

# HOYLAKE COMMUNITY PLANNING FORUM

## CONSTITUTION

### 1. STATUS & NAME

A Hoylake Neighbourhood Forum is hereby established under the 2012 Localism Act for Neighbourhood Planning but shall be known as the Hoylake Community Planning Forum, hereafter referred to as the "**Hoylake Forum**".

### 2. OBJECTS

The objects of the Hoylake Forum shall be:

- i. To prepare in partnership with the local planning authority, Wirral Borough Council, a neighbourhood plan for Hoylake which will pay particular attention to housing, economic regeneration, conservation, environmental development and social needs.
- ii. To improve Hoylake for the benefit of the community of residents, businesses and visitors by promoting the social, economic and environmental well-being of the area.
- iii. To establish plans for conservation and regeneration, with particular emphasis on the high street, housing, the industrial estate, communication links, the promenade, green spaces and beach and surrounding agricultural areas.
- iv. To enhance and promote Hoylake's identity locally, nationally and internationally as a multi-faceted visitor destination.
- v. To foster the goodwill and involvement of the whole community, inclusive of all ages, gender, ethnicity, faith, health and sexual orientation in fostering community spirit and encouraging civic pride.
- vi. To encourage Hoylake to be a place with a clear social conscience, where community, the environment, education, history and heritage matter and where the future is sustainable and secure.

### 3. BOUNDARY

The boundary of the area governed by the Hoylake Community Planning Forum is defined as the area indicated by the green line on the attached map (Annex A).

### 4. MANAGEMENT

The Hoylake Forum will establish a Management Committee which is responsible to the Forum for:

- i The pursuit of the objects defined at Clause 2 of this Constitution.
- ii Promotion of sustainable development, environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisations.

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- iii Inviting and receiving contributions and raising funds, where appropriate, to finance the work of the Forum, and to open a bank account to manage such funds.
- iv Publicising and promoting the work of the Forum and organising meetings, training courses, events or seminars as required.
- v Working with groups of a similar nature by exchanging information, advice and knowledge including cooperation with other voluntary bodies, charities, business, statutory and non-statutory organisations.
- vi Employing staff and volunteers (who shall not be members of the Management Committee) as necessary to conduct agreed Forum activities.
- vii Taking all forms of action that are lawful and necessary to achieve the objects of the Forum, including taking out any contracts.

### **5. MEMBERSHIP**

Membership shall be open to anyone who has an interest in assisting the Forum to achieve its objects and is willing to adhere to the following requirements:

- i. Membership is open to any person who lives or works in Hoylake.
- ii. The Forum shall have a minimum of 21 members before any decision on neighbourhood planning may be proposed or implemented.
- iii. Membership shall be representative of the different sections of the community and businesses in the neighbourhood.
- iv. Membership is open to elected Ward Councillors and the Member of Parliament.
- v. Members will be required to comply with the rules of the Forum and the extant Constitution.
- vi. Where it is considered that individual membership would be detrimental to the aims and activities of the Forum, the Management Committee may recommend to the Forum that membership may be refused, terminated or suspended by resolution passed at a meeting of the Forum.
- vii. Any member of the Forum may resign his/her membership by providing the Secretary with written notice.
- viii. The Secretary shall maintain a current list of members at all times.

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### 6. MEETINGS OF THE FORUM

- i. The Forum shall meet at least four times a year in order to discuss Forum plans including actions, progress to date and to consider future developments.
- ii. The Secretary shall ensure that all members shall be given at least fourteen (14) days' notice of any meeting which notice 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.
- iii. Twelve (12) members must be present in order for a Forum meeting to take place which number represents the defined quorum.
- iv. It shall be the responsibility of the Chair to conduct all meetings unless a designated deputy has been appointed in his/her absence. The Secretary must ensure that a true and accurate record is made of all meetings which will be distributed to members and made available to interested parties.
- v. The Annual General Meeting shall take place no later than three months after the end of the financial year provided that fifteen months must not elapse without a General Meeting. At least twenty one (21) days notice must be given of any General Meeting. Amendments to the proposed Agenda maybe submitted by members in writing to the Secretary up to seven (7) days prior to the meeting.
- vi. Special General Meetings may be called when necessary by the Management Committee or on receipt by the Secretary of a requisition in writing stating the object or objects for which it is proposed that the Meeting shall be convened and signed by not less than five members.
- vii. All members are entitled to vote at a General Meeting and every member shall have one vote which shall be given in person. In the case of a tied vote, the Chairperson or an appointed deputy shall have a casting vote.
- viii. A Motion or Amendment to the Constitution can only be made at a General Meeting of the Forum and no such Motion or Amendment shall take effect unless it be confirmed by a majority of not less than two-thirds of those present and voting.

### 7. MANAGEMENT COMMITTEE

The Forum shall be administered by a Management Committee of no less than three (3) and no more than twelve (12) Forum members. Committee members will be elected for a period of one year, but

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may stand for re-election at the Annual General Meeting. The Committee shall meet as often as is required but no less than four (4) times per year.

### **8. OFFICERS**

The Forum shall elect officers consisting of:

The Chair

The Treasurer

The Secretary

and any additional officers deemed necessary to carry out the required activities.

### **9. FINANCE**

(i) 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 Hoylake Community Planning Forum. All funds must be applied solely to the objects of the Forum and for no other purpose.

(ii) Any deeds, cheques etc relating to the Forum's bank account shall be signed by at least two (2) of the following: Chair, Treasurer, Secretary and one other nominated Committee member

(iii) It shall be the responsibility of the Treasurer to be accountable for all Forum income and expenditure and to ensure funds are utilised effectively and that the Forum remains solvent at all times. The Treasurer shall maintain full and accurate accounting records which will be examined annually by an independent accountant who is not a member of the Forum. An annual financial report shall be presented at the AGM. The Group's accounting year shall run from 01 April to 31 March.

### **10. NEIGHBOURHOOD PLANNING**

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

(ii) All consultation on the Neighbourhood Plan will be subject to all Hoylake residents and businesses whether members of the Forum or not.

(iii) 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.

(iv) 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.

(v) At the discretion of the Forum, a Neighbourhood Plan Team can be delegated the tasks of preparing the Neighbourhood Plan other than under 10(i) above. The membership of this team shall be decided by a full meeting of the Forum but the team may co-opt additional members as it sees fit.

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### **11. DISSOLUTION**

The Hoylake Forum may be dissolved by the members by a majority vote at a General Meeting. 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 unanimously adopted at a General Meeting of the Hoylake Forum held at Hoylake Parade Community Centre on 20 July 2012.

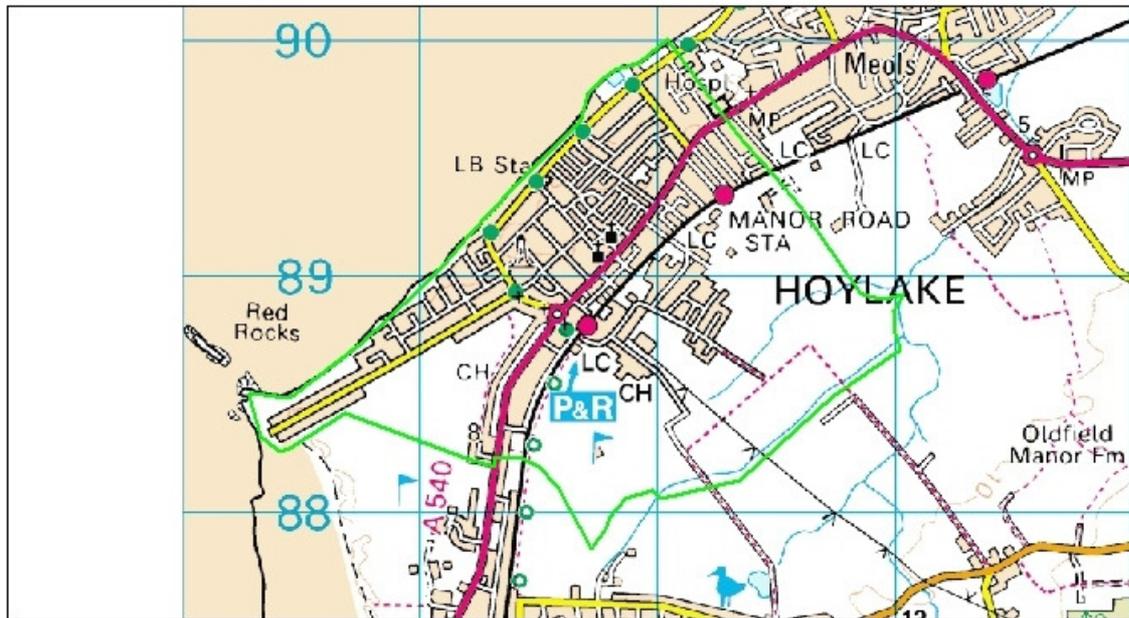
Signed: R BATES [Interim Chair]

Signed: M A BIAGETTI [Committee Member]

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### ANNEX 'A' - BOUNDARY OF HOYLAKE COMMUNITY NEIGHBOURHOOD PLAN



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