

Plympton St Mary Neighbourhood Forum

Constitution

1. Definition and Aims

1.1 The Plympton St Mary Neighbourhood Forum ('PSMNF') is a neighbourhood forum as defined in the Town & Country Planning Act 1990 as amended by the Localism Act 2011 ('the Act'). The Plympton St Mary Neighbourhood Plan was approved (Made) on 11 June 2019 by Plymouth City Council.

1.2 The aims of Plympton St Mary Neighbourhood Forum are: -

1.2.1 To consider and decide whether planning applications made to or by Plymouth City Council should be approved or objected to by the Forum, taking into account the Policies outlined in the Plympton St Mary Neighbourhood Plan.

1.2.2 To promote and improve the social, economic and environmental well-being of the Plympton St Mary neighbourhood, in particular with reference to the Community Actions contained within the Plympton St. Mary Neighbourhood Plan.

1.2.3 To enable residents to discuss, at Forum meetings, current Plympton St Mary issues and to represent residents' views in decisions affecting the area.

2. The Plympton St Mary Neighbourhood Plan Area

2.1 The Area is the current boundary of the Plympton St Mary Ward, shown on the map in the Plympton St Mary Neighbourhood Plan Page 5 and Page 13, which was approved (Made) by Plymouth City Council on 11 June 2019.

3. Organisation and Governance

3.1 Attendance at PSMNF Meetings (to be known as Full Forum meetings) is open to all who have an interest in the Area, either as private individuals or as representatives of bodies such as local businesses and community organisations, and other interested parties such as Plympton St Mary Ward Councillors, local service providers and landowners.

3.2 The Secretary will maintain a register of attendees at all Forum meetings, to include a current email address for each attendee, and this will require those who attend to sign a formal attendance register.

3.3 The quorum for Full Forum meetings will be 10 Attendees. Decisions made at these meetings will be valid if they are approved by the majority of those present.

3.4 Any person present at any meetings of the Forum who has any interest in the subject discussed, must declare this conflict of interest prior to any discussion taking place.

3.5 The Full Forum will meet at least 6 times per annum. To encourage an extensive and representative attendance of Plympton St Mary residents and other interested parties meeting agendas will be publicised locally on appropriate community noticeboards and social media.

3.6 The dates and venues of full Forum meetings will be agreed by the Executive Committee and notice of such meetings will be given at least 7 days prior to the meeting

3.7 The PSMNF Executive Committee, all of whom will be resident in Plympton St Mary, will be made up of 4 Ex Officio Officers (Chairman, Vice Chairman, Secretary, Treasurer) plus up to 5 members. Additional members may be co-opted as necessary, but they will not have a vote.

3.8 The Executive Committee will be elected at the PSMNF Annual General Meeting. Officers and Committee will serve for one year and be subject to re-election. There will be no limit to the number of terms an Officer or Committee Member may serve.

3.9 The Chairman (or another Executive Committee member when acting as Chairman) will have a casting vote at any Executive, Full Forum meeting or Annual General Meeting.

3.10 The Executive Committee will meet monthly and communicate as necessary to discuss issues that require urgent attention and take appropriate action. The Quorum for Executive Meetings will be 5.

3.11 The Executive will also meet/liaise with other organisations, including planning officials, to represent PSMNF concerns and interests.

3.12 The Executive Committee will oversee the running of the Forum, monitor the Neighbourhood Plan Policies and consider planning applications as necessary, and decide (taking into account the Policies in the Neighbourhood Plan) whether such application should be approved or objected to by the Forum.

3.13 The Executive Committee will monitor the Plan's Community Actions as they develop over time, and also meet with outside organisations when appropriate and feedback on its work to Forum meetings.

3.14 Councillors representing the Plympton St Mary Ward will be invited to all Executive Committee meetings as co-opted members

3.15 Where possible, the Secretary will ensure that all meetings will have an agenda and that minutes are distributed to committee members and other attendees. These minutes will not be externally published.

3.16 An agenda and minutes of Full Forum meetings will be produced by the Secretary and made available through appropriate community noticeboards and social media.

3.17 Minutes will be subject to confirmation at the next Executive Committee or Full Forum meeting, as appropriate.

3.18 Notices to Executive Committee members and Full Forum attendees will be deemed delivered if sent to the person's last notified email address.

4. Annual General Meetings of the Plympton St Mary Neighbourhood Forum

4.1 An Annual General Meeting (AGM) will be held in late January, or as close to such date as practicable. The Forum Executive Committee will be elected at this AGM.

4.2 For an AGM, a notice/agenda of the meeting with details of any proposals, will be publicised, by the Secretary, at least 21 days before the meeting through appropriate community noticeboards and social media.

4.3 At an AGM each member of the community present will have one vote. As for Forum meetings the Executive Secretary will maintain a register of attendees and this will require those who attend to sign a formal attendance register.

4.4 The quorum for an AGM will be 10 attendees. Decisions made at this Meeting will be valid if they are approved by the majority of those present.

4.4 Minutes of a Forum AGM will be produced and made available, by the Secretary, through appropriate community noticeboards and social media, as part of the notice for the next AGM.

5. Finance

5.1 The Executive Committee, through the Treasurer, will have the power to raise and administer funds as necessary for its activities, by grant, donation or any other appropriate means.

- 5.2** The Treasurer may open one or more bank accounts as necessary in the name of the Forum with the agreement of the Executive Committee. All funds raised for the Forum will be held in such accounts. The Committee will nominate bank signatories.
- 5.3** The Executive Committee, where necessary, will insure any assets it holds and, by insurance or otherwise, indemnify its officers against liabilities arising from their work for the Forum.
- 5.4** Subject to funding, the Executive Committee may commission advisory services, surveys or any other activity in support of the Plympton St Mary Neighbourhood Plan's Policies and Community Actions.

6. Amendments to the Constitution and Dissolution of the Forum

- 6.1** Amendments to the body of this Constitution will be by decision of a Forum Annual General Meeting, or by an Extraordinary General Meeting called by the Executive Committee, or by at least 10 attendees at Full Forum meetings, carried out in accordance with Section 4.
- 6.2** PSMNF may be dissolved by decision of a Forum Annual General Meeting, or by an Extraordinary General Meeting called by those referenced in 6.1 and carried out in accordance with Section 4.
- 6.3** In the event of dissolution, and subject to the agreement of the attendees at an Annual or Emergency General Meeting, any property or funds held by PSMNF will be allocated to one or more nominated organisations set up to continue the work of PSMNF. In the absence of any such organisation, and subject to any statutory regulations, distribution will be an equal share to appropriate local organisations, but not to any individual.

Constitution signed and adopted:

Chairman Plympton St Mary Neighbourhood Forum

Date: Thursday 30 January 2020