CONSTITUTION

1. STATUS & NAME

A Levenshulme Neighbourhood Planning Forum is hereby established, and will be hereinafter referred to as the Forum.

2. AREA OF BENEFIT

The Forum will produce a Neighbourhood Plan for the area agreed by its members as identified in Appendix A of this constitution, hereafter referred to as Levenshulme.

3. OBJECTS

The purpose of the Levenshulme Neighbourhood Planning Forum is:

a. To prepare a Neighbourhood Plan for Levenshulme and to secure its acceptance by the area and by Manchester City Council. The Forum will take into consideration Manchester City Council’s plans, when preparing the Neighbourhood Plan.

b. To promote or improve the social, economic and environmental well-being of Levenshulme for the benefit of the community of residents, businesses and visitors.

c. To seek to represent the prevailing views of the local population of Levenshulme, collated through engagement with all parts of the community, and to see those views incorporated into the Neighbourhood plan to guide the development of the area in line with the wishes of local residents.

d. To foster the goodwill and involvement of the whole community, inclusive of all ages, gender, ethnicity, faith, political affiliation, health and sexual orientation, by encouraging community spirit and pride in Levenshulme.

e. Promotion of sustainable development, environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice.

4. MEMBERSHIP

a. Membership is open to any person who lives or works in Levenshulme.

b. The Forum shall have a minimum of 21 members before any decision on neighbourhood planning may be proposed or implemented.

c. Membership will aim to be representative of the different sections of the community and businesses in Levenshulme.

d. Ward Councillors and the Member of Parliament may be members of the Forum but not members of the Management Committee.
e. Members are required to comply with the rules of the Forum and the Constitution.

f. Where it is considered that the membership of a particular individual is detrimental to the aims and activities of the Forum, the Management Committee may decide to suspend or terminate a membership, subject to approval, at a General Meeting, of the Forum.

g. Any member of the Forum may resign his/her membership by notifying the Secretary.

h. The Secretary shall maintain a list of members.

5. MANAGEMENT

There will be a Management Committee, responsible for:

a. The pursuit of the objects defined at Clause 3 of this Constitution.

b. Working in partnership with other groups and organisations that will help achieve the objectives of the Forum.

c. Inviting and receiving contributions and raising funds, where appropriate, to finance the work of the Forum, and will maintain a bank account to manage such funds.

d. Publicising and promoting the work of the Forum and organising meetings, workshops, events or seminars as required.

e. Ensuring the Forum is a non-party political organisation.

f. Employing staff as necessary to conduct agreed Forum activities. No employee shall be a member of the Management Committee.

g. Taking out any contracts that will be deemed conducive to the Forum

h. The establishment of working groups, which will include a Neighbourhood Planning group, consisting of Forum members.

The Management Committee:

i. Consist of no less than four (4) and no more than twelve (12) Forum members.

j. Committee members will be elected for a period of one year, but may stand for re-election at the Annual General Meeting.

k. Shall meet as often as is required but no less than four (4) times per year.

l. Committee members and employees should declare any business or financial interests in Levenshulme.

m. The Forum shall elect officers consisting of:

   i. The Chair;

   ii. The Vice Chair;

   iii. The Treasurer;

   iv. The Secretary.
6. FINANCE

a. All monies acquired by the Forum, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of Levenshulme Neighbourhood Planning Forum. All funds must be applied solely to the objects of the Forum and for no other purpose.

b. Any deeds, cheques etc relating to the Forum’s bank account shall signed by at least two (2). These signatories must be non-recipients.

c. The Treasurer shall be accountable for all Forum income and expenditure and will ensure funds are utilised effectively and that the Forum remains solvent.

d. The Treasurer shall maintain full and accurate accounting records, which will be open for examination at any stage by Forum members.

e. An annual financial report shall be reviewed and signed off by two (2) non-Committee members and shall be presented at the AGM.

f. The Forum’s accounting year shall run from 1 April to 31 March.

7. MEETINGS OF THE FORUM

a. The Forum shall meet at least four (4) times a year in order to discuss Forum plans including actions, progress to date and to consider future developments.

b. The Secretary shall give at least fourteen (14) days’ notice of any meeting that will include details of the place where the meeting is to be held and the start time. Wherever possible, the agenda and any supporting papers will be distributed at least ten (10) days before the meeting. The meeting shall also be publicised in the area to non-members.

c. The quorum for a Forum meeting will be twelve (12) members.

d. It shall be the responsibility of the Chair or Vice Chair to conduct all meetings or appoint a deputy.

e. The Secretary must ensure that a true and accurate record is made of all meetings, which will be made available to members and interested parties.

f. The Annual General Meeting:
   i. Shall take place no later than three (3) months after the end of the financial year;
   ii. At least twenty-one (21) days notice must be given;
   iii. Items for the proposed Agenda maybe submitted by members in writing to the Secretary at least twelve (12) days prior to the meeting.

g. Special General Meetings may be called by the Management Committee, or on receipt of a written request by five (5) members of the Forum.

h. All members are entitled to one (1) vote in person at any Forum meeting. In the case of a tied vote, the chair of the meeting shall have a casting vote.

8. NEIGHBOURHOOD PLANNING

a. Any proposal to undertake, consult on or submit to the local planning authority for
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approval any Neighbourhood Plan shall be subject to a vote of the Forum.

b. All consultation on the Neighbourhood Plan will be open to all Levenshulme residents and businesses whether members of the Forum or not.

c. The Forum shall publicise the neighbourhood planning process, seek the views of the community at large and make an accurate record of the outcome of the consultations.

d. The Management Committee, on behalf of the Forum, shall be required to work with the local planning authority and any independent experts and advisers on the neighbourhood plan as required.

9. AMENDMENTS

The constitution maybe amended at an Annual General Meeting of the Forum and no such Motion or Amendment shall take effect unless it is passed by a majority of not less than two-thirds of those present and voting.

10. DISSOLUTION

The Forum may be dissolved by the members by a majority vote at a General Meeting. Prior to dissolution 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 Management Committee.

This constitution was adopted at a public meeting held in Levenshulme on 1 September 2015.

Signed: ................................................................. [Interim Chair]

Signed: ................................................................. [Committee Member]