

# The Constitution of Bramcote Neighbourhood Forum

Adopted at Bramcote Neighbourhood Forum's Inaugural AGM on Tuesday 3 May 2016 at Bramcote Memorial Hall and Amended at the online AGM on 26 October 2020 to insert a dissolution clause

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1. Bramcote Neighbourhood Forum was established by Bramcote Hills Community Association (BHCA), Bramcote Conservation Society (BCS) and a number of individuals in the Bramcote ward for the express purpose of applying to be designated by Broxtowe Borough Council as the body to develop and implement a Neighbourhood Plan for the Bramcote Neighbourhood Plan Area which is defined as the Bramcote Ward of Broxtowe Borough Council. See appended plan. The Neighbourhood Plan will promote or improve the social, economic and environmental well-being of Bramcote Neighbourhood Plan Area.
2. Bramcote Neighbourhood Forum shall exist for 5 years from formal designation by Broxtowe Borough Council, and at its AGM at the end of year 4 the AGM will give consideration to a continuing or successor organisation to maintain and monitor the Bramcote Neighbourhood Plan.
3. Bramcote Neighbourhood Forum Membership is open to all residents of Bramcote over the age of 18.
  - a) Individuals can sign up as members at any Bramcote Neighbourhood Forum Meeting, public meetings or via any Steering Group member.
  - b) Members may be contacted by the Steering Group from time to time to be invited to participate in other activities related to the work of the Forum.
  - d) Bramcote Neighbourhood Forum can liaise with the larger employers in the ward via designated representatives.
  - e) Membership is open to all elected Members of European Parliament, Members of Parliament, county and local authority councillors whose ward or constituency includes Bramcote.
  - f) Membership of Bramcote Neighbourhood Forum will be a minimum of 21 individuals.
  - g) Associate membership is open to Individuals running businesses or otherwise working in Bramcote as well as all constituted voluntary and community groups which operate in whole or in part in Bramcote. Voluntary and Community groups may nominate up to two people in their membership application but they may only exercise one voting right at Annual General Meetings.
  - h) The Secretary shall maintain a register of members at all times and make it available to any member of Bramcote Neighbourhood Forum or the public who requests it.
4. Bramcote Neighbourhood Forum's authority comes from Its AGM.
  - a) The AGM, and any other public meetings held, give legitimacy to the Steering Group of Bramcote Neighbourhood Forum and the plans they or the workings groups develop.
  - b) There shall be at least four public meetings in any year, one of which will be designated as the AGM.
  - c) The AGM will be called with at least 15 working days' notice once per year by advertising extensively across Bramcote.
  - d) The AGM has the power to amend the constitution and both elect and remove by a vote of no confidence, any member of the Steering Group.
  - e) At each AGM the Chair will provide a written report, the treasurer will provide a set of accounts for the previous year and the Minute secretary will record the proceedings.
  - f) The quorum required for an Annual General Meeting and any other meetings to conduct business shall be 15 members.
  - g) All decisions at Annual General Meeting and any other meetings shall be made on a show of hands of members present who are entitled to vote at the meeting.
5. Bramcote Neighbourhood Forum Steering Group.

- a) The Steering Group exists to coordinate, implement and monitor the work of Bramcote Neighbourhood Forum including developing a Neighbourhood Plan for Bramcote. It will prioritise, schedule and publicise the work of the Bramcote Neighbourhood Forum.
- b) The Steering Group is a working committee made up from Bramcote Neighbourhood Forum members.
- c) Non-voting Steering Group members with specialist skills may be co-opted onto the Steering Group and the Steering Group may set up working groups for specific projects to assist in the preparation of the Neighbourhood Plan.
- d) The Steering Group will liaise with relevant bodies such as Broxtowe Borough Council, Nottinghamshire County Council and other statutory and non-statutory stakeholders as necessary.
- e) Steering Group members to be elected at the AGM are: chair, secretary, treasurer and 5 other members (roles to include minutes' secretary; events secretary; publicity and communications; business engagement; MEP, MP, local and county council liaison). The Steering Group will also have two vice chairs who will be ex-officio the Chairs of BHCA and BCS to provide links to these organisations.
- f) Steering Group decision making can be by consensus or after a vote, the Chair will have the casting vote.
- g) Representatives of local groups (BHCA, BCS etc.) are responsible for communicating between Bramcote Neighbourhood Forum and their group/association.
- h) Steering Group meetings will be held a minimum of 6 times per year.
- i) Notice to members of the Steering Group of a Steering Group meeting shall normally be no less than 7 working days.
- j) The quorum required for a Steering Group meeting to conduct business shall be 5 (five) members.

## 6. Bramcote Neighbourhood Forum Funding

Bramcote Neighbourhood Forum can raise funds for its activities by one or more of the following methods:

- a) Charging membership fees on an individual and/or associate member basis - level of fees to be agreed at an AGM or extraordinary general meeting.
- b) Submitting applications to grant awarding bodies for appropriate funds.
- c) Working in partnership with organisations which have funds to spend in Bramcote ward.
- d) By other means in keeping with the role of Bramcote Neighbourhood Forum, including revenue from social media, donations, and proceeds from events.

## 7. Dissolution

If a meeting of the Steering Group, by simple majority, decides that it is necessary to close down the Forum it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Forum.

If it is agreed to dissolve the Forum, all remaining money and other assets, once outstanding debts have been paid, will be donated to a community group(s) or local charitable organization(s), in order to benefit the Bramcote neighbourhood. The group(s)/organisation(s) to receive the donation will be agreed at the meeting held to agree the dissolution.

██████████, Chair of Bramcote Neighbourhood Forum Steering Group.

██████████, Ex officio Vice Chair of Bramcote Neighbourhood Forum Steering Group.

26 October 2020