

# SPITALFIELDS NEIGHBOURHOOD PLANNING FORUM CONSTITUTION

## 1. NAME

The name of the group is "Spitalfields Neighbourhood Planning Forum" referred to elsewhere in this Constitution as "SNPF".

## 2. NEIGHBOURHOOD AREA

The area of the SNPF is shown on the attached map (Figure 1), referred to elsewhere in this constitution as the neighbourhood area.

## 3. OBJECTIVES

The objectives of the Forum shall be to:

- a) Promote and improve the social, economic and environmental well being of the Neighbourhood area.
- b) To prepare in partnership with the relevant local planning authority a sustainable Neighbourhood Development Plan for the Neighbourhood area.
- c) To encourage the goodwill and involvement of the wider community in the preparation, production and implementation of the Neighbourhood Development Plan;
- d) To foster community spirit and encourage civic pride.

## 4. POWERS

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

- a) Invite and receive contributions and raise funds where appropriate, to finance the work of the SNPF, and to open a bank account to manage such funds
- b) Set up working groups with terms of reference to undertake tasks in furtherance of its objectives. All such working groups must include at least one Committee member.
- c) Publicise and promote the work of the SNPF and organise meetings, training courses, events or seminars relevant to its work.
- d) 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.
- e) Employ a Clerk and other staff (who shall not be members of the Committee) as are necessary to conduct activities that meet the objectives of the SNPF.
- f) Take any form of action that is lawful, which is necessary to achieve the objectives of the SNPF, including taking out any contracts which it may see fit.

## 5. AFFILIATIONS

The Forum shall not be affiliated to any political party or organisation.

## 6. MEMBERSHIP

- a) Members will apply for membership and the Committee shall have the power to accept members. Members of the Forum must be over 18 (eighteen) years of age,
- b) The Committee may refuse membership, or may terminate or suspend the membership of any member by resolution passed at a Committee meeting where it is considered membership would be detrimental to the objectives and activities of the SNPF.
- c) Membership is open to all who live in the neighbourhood area (see 2. Above).
- d) Membership is open to all business operators in the neighbourhood area of the SNPF – 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 SNPF.
- e) Membership is open to 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 SNPF.
- f) Membership is open to elected London Borough Council members who represent wards in the neighbourhood area.
- g) Membership shall be drawn from different places in the neighbourhood area and different sections of the community.
- h) Any member of the SNPF may resign from membership by providing the Secretary with written notice.
- i) The SNPF shall have a minimum of 21 (twenty one) members. The Secretary shall maintain a register of members at all times and make it available to any member of the SNPF or the public who requests it.

## 7. FORUM MEETING

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**
  - i. General Meetings of SNPF members shall take place at least 3 (three) times per year.
  - ii. Notice and an agenda for a General Meeting of the SNPF to SNPF members shall be 10 (ten) working days.
  - iii. The quorum required for a General Meeting to conduct business shall be 11 (eleven) SNPF members
- b) **Annual General Meetings/Special Meetings**
  - i. An Annual General Meeting of SNPF members shall take place once in every calendar year. Notice and an agenda for an Annual General Meeting to SNPF members shall be 15 (fifteen) working days.
  - ii. The quorum required for an Annual General Meeting to conduct business shall be 15 (fifteen) SNPF Members

*The Annual General meeting shall:*

- iii. Elect the Committee of the SNPF
- iv. Receive a report from the Committee of the SNPF of the activities that have taken place in the year
- v. Receive a final statement from the Treasurer

*Elections to the Committee shall take place as follows:*

- vi. SNPF members shall notify the Secretary of the SNPF of their intention to stand for a place on the Committee in writing and at least 5 (five) working days before the Annual General Meeting takes place.
- vii. At the Annual General Meeting elections shall be held on the basis of a show of hands for each candidate.

c) Special Meetings may be called from time to time by the 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.

d) Committee Meetings

- i. Committee meetings will be held a minimum of 6 times per year.
- ii. Notice to members of the Committee of a Committee meeting shall be 7 working days
- iii. The quorum required for a Committee meeting to conduct business shall be 7 (seven) members.
- iv. Two officers of the Committee must be present at each meeting of the Committee. One of which must be either the Chairman or the Vice Chairman.
- v. All decisions at Committee meetings shall be made on a show of hands of Committee members present at the meeting.
- vi. The Officers of the Committee shall be elected by the Members of the Committee at the first meeting of the Committee after the AGM of the SNPF.
- vii. To avoid the possibility of the SNPF becoming dominated by members of another organisation no more than three members of the Committee may at any time be drawn from the forum membership category for business and no more than three may be drawn from the forum membership category for voluntary and community groups (see clause 6d and 6e).
- viii. Should any officer or member of the Committee fail to attend more than three consecutive meetings of the Committee then their membership of the Committee shall be deemed to have lapsed. A temporary replacement for any such lapsed member may be selected by the Committee from the membership of the SNPF who will then take the lapsed member's place on the Committee until the next AGM. In such cases where an Officer position becomes vacant then their replacement shall be found from among the pre-existing members of the Committee.
- ix. During Committee meetings any Committee member having a personal or business interest in any decision of the Committee must declare that interest and the Committee shall have the discretion to exclude that member from that decision.

## 8. COMMITTEE

The Committee of the SNPF shall be elected at an Annual General Meeting of the SNPF and shall consist of a minimum of 9 (nine) members up to a maximum of 13 (thirteen).

## 9. OFFICERS OF THE COMMITTEE

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

- a) The Chairman of the Committee shall be responsible for:
  - i. Calling and chairing meetings of the Committee of the SNPF, General Meetings and Annual General Meetings of the membership of the SNPF, unless specifically delegated to the Vice Chairman in writing.
  - ii. Exercising a casting vote on elections and resolutions at meetings of the Forum and its Committee.
  - iii. Have the power to take decisions on urgent matters between meetings of the Committee
  - iv. The holder of the office of Chairman shall also be entitled to use the title and style "Honorary Headborough of the Parish and Hamlet of Spitalfields". This is a heritage title of long standing in Spitalfields that symbolically connects SNPF with past representative bodies.
  - v. The title and office of Chairman is synonymous to and interchangeable with that of Chairwoman.
- b) The Vice Chairman of the Committee shall be responsible for:
  - i. Calling and chairing meetings of the Committee of the SNPF, General Meetings and Annual General Meetings of the membership of the SNPF, if specifically delegated to by the Chairman in writing.
  - ii. Exercising a casting vote on elections and resolutions at meetings of the Forum and its Committee where the Chairman is absent in accordance with rule 9(a)i.
  - iii. The title and office of Vice Chairman is synonymous to and interchangeable with that of Vice Chairwoman.
- c) The Treasurer shall be responsible for:
  - i. Maintaining the financial records of the SNPF.
  - ii. Be responsible for presenting the accounts for the year, and a budget for the following year at the SNPF Annual General Meeting.
  - iii. Submit a detailed summary of the accounts at every Committee meeting.
  - iv. Act as a joint signatory on the SNPF account with one other member of the Committee.
  - v. Taking the minutes if the Secretary is absent.
- d) The Secretary shall be responsible for:
  - i. Organizing meetings, taking and circulating the minutes and making them available to members within 10 (ten) working days of the previous meeting.
  - ii. Maintaining a register of members of the SNPF and the SNPF Constitution for inspection by members of the public and SNPF Members.

## 10. THE FINANCES OF THE SNPF

- a) Any money acquired by the SNPF, including donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of the SNPF.
- b) All funds must be applied to the objectives of the SNPF and for no other purpose.
- c) 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 at least 2 (two) Committee members, 1 (one) of whom must be the Treasurer
- d) 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.
- e) Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Forum.
- F) An annual financial report shall be presented by the Treasurer at the Annual General Meeting of the SNPF.

## 11. NEIGHBOURHOOD PLANNING

- a) Any decision to submit to the local planning authority for approval any Neighbourhood Development Plan shall be subject to a vote at a General Meeting of the SNPF.
- b) All consultation on the Neighbourhood Development Plan will take place with residents and businesses in the neighbourhood area whether members of the SNPF or not.
- c) The 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.
- d) At the discretion of the SNPF Committee working groups can be delegated the tasks of preparing the Neighbourhood Development Plan and may co-opt non-voting members onto such working groups as it sees fit. All such working groups must include at least one Committee member.

## 12. ALTERATION OF THE CONSTITUTION

- a) Any changes to this constitution must be agreed by a majority vote at an AGM or at a special general meeting, called specifically for the purpose under the same conditions that apply to Annual General Meetings specified above.
- b) Proposed amendments to this Constitution or dissolution of the SNPF must be conveyed to the Secretary formally in writing. The Secretary and other officers of the SNPF shall then decide whether to put the proposed amendments to a special general meeting of the SNPF for discussion and decision.

## 13. DISSOLUTION

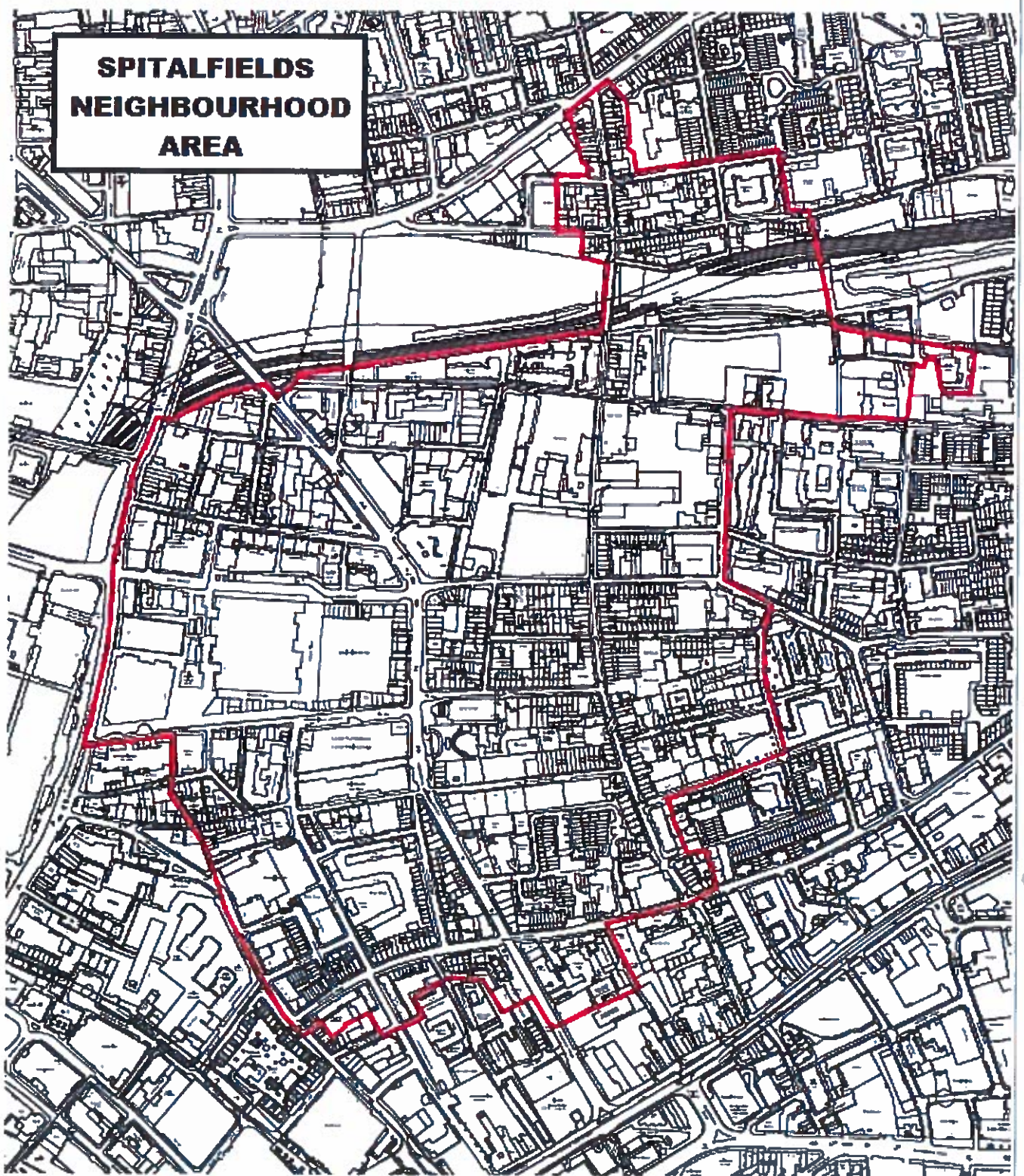
The SNPF may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Committee.

This Constitution was formally adopted by the SNPF at the Inaugural General Meeting held on 18 August 2014.



Figure 1

SPITALFIELDS NEIGHBOURHOOD AREA



This plan of the Neighbourhood Area was formally adopted at the Inaugural General Meeting of the SNPF on 18 August 2014.