

Maidenhead Neighbourhood Forum

Constitution

Adopted at Special General Meeting of the MNF on 07 September 2022

CONSTITUTION

1. NAME

The name of the Forum shall be the Maidenhead Neighbourhood Forum (the Forum).

1.2 NEIGHBOURHOOD AREA

The Forum shall cover the area shown on the attached map known as Maidenhead town and referred to in this constitution as the Neighbourhood Area (see Appendix A).

2. OBJECTS

The objects of the Forum shall be:

- a) To improve the principal area of Maidenhead town, namely the 7 unparished electoral wards i.e. Belmont, Boyn Hill, Furze Platt, Oldfield, Pinkneys Green, Riverside and St Mary's as it grows through development, for the benefit of individuals living or working within the Neighbourhood Area and local business organisations;
- b) To promote the social, economic and environmental well-being of the Neighbourhood Area;
- c) To prepare and submit, in partnership with the Local Planning Authority and other stakeholders, a sustainable neighbourhood development plan (Neighbourhood Plan) for the Neighbourhood Area, setting locally based spatial development policies that supplement and conform with the relevant adopted national and local planning policies;
- d) To review, update or produce subsequent Neighbourhood Plans;
- e) To encourage the goodwill and involvement of the wider community in the preparation, production, implementation and any future reviews or updating of the adopted Neighbourhood Plan;
- f) To foster community spirit and encourage civic pride.

3. POWERS

In furtherance of the objects, but not otherwise, the Management Committee may from time to time exercise the power to:

- a) Promote the social, economic and environmental wellbeing of all individuals living or working within the Neighbourhood Area;
- b) Promote sustainable development, environmental improvement and conservation by encouraging and assisting developers and the local population in adopting good environmental practice, working in collaboration with similar groups and organisations;

- c) Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, and to open a bank account to manage such funds;
- d) Publicise and promote the work of the Forum and organise meetings, public consultations, training courses, events or seminars etc., to help achieve its Objects;
- e) Work with groups with similar or complementary aims and exchange information, share advice and knowledge with them, including co-operating with other voluntary bodies, charities, statutory and non-statutory organisations;
- f) Employ, retain staff, volunteers, advisors and other contractors, (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the Objects;
- g) Take any form of action that is lawful, which is necessary or desirable to achieve the Objects of the Forum, including entering into any contracts which it may see fit.

4. MEMBERSHIP

4.1 Membership of the Forum is open to:

- a) Individuals over 18 years of age who live in the Neighbourhood Area;
- b) Individuals who carry out business or work in the Neighbourhood Area;
- c) Individuals who are elected members of the Royal Borough of Windsor and Maidenhead representing all or part of the Neighbourhood Area, who have an interest in assisting the Forum to achieve its aims and are willing to adhere to the rules of the Forum;
- d) Categories a, b and c will be known as “Full Members”;
- e) People who do not live or work in the Neighbourhood Area, or who live or work in the Neighbourhood Area but are under 18, or who live or work in the Neighbourhood Area but have a conflict of interest, will be able to join as supporters, and as such have some of the privileges of membership, save they will not be entitled to vote, fill an officer role, nor count towards a quorum in meetings. Developers or Housing Associations may be represented as Supporters.

4.2 The Forum will aim to involve and engage with as wide a representation of communities in the Neighbourhood Area as possible in order to reflect the diversity of the area.

4.3 Where it is considered (at its sole discretion) membership would be detrimental to the aims and activities of the Forum, the Management Committee shall have the power to refuse or rescind membership.

4.4 Any member of the Forum may resign his/her membership with immediate effect by submitting to the Secretary their written notice.

4.5 The Forum shall have a minimum of 21 members before any decision on neighbourhood planning may be made.

4.6 The Secretary shall maintain a list of members and their contact details at all times, for the purpose of administrating their membership of the Forum. Such data will not be shared with third

parties without permission, unless required to by law, and all personal data is to be held in accordance with the Forum's prevailing Privacy Policy and applicable General Data Protection Regulations.

5. MANAGEMENT COMMITTEE

5.1 The business of the Forum shall be carried out by a Management Committee comprising no less than five (5) and no more than ten (10) people, who must be full members.

5.2 Members will be elected for a period of up to one year but may be re-elected at the Forum's Annual General Meeting (AGM). There is no limit to the number of terms an officer may serve.

5.3 To avoid the possibility of The Forum becoming dominated by members of another organisation, no more than three members of the Committee may be at any time be representing a single external organisation.

5.4 Management Committee members can appoint officers from within the Management Committee to fill vacancies that arise during the year.

5.5 The Management Committee will direct and oversee the work of the Forum and will meet at least four (4) times a year for this purpose.

5.6 The Forum will aim to operate at all times by consensus, but should differences of opinion emerge, it will make its decisions on the basis of a simple majority vote, where all full members have an equal vote. In the event of a tie, the Chair shall have a casting vote.

5.7 Every member of the Management Committee or any sub-committee who is present and who has any direct or indirect financial or professional interest in any item discussed shall declare such interest. He/she shall not discuss any such item (except by invitation of the Chair) or vote thereon.

5.8 Subcommittees or working parties may be appointed by the Management Committee to carry out specific tasks, to consider policies and to advise the Management Committee. Such bodies may be appointed from within or outside of the membership of the Forum but will be responsible to the Management Committee.

5.9 The Management Committee may co-opt individuals who are not members of the Forum to assist with the work of the Forum, any such individual so co-opted will be responsible to the Management Committee.

6. OFFICERS

6.1 The Management Committee shall as a minimum have the following officers:

- Chair or Co-Chairs (in this document the term "chair" includes Co-Chairs).
- Treasurer
- Secretary

... and any additional or replacement officers the Management Committee deems necessary to carry out the required activities.

7. FORUM MEETINGS

7.1 The AGM shall take place no later than three (3) months after the end of the Forum's financial year. The AGM date, time and venue shall be notified in writing to all Forum members, together with an agenda and relevant papers outlining the business to be conducted. The AGM shall as a minimum receive and consider adoption of the Forum's annual accounts for the year just ended. At least fourteen (14) days' notice must be given before the AGM takes place.

7.2 When required, the Management Committee can decide to call a Special General Meeting (SGM), which shall be notified to all Forum members together with an agenda and relevant papers outlining the business to be conducted. An SGM shall only take place after at least seven (7) days' notice, unless it is deemed as an emergency.

7.3 The Management Committee must call an Extraordinary General Meeting (EGM) of the Forum within 28 days of a request to do so, submitted in writing by one-third of the membership. The notice of the meeting shall be circulated to all Forum members, together with an agenda and relevant papers outlining the business to be conducted. An EGM shall only take place after at least fourteen (14) days' notice.

7.4 One half or more of Management Committee members must be present in order for a meeting of the Management Committee to take place.

7.5 It shall be the responsibility of the Chair to chair full meetings of the Forum or a designated deputy in his/her absence. Full meetings of the Forum shall have an agenda and relevant papers circulated beforehand whenever feasible and meetings must be minuted and the minutes accessible to members of the Forum and other interested parties.

7.6 All full Forum members are entitled to vote at any general meeting. Voting shall be made by a show of hands, or electronically, on a simple majority basis. Members unable to attend may appoint the Chair or other officer of the Management Committee to vote on their behalf on any particular issue by sending a notice to one of them (by email or otherwise) authorising them to do so. In the case of a tied vote, the Chair or an appointed deputy shall make the final decision.

8. NOTICES

8.1 Notices to members shall be deemed delivered if sent to the member's last notified email address or (where no email address is provided) sent by post to the last notified address.

9. FINANCE

9.1 The Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means. The Management Committee will open one or more bank accounts as necessary in the name of the Forum.

9.2 All funds received by the Forum, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Forum.

9.3 All funds must be applied to the objects of the Forum and for no other purpose.

9.4 Any cheques relating to the Forum's bank account shall be signed by any two of the following Management Committee officers: Chair, Treasurer and Secretary.

9.5 Any income/expenditure shall be the responsibility of the officers of the Management Committee who will be accountable to ensure funds are utilised effectively and that the Forum operates within its means.

9.6 Accounts shall be maintained and will be examined annually by an independent person with adequate financial expertise who is not an officer of the Forum.

9.7 An annual financial report shall be presented at the AGM. The Forum's accounting year shall run from 1 April to 31 March.

10. NEIGHBOURHOOD PLANNING

10.1 Any decision to undertake, review, update, or consult on, or submit to the Royal Borough of Windsor and Maidenhead a Neighbourhood Plan, shall be subject to a majority vote of members present at a meeting of the full Forum at which any such decision is considered. The voting quorum shall be a minimum of eleven, being over 50% of the statutory minimum of 21 members.

10.2 All consultations on the Neighbourhood Plan will be open to all residents and businesses, and other organisations or individuals with a long-term interest in the in the Neighbourhood Area, whether or not members of the Forum.

10.3 The Forum shall set up a website to publicise the neighbourhood planning process, record it and seek the views of the public and other stakeholders at all stages of the Plan preparation.

11. ALTERATION OF THE CONSTITUTION

11.1 Any changes to this constitution must be agreed by a majority vote at an AGM, EGM or SGM. The voting quorum shall be a minimum of one third of full Forum members.

11.2 Proposed amendments to this constitution by members must be conveyed to the Secretary in writing. The Secretary and other members of the Management Committee shall then decide on the date of an EGM to publicise and discuss such amendments.

12. DISSOLUTION

12.1 The initial duration of the Maidenhead Neighbourhood Forum is five years from its designation date.

12.2 The Forum may be dissolved if deemed necessary by its members in a majority vote at the AGM, an EGM or SGM. The voting quorum shall be a minimum of one third members. Any assets or remaining funds after all 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.

Appendix A: NEIGHBOURHOOD PLAN AREA

Maidenhead Neighbourhood Forum
Proposed Plan Area for Designation

