

**CONSTITUTION OF SANDBANKS
NEIGHBOURHOOD FORUM
Adopted 1 August 2019**

1. Name

The name of the forum is Sandbanks Neighbourhood Forum (the "**Forum**").

2. Neighbourhood Plan Area

The whole of the Sandbanks headland and peninsula from the Sandbanks ferry landing up to the junction where Banks Road meets Shore Road (this whole area is referred to as "**NP Area**"). The NP Area is shown in the plan attached hereto.

3. Objects

The objects of the Forum are:

- (a) To promote, improve and protect the social, economic, architectural and environmental conditions in and for the benefit and well-being of the NP Area with the express purpose of preparing and implementing a Neighbourhood Plan.
- (b) To provide opportunities to influence local decision-making and to promote good citizenship in the NP Area.
- (c) Out of surplus funds available to the Forum, to provide social infrastructure and community facilities for the NP Area.
- (d) To promote a positive image of the NP Area.
- (e) To encourage openness and transparency between organisations about services and plans for the NP Area.
- (f) To promote community cohesion.
- (g) To promote environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisations.
- (h) To undertake such other activities in furtherance of the policies and objectives of the Neighbourhood Plan as may be decided by the Forum from time to time.

4. Powers

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

- (a) 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.

- (b) Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.
- (c) 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.
- (d) Employ paid staff and volunteers, and take out any contracts, which it may deem fit to meet the objects of the Forum.
- (e) Take any form of lawful action necessary or convenient to achieve the aims of the Forum.

5. Membership

- (a) The membership of the Forum is open to:
 - i. individuals who live in the NP Area;
 - ii. individuals who work in the NP Area; and
 - iii. individuals who are elected members of the Ward in which the NP Area is located.

Proof of eligibility may be requested before an individual is admitted as a member.

- (b) The Forum must have a minimum membership of twenty-one (21) individuals, who either:
 - i. live in the NP Area;
 - ii. work in the NP Area; or
 - iii. are elected members of the Ward in which the NP Area is located.
- (c) The Forum must have a minimum of one member from each of the three categories in (a) and (b) above under the heading “membership”.
- (d) The Forum will be as representative as possible of the people who live or work in the NP Area. Accordingly, membership will be drawn from different places in the NP Area and from different sections of the community.
- (e) Initial membership shall comprise those individuals named in the application to BCP Council for designation of the Forum as a statutory forum.

- (f) New members will be admitted as soon as a membership application in the form prescribed by the Committee (as defined in Clause 8 (The Committee)) from time to time has been received.
- (g) A list of members will be kept by the Membership Secretary.
- (h) Membership will end for any member who dies or resigns from membership.
- (i) The Committee may decide, by a two thirds majority vote and notice to the affected member, that such member be suspended or have their membership ended for:
 - i. bringing the Forum into disrepute;
 - ii. inappropriate behaviour or behaviour that is otherwise inconsistent with membership of the Forum; or
 - iii. failure to conduct themselves in a reasonable manner at the Forum meetings; and
- (f) The Committee may refuse to admit any person or business as a member without giving reason for doing so.

6. Equality and Diversity

The Forum will value diversity and promote good relations with all members of the NP Area and surrounding community and not discriminate on the grounds of age, disability, ethnicity, race, faith, gender, transgender, sexual orientation or social inequality.

7. Affiliations

Sandbanks Community Group ("**SCG**"), an unincorporated association speaking for the Sandbanks residents, businesses and visitors, has promoted the Forum as the body through which a Neighbourhood Plan for the NP Area will be delivered. SCG and its membership are committed to supporting the efforts of the Forum. Publicity concerning the activities of the Forum will be made available to the Forum members and the wider SCG membership through the SCG's website, newsletters and other communication media.

8. Duration

Subject to Clause 15 (Dissolution), the Forum shall exist for five (5) years from its formal designation by BCP Council. At its AGM at the end of year four (4), the AGM will give consideration to continuing as a separate body, combining with another appropriate body or handing over to a successor organisation (which in either case could include SCG) to maintain and monitor the Sandbanks Neighbourhood Plan.

8. The Committee

The Forum will form and operate a committee (the "**Committee**") to direct and organise the work, finances and membership of the Forum as follows:

- (a) The Committee shall have a minimum of the following officers: Chairperson, Vice-Chairperson, Secretary, Treasurer and Membership Secretary.
- (b) The Treasurer shall always be the same person who acts as treasurer for SCG.
- (c) The Committee shall have the power to appoint if they wish a Vice-Secretary and Vice-Treasurer and other Committee functionaries.
- (d) At the date hereof the Committee is made up of the following members:

Chairperson: Paul de Cordova
Vice-Chairperson: Tiffany Chawner
Secretary: Jennie Paterson
Treasurer: Alison Sepping
Membership Secretary: Matt Moffat
Member: Bertie Webb

- (e) Committee members shall be elected at an Annual General Meeting ("**AGM**").
- (f) At each AGM all Committee members shall resign but shall be eligible for re-election (if willing to act).
- (g) Unless the Chairperson otherwise decides, no person shall be eligible for election to the Committee unless at least seven (7) days prior to the AGM, written notice of such nomination has been given to the Secretary, except that existing members of the Committee shall be deemed to have been duly nominated without such notice.
- (h) The Chairperson shall not serve for more than four (4) consecutive AGMs in that capacity (but may continue to serve as a Committee member, subject to re-election at AGMs and to paragraph (j) below).
- (i) No Committee member may serve more than six (6) consecutive AGMs in that capacity.
- (j) The Committee shall have a minimum of five (5) and a maximum of fifteen (15) members at any one time.
- (k) The Committee may:
 - i. invite additional members to serve on the Committee (subject to the limit in paragraph (j) above);

- ii. appoint sub-committees and working groups to carry out the activities of SCG Forum: and
- iii. invite non-Committee members or non-members, for example, Ward Councillors and external advisers, to attend Committee meetings and undertake specific responsibilities on behalf of the Committee,

in all cases, on such basis as the Committee may determine from time to time.

- (l) Any vacancies on the Committee may be filled by co-opting members until the next general meeting or AGM.
- (m) Committee members shall declare any potential conflict of interest and withdraw from discussion and voting where appropriate.
- (n) The quorum for Committee meetings shall be five (5) in number or fifty (50) percent (whichever is the greater) of Committee members.
- (o) The Committee has the power to make decisions using electronic media outside of Committee meetings on such basis as the Chairperson may determine.
- (p) Unless otherwise specified in these rules, decisions of the Committee will be determined by a simple majority of those Committee members voting and the Chairperson shall have a casting vote if equal votes are cast.
- (q) Committee meetings may be called by the Chairperson and Secretary, or at the request of one third of Committee members upon not less than seven (7) days' notice.
- (r) A minimum of three (3) Committee meetings will be held in each calendar year.

9. Officers

The following provisions apply in respect of officers of the Forum:

- (a) All the officers of the Forum have a duty to further all the aims of the Forum.
- (b) The Secretary shall keep and make available for inspection by a member a record of business transacted at the AGM and each Committee meeting.
- (c) The Membership Secretary shall keep a record of membership of the Forum and may delegate that duty to other the Forum members.
- (d) The Treasurer shall be responsible for:
 - i. All banking and financial arrangements;

- ii. Keeping proper accounts of income and expenditure; and
- iii. Reporting on the Forum's financial position to the Committee and AGM.

10. Meetings

The following provisions apply in respect of meetings:

- (a) An AGM will be held in May or June 2020 and thereafter no later than fifteen (15) months after the previous AGM.
- (b) Not less than fourteen (14) days' notice shall be given to members of the next AGM.
- (c) A report shall be given at the AGM (except the first AGM) by the Chairperson describing the work of the Forum since the previous AGM.
- (d) An Extraordinary General Meeting ("**EGM**") shall be called if required by the Committee, or at least fifteen (15) percent of members by written requisition served on the Secretary, upon not less than twenty-one (21) days' notice given by the Secretary to every member.
- (e) Any such notice of an EGM shall describe in general terms the main business to be considered at the meeting.
- (f) AGMs and EGMs may be held jointly with equivalent meetings of SCG as a matter of convenience if the committees of both bodies so determine.
- (g) At any AGM or EGM, ten (10) percent of the members shall constitute a quorum and, if not present, the meeting shall be adjourned to another day when members present constitute a quorum.
- (h) Not less than seven (7) days' notice must be given to the Secretary of any resolution to be moved at any general meeting unless such resolution is admitted by the Chairperson at the meeting.
- (i) A notice containing all resolutions and nominations to be moved, with the names of those proposing and seconding each resolution shall be kept by the Secretary and be available for inspection by any member for not less than seven (7) days before the relevant general meeting.
- (j) All members shall have the right (subject to control of the Chairperson) to speak at any general meeting;
- (k) All members shall have the right to vote on any resolution before a general meeting on a one person, one vote basis.

- (l) Resolutions of any general meeting will be passed by simple majority of those members present and voting unless otherwise specified in these rules.
- (m) Any member entitled to vote may demand a poll which shall be taken forthwith.
- (n) Any member entitled to vote may authorise in writing (such authority to be satisfactory to the Chairperson) another member to vote on her/his behalf.
- (o) In addition to votes held at general meetings, the Committee may decide at its discretion to conduct a vote of members by any appropriate means, including postal and/or electronic voting, on such terms and such basis as the Committee may determine.
- (p) Any vote carried out under paragraph (o) above will have the same quorum, the same notice requirements, be subject to the same voting majorities and, if passed, have the same effect as if it were a resolution duly passed at an EGM.
- (q) If equal votes on any resolution at an annual general meeting or vote under paragraph (o) above are cast, the Chairperson shall have a casting vote.

11. Finance

The finances of the Forum shall be managed as follows:

- (a) The Treasurer:
 - i. shall have control of funds for the Forum and shall cause funds to be held in a bank account (which may be an account maintained jointly with SCG provided the funds of the Forum are held or accounted for separately from any other funds of SCG) in which such funds, other than those required for immediate expenditure, shall be kept; and
 - ii. Is authorised to make payments approved by the Committee by bank transfer or other electronic means.
- (b) The property and funds of the Forum shall be held and administered by the Committee and resolution of the Committee shall be sufficient authority for any payments.
- (c) The Committee may by resolution from time to time adopt rules authorising specified combinations of officers and members of the Committee to incur expenditure up to specified limits without further Committee approval.
- (d) The Committee is not authorised to incur any overdraft or other borrowings on behalf of the Forum.

- (e) The financial year shall end on 30 April each year up to which date any annual statement of accounts and balance sheet shall be submitted for approval at the subsequent AGM.

12. Indemnity

Except such loss as arises from their respective wilful default, the officers and members of the Committee and any sub-committees or working groups shall:

- (a) not be liable for any loss suffered by the Forum as a result of the discharge of their respective duties on the Forum's behalf; and
- (b) be entitled to an indemnity out of the assets of the Forum for all expenses and other liabilities incurred by them in discharge of those respective duties.

13. Notices

Notices required under these rules shall be given in writing which shall include electronic means such as, without limitation, email, text, Whatsapp or other common means for conveying information determined by the Committee from time to time. Notices given in good faith to contact details such as email addresses, phone numbers or addresses last recorded by the secretary for any member shall be deemed validly given to that member even if that member has changed those contact details or the notice is not received.

14. Changes to Constitution

These rules may be varied or added to by resolution of the Forum in general meeting passed by a majority of at least two thirds of the members present in person or by proxy in accordance with the voting rules in Clause 10 (Meetings) of which resolution notice has been given in the notice convening the meeting.

15. Dissolution

The Forum may be dissolved if:

- (a) the number of members at any time falls below twenty-one (21) and the Committee so resolves; or
- (b) the Forum in general meeting so resolves by a majority of at least two thirds of the members present in person or by proxy in accordance with the voting rules in Clause 10 (Meetings) of which resolution notice has been given in the notice convening the meeting.

On such dissolution any balance of funds shall be paid to a suitable charity decided upon by the Committee unless otherwise determined by resolution in general meeting or if the dissolution results from hand over to or combination with a successor body under Clause 7 (Duration).

NEIGHBOURHOOD PLAN AREA

