

MILNE'S
NEIGHBOURHOOD
FORUM

Milne's Neighbourhood Forum

CONSTITUTION



1. Name

1.1 The name of the organisation shall be Milne's Neighbourhood Forum.

2. Area

2.1 The area covered by the Forum shall take in the catchment of Milne's High School and include the communities of Fochabers, Garmouth, Kingston, Lhanbryde, Mosstodloch, Urquhart, Milltown, Spey Bay, Inchberry and surrounding settlements.

3. Purpose

3.1 Milne's Neighbourhood Forum shall provide a platform for local people and community organisations to come together to influence the planning and delivery of services in their area and across Moray.

4. Objectives

- 4.1 The objectives of Milne's Neighbourhood Forum shall be:
- (i) to identify and support the implementation of the strategic issues to be addressed by the Moray Community Planning Partnership (MCP) and included within the Moray Community Plan
 - (ii) to engage with all sectors of the community across the area to establish the key issues and concerns of local people
 - (iii) to bring together the main community organisations and local residents in the locality to work in partnership.
 - (iv) to identify local priorities and contribute to the production of a Milne's Area Action Plan.
 - (v) to invite existing community groups or newly-formed action groups to take responsibility for addressing particular actions within the Milne's Area Action Plan.
 - (vi) to ensure local people are informed about the development of Milne's Neighbourhood Forum and progress with the Milne's Area Action Plan
 - (vii) to provide a means of and reference point for consultation by Community Planning partners

5. Membership

5.1 All residents living within the Milne's Neighbourhood Forum catchment shall be eligible to become members of the Forum and attend Forum meetings to ensure their own views, as well as the views of neighbours or friends, are represented on issues raised within the remit of the Forum.

- 5.2 Membership of Milne's Neighbourhood Forum shall be conditional on completion and receipt of a membership form. Only members of the Forum shall be entitled to vote on matters raised at Forum meetings. Memberships shall be renewed annually prior to the AGM.
- 5.3 All community groups and voluntary organisations active in the area may send representatives to attend Forum meetings. Such representatives must complete a membership form to entitle them to vote on matters raised at Forum meetings.
- 5.4 The Forum shall seek to ensure that its membership reflects the diversity of its catchment area and that all sections of the community may have their views represented.

6. Office Bearers

- 6.1 The Milne's Neighbourhood Forum shall elect a Chairperson, Vice-Chairperson, Treasurer and Secretary from its membership.
- 6.2 The Forum may elect other office-bearers from its membership, if it so wishes.
- 6.3 All office-bearers shall be elected annually at the Annual General Meeting of the Forum. Office-bearers shall be entitled to hold the same office for a maximum period of three years, unless no other Forum members are prepared to stand in their place. Office-bearers shall be entitled to seek election to any other office after that time for the same maximum period.

7. Meetings

- 7.1 The Milne's Neighbourhood Forum shall meet a minimum of four times per year. It may meet more often, as required. Any such decision shall be agreed in advance by the Forum membership.
- 7.2 All meetings of the Forum shall be held in local, accessible and appropriate venues.
- 7.3 Each meeting of the Forum shall decide the date and place of the next meeting.
- 7.4 All meetings of the Forum shall be publicised in advance through the local media and on the Community Planning website.
- 7.5 Action Groups shall meet as and when required and shall report back at each Forum meeting.

8. Quorum

8.1 The quorum of an ordinary meeting of Milne's Neighbourhood Forum shall consist of a minimum of 5 (five) members as defined in paragraph 5.2.

9. Annual General Meeting

9.1 An Annual General Meeting shall be held each year, at a time determined by the Forum. The quorum of an AGM shall be a minimum of 9.

9.2 The purpose of the Meeting shall be to

- (i) consider and adopt an Annual Report of Forum activity and achievements over the previous year, including a financial report.
- (ii) consider any other constitutional business submitted in writing not less than 14 days before the meeting and printed on the agenda.
- (iii) elect a Chairperson, Vice-Chairperson, Treasurer and Secretary and other office-bearers, as deemed necessary. Any office bearer posts not filled at the AGM shall be filled at an ordinary meeting of the Forum subject to a remit in favour of this from the AGM.

9.3 The AGM must be widely publicised in the local media giving at least 21 days notice of a meeting.

10 Extraordinary or Special General Meetings

10.1 An Extraordinary or Special General Meeting may be convened at any time, if called for by any of the office bearers, or if 9 (nine) members submit a request in writing.

10.2 The Extraordinary or Special General Meeting must be widely publicised in the local media giving at least 21 days notice of a meeting.

11 Area Action Plan

11.1 Milne's Neighbourhood Forum shall contribute to the production of a Milne's Area Action Plan.

11.2 The Plan shall set out actions agreed by Forum members and the MCPP to address identified needs in their area over a specified period of time.

11.3 The process of identifying needs shall involve consultation with local people in the Forum area, as well as information provided by the MCPP partners and Theme Groups, to ensure that a full picture of needs is created.

- 11.4 The Plan shall be finalised following dialogue and negotiation with MCPP partner representatives and link directly to the strategic priorities under the themes of Community Planning.
- 11.5 Local groups shall be identified as having lead responsibility to progress actions within the Plan. Where no relevant local groups exist, new action groups shall be created. Clearly defined targets and timescales shall also be identified to ensure that the progress of the Plan can be monitored and reviewed.
- 11.6 The progress on the Plan shall be reviewed quarterly and appropriate changes and additions made.

12 Finance

- 12.1 An amount of funding shall be provided by the MCPP to the Milne's Neighbourhood Forum. This is intended to cover expenses as defined and agreed by MCPP. This funding shall be transferred into the bank account of the Forum at the start of the financial year, which shall run from 1st April until 31st March.
- 12.2 Three signatories shall be appointed to sign cheques. Two signatories must sign each cheque.
- 12.3 Possible funding for projects identified within the Milne's Area Action Plan shall be directed through the local Community Support Unit staff. Community Support Unit staff shall assist the Forum in facilitating links between the appropriate partners to ensure that criteria agreed by the Partnership is strictly adhered to.
- 12.4 The Forum may draw down funding from external sources only where there are no existing local groups, either individually or collectively, in a position to do this.
- 12.5 There may be occasions when the Forum can access amounts of funding through particular funding streams. Where this is the case, the funding shall be allocated through liaison with the funding provider and invoices submitted directly to them.
- 12.6 The Forum shall keep proper account of its finances and all monies raised shall be applied to further the purposes of the Forum and for no other purpose. The accounts shall be independently examined as soon as possible after the end of the financial year.

13 Dissolution

- 13.1 The dissolution of the Milne's Neighbourhood Forum must be approved by the MCPP.

13.2 Any administration funds remaining in the Forum account at dissolution shall be returned to the MCPP. Any funds raised by the Forum are to be held in trust, for the benefit of other groups for local projects within the Milne's area.

14 Changes to Constitution

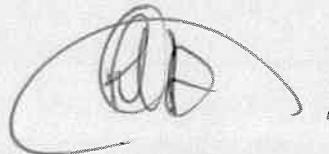
14.1 Amendments to the Constitution can only take place at an AGM or at an Extraordinary General Meeting (EGM) called for this purpose.

14.2 Any proposal to alter the Constitution must be delivered in writing to the Secretary of the Milne's Neighbourhood Forum. The EGM must be called within 21 days after receipt of the proposal.

14.3 Any alteration shall require the approval of the quorum of Forum members present at the meeting. The Chair shall have a casting vote.

Approved at AGM 06 October 2010

Chair of meeting



Secretary of meeting

