

# **Bradwell, Maybank, Porthill & Wolstanton Community Forum** **(BMPW Community Forum)**

## **Constitution 28 November 2022**

- 1) The Community Forum is called BMPW Community Forum.
- 2) Its purpose is promoting or improving the social, economic, and environmental wellbeing (including arts, heritage & sporting matters) of the Staffordshire County Council Division of Bradwell, Porthill & Wolstanton, together with the Borough Council Ward of Maybank.
- 3) Membership is open to people living and working in the area, particularly those representing community groups, businesses, and elected members for the area (reasonable steps must be taken to secure at least one of each). The minimum number of Members is 21.
- 4) Only two members of a community group can attend meetings.
- 5) The Forum is not a platform for political statements or asking about personal matters with any of the elected members, Council staff or businesses (such as Aspire).
- 6) Meeting notices will be given at least two weeks in advance. Regular meetings will be announced at the end of a meeting but might be subject to change.
- 7) Traffic management and planning are key to the purpose of the Forum, and we need to align key decisions in the neighbourhood planning process with Forum meetings to ensure accountability to Forum members and allow the work of the Forum to highlight the involvement of the wider community.
- 8) Officers of the Forum will be a Chair, Secretary & Treasurer.
- 9) Regarding GDPR, no personal information other than name and email or phone number will be held or processed.
- 10) Conflict Resolution – all meetings will be respectful and constructive. Everyone has the right to be heard and the right to their opinion. Decisions must be fact based. If there is a dispute it must be resolved outside the meeting and have an independent adjudicator who will be an Officer.
- 11) The Forum will work with the Borough and County Councils as well as businesses in a positive way to achieve the improvements deemed necessary by the Forum.
- 12) Powers:  
in order to achieve its aims the Forum may:
  - a) raise money
  - b) open bank accounts
  - c) acquire and run buildings
  - d) take out insurance
  - e) employ staff
  - f) organise courses and events
  - g) work with similar groups and exchange information and advice with them
  - h) undertake any lawful activity to achieve its aim.
- 13) Membership:  
membership of the Group shall be open to any individual over eighteen years of age who will:
  - help the Forum to achieve its aim
  - agree to abide by the constitution
  - abide by any other rules of the Forum that are agreed at an AGM or EGM
  - agree not to bring the Forum or the Management Committee into disrepute
  - show that they live or work in the Forum area..
  - a) the Management Committee shall meet at least quarterly
  - b) at least three Management Committee members must be present for a Management Committee meeting to take place
  - c) voting at a Management Committee meeting shall be by a show of hands. If there is a tied vote, then the Chairperson shall have a second vote

- d) the Management Committee shall have the power to remove any member of the Committee or any member of the Group for a good and proper reason
- e) the Management Committee may co-opt any person to the Management Committee or Group as required

14) The Duties of the Officers:

- a) The duties of the Chairperson shall be to:
  - chair meetings of the Forum and the Management Committee
  - represent the Forum at functions/meetings that the Forum has been invited to
  - act as the spokesperson of the Forum when necessary
- b) The duties of the Secretary shall be to:
  - keep a membership list of the Management Committee and Forum
  - prepare in consultation with the Chairperson the agenda for meetings of the Management Committee and the Forum
  - take and keep minutes of all meetings
  - collect and circulate any relevant information within the Forum.
- c) The duties of the Treasurer shall be to:
  - supervise the financial affairs of the Forum
  - keep proper accounts that show all monies received and paid out by the Forum

15) Finance:

- a) all monies received by or on behalf of the Forum shall be applied to further the aim of the Forum and for no other purpose
- b) any bank accounts opened for the Forum shall be in the name of the Forum
- c) any cheques issued shall be signed by the Treasurer and one other nominated member of the Management Committee (three signatories being available in total)
- d) the Forum shall ensure that its accounts are audited or independently examined every year, if income is greater than £25,000. If income is less than £25,000 then a report from the Treasurer will suffice
- e) the Forum may pay reasonable out of pocket expenses including travel, childcare and meal costs to members or Management Committee members as long as these have been agreed in principle in advance

16) Annual General Meeting

- a) the Forum shall hold an Annual General Meeting (AGM) in the month of November
- b) all Members shall be given at least fourteen days notice of the AGM and shall be entitled to attend and vote
- c) The Business of the AGM shall include:
  - receiving a report from the Chairperson on the Forum's activities over the year
  - receiving a report from the Treasurer on the finances of the Forum
  - electing members of the Management Committee
  - considering any other matters as may decided
- d) at least fifty per cent of the Committee members must be present for the Annual General Meeting to take place

17) General Meetings:

Meetings will be arranged by the Secretary as required

18) Alterations to the Constitution:

Any changes to this constitution must be agreed by at least two thirds of those members present and voting at the next meeting or agreed by email

19) Dissolution:

The Forum may be wound up at any time if agreed by two thirds of those Members present and voting at any General Meeting. In the event of the Forum winding up any assets remaining after all debts have been paid shall be given to a group with a similar aim or an agreed charity.