

**NEWBIGGIN BY THE SEA**  
**COMMUNITY PARTNERSHIP/ FORUM**

**CONSTITUTION, AIMS & OBJECTIVES**

**AIMS**

- 1) To work as an independent and voluntary group in partnership with the Parish and County Councils and other agencies.
- 2) To encourage everyone who lives, works locally and has an interest in the locality to offer their ideas and solutions to local problems.
- 3) To work together with the Parish and County Councils and other service providers to address issues of concern or importance to the local community.
- 4) Such aims are complimentary to the work of Elected Representatives and Local Authorities and are not intended to replace or usurp the role of these or other Statutory Bodies.

**OBJECTS**

- 1) To act as a vehicle for the encouragement and working together of everyone in the local community.
- 2) To bring together the representatives of the various organisations including Public and Community Bodies, Local Businesses, Education and Residents to offer their views on local issues.
- 3) To work with Statutory Authorities and other public organisations to address issues of local concern.
- 4) To provide the opportunity for conversations between service providers and the local community in an atmosphere of active participation and sharing of ideas on an equal basis.
- 5) To participate in the creation and review of the Locality Plan for our area.
- 6) To establish a Steering Group that will work with others to facilitate Community Forum meetings/events.

**STEERING GROUP**

- 1) The Steering Group will act as an informal Standing Committee for the Community Forum and will Work with others to promote public participation in the business of the Forum.
- 2) The Steering Group has no remit to make decisions on behalf of the Community Forum. All decision making is solely the prerogative of the Community Forum and any matters discussed by the Steering Group must be brought to the Forum for a final discussion and decision to be made
- 3) It will impartially reflect the views of the community it serves.
- 4) It will promote equality within itself and the Community Forum, regardless of the gender, age, sexuality, physical ability, religion, creed, race, ethnic/national origin and social background.
- 5) It will recognise that individuals are accountable to their own organisation, electorate or interest group. However the Steering Group and Community Forum as a whole, is also accountable to the interests of the wider community.
- 6) It will be responsible for ensuring that a Locality Plan for the local community is developed and regularly updated by the Forum. This Locality Plan will be fed in to the Area Implementation Plan and ultimately into the Northumberland Sustainable Community Strategy. The Forum will monitor the implementation of the Locality Plan.

**PARTICIPATION**

- 1) Participation is open to all residents, businesses, those with an interest in the area and service providers in the area covered by the Community Forum.
- 2) Elected members of the County and Parish Council wards in the area covered by the Forum are invited to attend all meetings and events of the Community Forum
- 3) Local businesses in the area shall be encouraged to attend Steering Group and Forum meetings.
- 4) Members of the Steering Group and Forum shall be required to declare any personal, group, etc. interest before taking part in any discussion or decision making process. Having declared such an interest they shall still be allowed to take a full part in the meeting but will refrain from voting on that issue.
- 5) Participants in the Steering Group and Community Forum shall be required to accept the Code of Conduct detailed in the NCC Community Forum Protocol

### **MEETINGS**

- 1) The Steering Group and wider Forum Meetings will be held approximately bi-monthly, on a date and time deemed to be most appropriate. This may be dependent on the subject matter to be discussed and the participants the Forum wishes to engage.
- 2) The Host Organisation will call meetings by written notice and agenda at least seven working days before the date of the meeting.
- 3) It is intended that three of these meetings will take the form of Steering Group meetings and the other three will be full Community Forum meetings. However this is subject to variation should the need arise.  
All Steering Group and Forum meetings shall be open meetings.
- 4) The Host Organisation shall ensure that minutes are taken at all meetings
- 5) As far as practicable, any decisions shall be made by consensus. Views shall be determined by a simple show of hands
- 6) The Chair will try to ensure a balanced debate on any topic and has the power to limit debate as part of maintaining such a balance.

### **HONORARY OFFICERS**

- 1) The Honorary Officers shall consist of the Chair and Vice Chair and treasurer.
- 2) Honorary Officers shall hold their post for a fixed term of one year and may be eligible to stand for re-election if they so wish.
- 3) In the event that an Officer is unable to complete his/her Term of Office, a replacement shall be elected at the next meeting – subject to due notice of the vacancy being notified in advance to the meeting as part of the normal agenda process.
- 4) Any replacement shall serve for the remaining period of tenure of the outgoing Officer. He/she will then be entitled to stand for re-election in the normal way if they so desire.

### **ANNUAL GENERAL MEETING**

- 1) There shall be an Annual General Meeting of the Community Partnership/Forum. This shall take place during November each year after giving not less than fourteen days notice to all persons and organisations on the contact list.
- 2) The election of Honorary Officers shall take place at the AGM.
- 3) The community forum will consider its hosting arrangements annually, at the AGM.

### **FINANCE**

- 1) The financial assets of the Partnership/Forum should any exist, shall be held in a bank account in the name of Newbiggin by the Sea Community Area Partnership.

2) There shall be at all times a minimum of 2 from 3 participants empowered to act as signatories to the bank account, one of which shall be the treasurer. Signatures on cheques must always be the treasurer plus one other empowered person.

3) The Treasurer shall present a report at each forum meeting.

4) The treasurer shall prepare and present annual accounts at the end of each financial year which will be assessed/audited by a suitable independent person.

5) The annual accounts shall be presented to the AGM and shall thereafter be available for inspection by any interested person. The financial year shall be deemed to end on 30<sup>th</sup> October.

### **DISSOLUTION**

In the event that the Forum ceases to exist, any assets remaining after the satisfaction of all debts and liabilities shall be donated to another organisation with similar aims chosen by the majority of representatives at the terminal AGM/EGM

### **ALTERATIONS TO THE CONSTITUTION**

1) The Partnership/Forum shall have the power to alter this Constitution at any meeting after due notice of that intention has been circulated to those involved in the business of the Forum.

2) Any such alterations shall conform to the guidance laid down in the Community Forum Protocol published by the NCC.

3) Any proposed changes to the Constitution should be made in writing to the Host Organisation at least one month prior to the date of the next meeting.

Signed on behalf of the forum by:.....

Date.....