

Sudbury Matters Neighbourhood Forum Constitution

1. Name

The group is named "Sudbury Matters Neighbourhood Forum " (SMNF).

2. Location

The Sudbury Matters Neighbourhood Forum area ('the Area') is situated predominately in the electoral ward of Sudbury and is highlighted on the attached, Appendix 1, map.

The SMNF overlaps two adjoining electoral wards in the London Borough of Brent. (LBB) These are Northwick Park Ward to the north and west and Wembley Central Ward to the south-east. The London Borough of Ealing borders the LBB Sudbury Ward to the south-west.

3. Purpose and Objectives

The objectives of SMNF are:

- 3.1 the purpose is to further the social, cultural, economic, and environmental well-being of the community in the Area.
- 3.2 SMNF will monitor development management policy and its application in the Area.
- 3.3 SMNF will engage with the community, local representative groups and Borough Councillors regarding proposals for the development of the Area.
- 3.4 SMNF may initiate Neighbourhood Development Orders or Community Right to Build Orders, identify Assets of Community Value, or carry out any other permitted actions.
- 3.5 SMNF will engage with residents and individuals working or carrying on a business in the Area, local representative groups and Borough Councillors in the implementation of the existing 2015 Neighbourhood Plan.
- 3.6 SMNF will act in accordance with General Policies and Principles set out below.

4. Membership

4.1 Membership of Sudbury Matters Neighbourhood Forum is free.

4.2 SMNF membership shall comprise a minimum of 21 members and is open to:

- residents living in the Area and individuals working in the Area
- representatives of businesses operating in the Area
- representatives of community groups based in the Area
- Elected council members representing SMNF Area wards
- London Assembly members representing the Area
- MPs representing the Area.

4.3 Those wanting to be a member of SMNF will need to meet at least one of the above requirements and can sign-up by completing an application form or by applying on the SMNF website. They will be notified if they have not met the eligibility requirements. Any member wishing to leave SMNF is free to do so without restriction.

4.4 It is the responsibility of the member to keep their personal details up-to-date, including their address if a resident, or place of work if a business or employee, and their email address, and to remove themselves from membership if they leave the Area.

5. Forum Committee

5.1 The Forum Committee comprising of up to 7 members will be elected at each AGM to carry out the day-to day work of the Forum. The quorum for a committee meeting shall be 4'.

5.2 The membership will elect the following officers of the Forum from its number: Chair, Vice-Chair, Secretary, Treasurer and Membership Secretary. Officers will serve for one year and be subject to re-election, and there will be no limit to the number of terms an officer may serve. The Chair, or Vice-Chair in the Chair's absence, will have the casting vote at any Committee or General Meeting. The roles and responsibilities of the Officers are set out in Appendix 2.

5.3 The Forum Committee will direct and oversee the work of the Forum and will meet at least quarterly for this purpose.

- 5.4 Ward councillors (of a ward that falls within the designated Area), who are members of SMNF shall receive notices and agendas for committee meetings and shall be invited to attend as non-voting members.
- 5.5 Nominations for Officer and Committee posts should be sought when notice of the AGM is circulated.
- 5.6 Subcommittees or working parties may be appointed by the Forum Committee to carry out specific tasks, to consider policies and to advise the Forum Committee. Such bodies may be appointed from within or outside the membership of the Forum but will be responsible to the Forum Committee.
- 5.7 The Forum Committee may co-opt up to 3 additional members to the Forum Committee in any year. Co-opted members will have the same voting rights as other Forum Committee members. A co-opted member may be elected as an officer.
- 5.8 The Secretary will make minutes of General and Committee Meetings available to the members of the Forum within three weeks of the meeting unless impracticable.

6 Forum meetings

- 6.1 The date of Annual General Meetings (AGMs) will be determined by the Forum Committee.
- 6.2 An Extraordinary General Meeting may be called by the Forum Committee or by written request of a minimum of 15 members applying to the Secretary.
- 6.3 Notice of any General meeting, including any constitutional changes and resolutions and a full agenda, will be sent by email (or posted on request) to all SMNF members at least 14 days before the meeting. Notice will be deemed delivered if sent to the member's last notified email or postal address. There will be a minimum of 4 General Meetings each year, of which one meeting will be the AGM.
- 6.4 Members will have one week in which to send any constitutional changes and resolutions to the Secretary.
- 6.5 The quorum for a General Meeting shall be 11 members. At any General Meeting each member present will have one vote. Members unable to attend a General Meeting can choose to nominate another member to vote on their behalf by proxy, provided that this nomination is made in writing to the Secretary at least two days before the meeting. Decisions of General Meetings will be by simple majority except in the cases set out in Section 11 below. Where necessary, the Chair of a meeting will have the casting vote.

7 Finance

- 7.1 The Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means.
- 7.2 The Committee will open one or more bank accounts as necessary in the name of the Forum. All funds raised for the Forum will be held in such accounts. The Committee will nominate a minimum of 3 bank signatories, any 2 signatories to authorise bank transactions.
- 7.3 The Committee will, where necessary, insure any assets it holds, and by insurance or otherwise indemnify its Officers against liabilities arising from their work for the Forum.
- 7.4 Subject to funding, the Committee may commission advisory services, surveys or any other activity in support of the objects, such as a Treasurer's Report and Annual Audit of Finances.

8 Register of Committee Members' Interests

The Secretary will keep a Register of Committee Members' Interests detailing any 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. Members will abstain from voting on any matter in which they have a financial interest.

9 Neighbourhood Planning

- 9.1 SMNF will strive to deliver the objectives of the Neighbourhood Development Plan adopted by LBB in 2015.
- 9.2 Implementation of the plan objectives will involve engagement with residents, workers, businesses, and stakeholders in the neighbourhood, regardless of Forum membership.
- 9.3 The Forum Committee will work with the local planning authority and advisors to further the aims of the Plan.
- 9.4 The Forum Committee can delegate to Working Groups to assist with sections of the plan, with at least one Forum Committee Member included.

10. General Policies and Principles

- 10.1 SMNF will take the distinctive character and heritage of the Area into all its actions, and will aim to ensure that all development in the Area preserves or enhances this character.
- 10.2 SMNF will aim to promote the Area as a vibrant business and residential community with an improved public realm.
- 10.3 SMNF will aim for improvements in the local environment including those directed towards carbon reduction.
- 10.4 SMNF will generally support actions aimed at generating employment in the Area.
- 10.5 SMNF will promote policies to maximise social benefit, community links, services for all people, crime reduction and support for elderly and vulnerable members of the community.
- 10.6 SMNF will operate respecting all differences including gender, age, ethnicity, religion, sexual orientation, disability and income.
- 10.7 SMNF will encourage all interested residents and all representative groupings of residents or businesses in the Area to become members of SMNF and to work alongside SMNF to further their joint objectives.

11. Amendments and dissolution

- 11.1 Amendments to the body of this Constitution will be by decision of a General meeting carried out in accordance with paragraphs 6.1 to 6.5 above, with the exception that such a vote will only be carried if supported by 75% or more of those voting.
- 11.2 Sudbury Matters Neighbourhood Forum may be dissolved by decision of a General Meeting specifically called for this purpose and carried out in accordance with paragraphs 6.1 to 6.5 above; with the exception that such a vote will only be carried if supported by 75% or more of those voting.

11.3 In the event of dissolution, any property or funds held by SMNF will be, subject to the agreement of the Members at General Meeting:

- allocated to one or more nominated organisations set up to continue the work of SMNF;

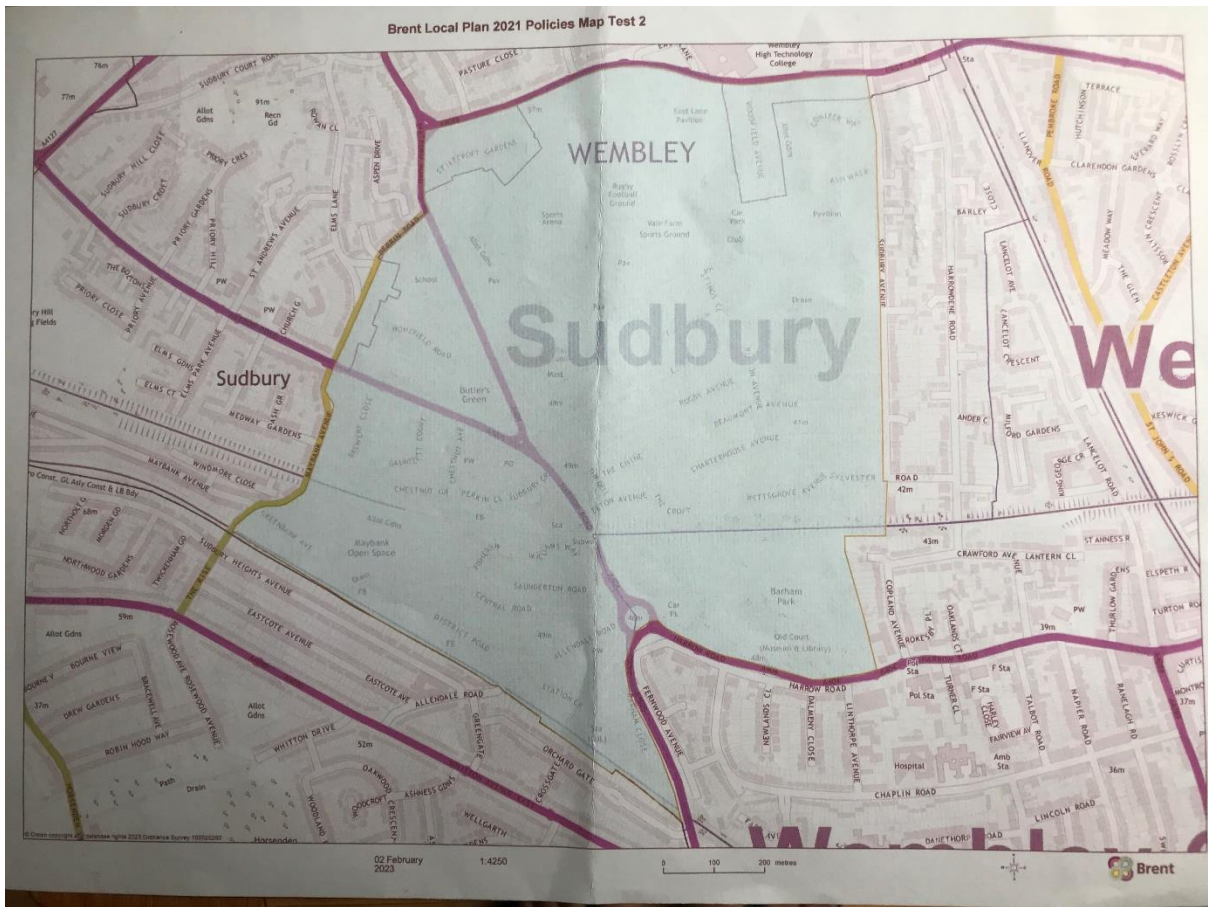
or

- in the absence of any such organisation and subject to any statutory regulations, distributed equally to the constituent not for profit local organisations who are its members (but not to individual members).

11.4 A formal review of the functions and achievements of Sudbury Matters Neighbourhood Forum will be carried out five years after its formation. Following such review, and consultation with its members, Sudbury Matters Neighbourhood Forum will decide to continue, amend or dissolve itself as considered appropriate.

Appendix 1

Sudbury Matters Neighbourhood Forum Area Map



Appendix 2

Roles and responsibilities of elected Officers within the Sudbury Matters Neighbourhood Forum Committee

Chair/Vice Chair

The Chair/Vice Chair will:

- lead the Committee and the organisation to enable it to fulfil its purpose;
- ensure an effective relationship between:
 - the Committee and volunteers
 - the Committee and the external stakeholders/community;
- act as a spokesperson and figurehead as appropriate;
- plan and prepare the committee meetings and the AGM with others as appropriate;
- chair committee meetings ensuring that:
 - balance is struck between time-keeping and space for discussions
 - business is dealt with and decisions made
 - decisions, actions and deliberations are adequately minuted
 - the implementation of decisions is clearly assigned and monitored;
- support and supervise arrangements made for committee and volunteers directly managed or reporting to the committee;
- ensure that a successor is found before the term of office finishes.

Secretary

The Secretary will:

- ensure that Committee meetings are properly administered;
- ensure other meetings, such as the AGM, and events are properly administered;
- monitor Committee member action points;
- plan and prepare the Committee meetings and the AGM with others as appropriate;
- plan meeting dates, booking rooms, sending out notifications, minutes and other papers;
- draw up agendas together with the Chair and Vice Chair;
- minute Committee meetings or ensure that another minute taker is available;

- accurately record decisions and actions in the minutes and report to the next Committee meeting on the progress of actions and the result of decisions;
- deal with correspondence, writing letters/emails as agreed at Committee meetings, summarising correspondence/emails received at the next Committee meetings and drafting replies as appropriate; and,
- make arrangements for any necessary reporting to be done.

Treasurer

The Treasurer will:

- oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice;
- ensure proper records are kept and that effective financial procedures are in place;
- monitor and report on the financial health of the organisation;
- oversee the production of necessary financial reports/returns, accounts and audits;
- liaise with relevant Committee members and/or volunteers to ensure the financial viability of the organisation;
- make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them;

Membership Secretary

The Membership Secretary will:

- receive and review all applications forms from those wishing to join SMNF;
- will send acceptance confirmation to new members;
- will refer all rejected applications to the Chair / Vice-Chair for overview and confirmation of rejection before any advice is sent to the applicant;
- maintain accurate and up-to-date membership records;
- support the Secretary with any plans and preparation of the Committee meetings and the AGM with others as appropriate;
- support the Secretary to plan meeting dates, booking rooms, sending out notifications, minutes and other papers.