

## APPLICATION APPENDIX A

### 1.0 Name

The name of the Forum shall be the:

**Avonmore, Brook Green & Addison Neighbourhood Planning Forum** ('the Forum'). It may appear for communication purposes abbreviated to 'The ABA Neighbourhood Forum'.

### 2.0 Area of Benefit

The area in which the Forum will pursue its objects is the Avonmore, Brook Green & Addison neighbourhood area, ("Neighbourhood Area"), which is the area set out in the Forum's application to the London Borough of Hammersmith and Fulham Council and the area for which the Forum will produce a Neighbourhood Plan. (As set out in application to local authority, appendix B).

### 3.0 Objects

The purpose of the Avonmore, Brook Green & Addison Neighbourhood Planning Forum is:

- 3.1 To prepare a Neighbourhood Plan for the Avonmore, Brook Green & Addison Neighbourhood Area;
- 3.2 To promote or improve the social, economic and environmental well-being of the Neighbourhood Area.
- 3.3 To contribute to the enhancement of the character of the Conservation Areas by an understanding of, and contributing to, the Conservation Area Character Profile.
- 3.4 To promote ecological sustainability, mitigate climate change, improve air quality and bio-diversity within the Area.
- 3.5 To promote sustainable development, business opportunities and civic responsibility.
- 3.6 To promote inter-community interaction and respect along with an improved quality of life within the Neighbourhood Area.
- 3.7 To operate without distinction or discrimination on the grounds of sex, disability, sexual orientation or race, or of political, religious or other opinions.

### 4.0 Membership

- 4.1 The Avonmore, Brook Green & Addison Neighbourhood Planning Forum will comprise at least 21 individuals who live or work in the Avonmore, Brook Green & Addison Neighbourhood Area or who are elected members of a county council, district council or London borough council, any of whose area falls within the Avonmore, Brook Green & Addison Neighbourhood Area.
- 4.2 Membership is open to individuals who live or work\* (subject to relevant definitions elsewhere in this constitution) in the Avonmore, Brook Green & Addison Neighbourhood Area and abide by the conduct and aims set out in this constitution. It is also open to

individuals who are elected members of the London borough of Hammersmith and Fulham and London Assembly, any of whose area falls within the Avonmore, Brook Green & Addison Neighbourhood Area.

4.3 Membership shall be sought from groups, businesses and areas across the whole of the Avonmore, Brook Green & Addison Neighbourhood Area and from different sections of the Neighbourhood Area community. The membership policy is non-discriminatory with regard to protected characteristics set out in the Equality Act 2019. Members shall be accepted by the Forum; if they can show:

- (a) They have an interest in the area and the wellbeing of the residents; and
- (b) they can contribute to the work of the organisation.

4.4 Membership under the designations in this constitution are further subject to the following eligibility criteria:

4.4.1 Membership for individuals described as 'working in the area' is available to persons owning or employed by a business with a genuine business interest in the area, within business-rate paying premises within the Neighbourhood Area and working within those premises.

4.4.2 Business membership is also available to persons working at premises within the forum area for a community or charitable purpose or non-for profit organisation (eg Community Interest Company) or which operates for its designated purpose within the Neighbourhood Area.

4.4.3 A business membership designation carries the right of one vote per registered business, charity or community organisation.

4.4.4 Membership is subject to receipt of an application to the Management Committee to join with details of the qualifying statutory and constitution criteria required. The Management Committee may request proof to support an application or refuse membership on the basis of insufficient information.

4.4.5 The Management Committee by a majority vote may revoke membership from any member who brings the forum into disrepute, or undermines the express purposes of the forum or its constitution, or is disruptive and/or abusive, or no longer fulfils the membership requirements.

4.4.6 Any other membership criteria that are properly constituted by the Forum or Management Committee under the terms of this constitution.

## **5.0 Powers**

In the furtherance of its objects the Neighbourhood Area Forum will:

5.1 Delegate the day to day activities of the Forum to the Avonmore, Brook Green & Addison Neighbourhood Planning Forum Management Committee ('The Management Committee').

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

5.3 Publicise and promote the work of the Forum and organise meetings, training courses, dissemination activities, events or seminars etc;

- 5.4 Work/collaborate with groups of a similar nature to exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations;
- 5.5 Employ staff and volunteers as are necessary to conduct activities to achieve the objects of the Forum (except Forum members who are members of the Avonmore, Brook Green & Addison Neighbourhood Planning Forum Management Committee.
- 5.6 Take any form of action that is lawful, which is necessary to achieve the objects of the Forum, including initiating and authorising any contracts which it may see fit.
- 5.7 Maintain an appraisal of its outreach across the community with the aim of representing all within the forum area.

## **6.0 Working Arrangements**

- 6.1 The Forum shall comprise ordinary members and Management Committee members.
- 6.2 The Management Committee at the forum inception shall comprise the acting members of the forum's Steering Group committee until the first AGM following the forum's first general meeting after designation. The first AGM will be held according to section 9.0 below.

## **7.0 Management Committee Members**

- 7.1 Subject to the Constitution, the members of the Management Committee are responsible for the management of the Forum's business, for which purpose they may exercise all the powers of the Forum within this constitution.
- 7.2 The Management Committee shall comprise of no more than 10 members and no fewer than 4 members.
- 7.3 The Committee shall consist of members elected by a General Meeting and should be representative of those living or working in the Forum Area subject to clause 4.4 above..
- 7.4 The term of office of any member of the Committee shall expire at the next AGM but members shall be eligible to stand for re-election for a continuous period not exceeding seven years.
- 7.5 The Committee may vote to co-opt up to six additional members for a term to expire no later than the next following AGM. The power of co-option shall be used *inter alia* to ensure that as far as possible the Committee has a reasonable balance and is representative of the local community.
- 7.6 Councillors or others elected to public office for any part of the borough shall not be eligible for election to the Management Committee, but may be eligible for co-option under clause 7.5 above.
- 7.7 The Management Committee shall appoint no more than all of the following: one Chair, one Co-chair, one Treasurer and a Secretary. Their duties shall include:
  - 7.7.1 the Chair: chairing all General, Stakeholders Group and Committee meetings, and in the event of a tied vote exercising a casting vote; and being jointly

responsible with the Treasurer to answer to the General Meeting on the conduct of the financial affairs of the Forum;

- 7.7.2 the Co-Chair: assuming the Chair's responsibility for chairing meetings in the event of the Chair being unable to do so;
- 7.7.3 the Secretary: handling the Forum's administration including minutes of meetings and all matters relating to applications for and records of membership, ensuring compliance with data protection legislation;
- 7.7.4 The Treasurer: handling all the Forum's financial business, preparing financial reports and jointly with the Chair answering to the General Meeting on the conduct of the financial affairs of the Forum.
- 7.7.5 The Management Committee shall make every effort to ensure that it and the forum is inclusive and representative of the community both in its operation and in its composition. It shall aim to have a membership that reflects the diversity of the forum area's community.

## **8.0 Management Committee operation**

- 8.1 Subject to the Constitution the Management Committee shall make decisions collectively subject to a representative quorum of 4 members including at least the Chair or Co-chair and Secretary or Treasurer being present.
- 8.2 Any meeting of the Committee which is not quorate may continue its deliberations but any decisions taken will be subject to ratification at the next meeting of the Committee.
- 8.3 The Committee shall keep minutes of all its proceedings which shall be available for inspection by any member on giving no less than ten days' notice to the Secretary.
- 8.4 Any Forum member may request attendance at any meeting of the Committee and may speak at the discretion of the Chair but may not vote.
- 8.5 Decisions made by working groups will be subject to vote by the Management Committee prior to a general vote by ordinary members of the Forum.

## **9.0 Meetings**

### **9.1 Annual General Meeting (AGM)**

- 9.2 An AGM shall be held on a day to be appointed by the Committee not later than three months after the end of the Forum's financial year.
- 9.3 The business of the AGM shall include:
  - 9.3.1 a report from the Chair on the activities of the Forum since the previous AGM and its plans for the forthcoming year;
  - 9.3.2 consideration of, and if thought fit, approval of the accounts of the Forum for the previous financial year together with an independent report on those accounts;
  - 9.3.3 appointment of an independent inspector to report to the following AGM on the accounts for the current financial year;
  - 9.3.4 any other business as required by the Constitution or as directed by the Committee;

9.3.5 consideration of any motion which has been submitted by a member of the Forum in time for circulation with the notice of the AGM;

9.3.6 election of the Committee for the forthcoming year.

9.4 The Secretary shall give all members at least 14 days notice of the time and place of the AGM. Such notice shall include details of all business to be transacted at the meeting.

9.5 Management Committee meetings shall be held no fewer than three times annually, excluding the AGM.

9.6 The Management Committee can call an extraordinary General Meeting with a simple majority.

9.7 The Secretary shall inform the whole Committee of a pending Management Committee meeting at least seven days prior to the meeting date

9.8 Any conflict of interest must be reported by any Forum member to the Management Committee as soon as possible. These should be recorded as part of Management Committee meetings. Where such a conflict of interest is declared or reported, the management committee has a duty to ensure that appropriate measures are taken to excuse a member from decision making related to the reported interest.

9.9 Measures to excuse Forum and Management Committee members from activities and decision making where there might be a direct material benefit to the member personally, or as an owner or employee of a business, shall be taken by the Management Committee and recorded.

9.10 Alterations to the Constitution can only be proposed by the Management Committee but are subject to the vote of the entire Forum membership.

## **10.0 Working Groups**

10.1 The Management Committee may appoint Working Groups to carry out specific roles or projects. Any such sub-committee may co-opt such persons as it thinks fit to enable it to perform its function but shall not take any action beyond the terms of its appointment and shall report on its activities to the Committee.

10.2 The finances of the Forum shall be controlled as follows:

10.2.1 The Forum's accounting period shall be annual ending on the date set out by the management committee.

10.2.2 A General Meeting may decide to set a subscription rate for membership of the Forum together with such different categories of subscription or concession as it thinks fit.

10.2.3 The Treasurer shall maintain for a period of six years or until the winding up of the Forum whichever is the sooner and pass on to his or her successor all accounting records which shall be subject to independent inspection and reporting to the AGM as provided in clause 9.3.2 and such records shall be available for inspection by any member on giving not less than 10 days' notice.

- 10.2.4 The Treasurer shall open and maintain a bank or other appropriate account in the name of the Forum which account or accounts shall be controlled by a mandate requiring the signature of no fewer than two of the Officers as listed in clause 7.7.

## **11.0 Duration of the Forum**

- 11.1 The duration of the Avonmore, Brook Green & Addison Neighbourhood Forum is the maximum statutory period allowed from the date of designation by the local authority.
- 11.2 The Forum will be deemed to have been dissolved following either: The end of the maximum statutory period of designation of the Forum, or a majority vote of the Management Committee to dissolve the Forum subject to a period of six weeks' notice to all Forum members.
- 11.3 The Management Committee reserves the right to decide prior to the end of the Forum's period of designation to continue certain activities associated with the Forum to support the on-going implementation and operation of the Forum's work. Such a reformulated Neighbourhood Planning group, whilst not a Neighbourhood Forum would be subject to a vote within the existing Forum constitution rules prior to its inception.
- 11.4 On dissolution of the Forum any remaining assets shall be distributed to the community organisations which remain as members at that date in proportions to be decided by the Committee, which shall retain responsibility for completing such distribution for a period ending six months from the date of dissolution failing which any remaining undistributed assets shall be transferred to a local registered charity or charities for work within the local community.

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