that is necessary to ensure preparation of the Neighbourhood Plan is progressed in accordance with the approved Project Plan. There shall be quorum when at least one quarter of the members of the Forum are present at the meeting.

6.2 Every matter shall be determined by the majority of the members of the Forum who are present and voting. In case of equality of votes the Chairperson shall have a second or casting vote.

6.3 Minutes shall be kept of all meetings as a record of the proceedings of the Forum and any sub-groups.

6A Annual General Meeting (AGM)

i. There shall be an Annual General Meeting which shall be held in February each year.

ii. All members will be notified at least 2 weeks in advance to the meeting, giving the venue, date and time.

iii. The officers shall present a report and accounts of the Forum for the preceding year.

iv. Nominations for election to the officers must be made by members of the association in writing before the commencement of the meeting.

v. The quorum at the AGM shall be one third of the members.

6B General and Special General Meetings

i. The Forum may at any time call a general meeting stating the business to be discussed. At least 14 day's notice shall be given to Forum members in advance to the meeting.

ii. A special meeting may be called by the Secretary if a written request is received from at least 7 members. At least 14 days' notice shall be given to Forum members in advance to the meeting.

7. Membership

7.1 The Shellingford Neighbourhood Forum must meet the conditions in Section 61F(5), Schedule 9 of the Town and Country Planning act 1990 and regulation 5 of the 2012 Neighbourhood Planning (General) Regulations.

7.2 Membership is open to:

i. individuals who live in Shellingford

ii. individuals who work in Shellingford

iii. individuals who are elected members of the county council or district council whose area falls within the Shellingford Neighbourhood Area.

7.3 The Shellingford Neighbourhood Forum must comprise of at least 21 individuals who live or work in the Shellingford Neighbourhood area.

7.4 Membership shall be drawn from different parts of the Shellingford area and from different sections of the community.

7.5 The Secretary will be responsible for managing the list of members.

8. Amendments to Membership

8.1 The Forum shall be supported by the officers to be elected annually at the Annual General Meeting.

8.2 The officers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer.

8.3 If vacancies occur among officers, the Forum shall have the power to fill them from among its members.

8.4 Members to note that it is acceptable to resign at any time and must notify the Secretary.

8.5Members will no longer be eligible to be members upon moving from or ceasing to work in the Shellingford Neighbourhood Area.

8.6 To ensure the Forum will have a minimum of 21 members and its membership reflect the diversity, character and exclusivity of the area, the Forum will review the membership list at the AGM.

8.7 New appointments for any resignations may be considered during the year.

9. Amendments to the Constitution

9.1 Any amendment to the constitution shall require the approval of two-thirds majority of those present and voting at the General Meeting at which it is discussed.

9.2 Any resolution for the amendment of the constitution must be received by the Secretary at least 21 days before the meeting at which the resolution is to be brought forward.

10. Finance

10.1 All monies raised by or on behalf of the Forum shall be applied to further the objects of the association and for no other purpose.

10.2 The funds of the Forum including all donations, contributions and bequests shall be paid into an account operated by the Treasurer.

10.3 All cheques drawn on the account must be signed by two additional officers and must be approved by the Forum.

10.4 The Forum shall comply with the obligations for trustees under the Charities Act1993 (or any statutory reenactment of modification of the act) with regard to:

i. The Keeping of records
ii. The preparation of annual statements of account
iii. The auditing or independent examination of the statements of account.

11. Dissolution

11.1 The Forum may be dissolved at a Special General Meeting called for the purpose and must be advertised 14 days before the meeting.

11.2 Such proposals to dissolve the Forum shall take effect only if agreed by two-thirds majority of members present and voting at the meeting.

11.3 Surplus funds of the Forum, if it is dissolved, shall be given or transferred to such other charitable institution or voluntary organization having similar objects.

12. Duration

12.1 The duration of the Shellingford Neighbourhood Forum is 5 years from the approval date.