

Paxcroft Mead Community Forum : Terms of Reference (10/09)

1. **NAME** The name of the organisation shall be the **PAXCROFT MEAD COMMUNITY FORUM**.

2. AIMS

The main aims of the Paxcroft Mead Community Forum are to:

- Improve the quality of life for local residents
 - Act as a forum for the residents of Paxcroft Mead
 - Seek to represent the views and promote the interests of all Paxcroft Mead residents.
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3. OBJECTIVES

In support of these aims, the Paxcroft Mead Community Forum will undertake to:

- Consult with local people on their needs for the community
 - Voice community concerns over local issues
 - Support and encourage local events
 - Forge strong links with local councils and their officers, as appropriate
 - Liaise with other organisations working on the Paxcroft Mead estate, as appropriate
 - Link with other similar local organisations, as appropriate
 - Raise such funds as are necessary to pursue these objectives.
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4. MEMBERSHIP

- Residents of Paxcroft Mead aged 16 years and over shall be eligible for membership of the Forum.
 - To join the Forum, residents must register their contact details with the secretary.
 - There will be no membership subscription.
 - Associate membership (which shall be non-voting) may be offered to non residents, who have a positive interest in the well-being of the Paxcroft Mead community.
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5. COMMITTEE

- The Committee shall be elected at the Annual General Meeting (AGM)
 - The Committee shall have no more than 10 members, including officers.
 - No more than two people from the same household may serve on the Committee at the same time.
 - The Committee shall have the power to co-opt up to three additional members as specialist advisors, who may change through the year in order to assist with particular projects.
 - Interested observers (e.g. representatives of the local authorities) will not be counted in this number.
 - Should a committee member resign before the AGM, the Committee shall have the power to co-opt a replacement.
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6. OFFICERS OF THE COMMITTEE

- There will be a Chair, Vice-Chair, Secretary and Treasurer.
 - The officers shall be elected by a majority vote of the members of the Committee, from among their own number, at the first Committee Meeting following the AGM.
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7. VOTING AT COMMITTEE

- All members of the Committee shall have a vote, except those co-opted as specialist advisors.
 - Decisions shall be reached by a majority vote of those present and voting.
 - The Chair of the meeting shall have a casting vote.
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8. COMMITTEE MEETINGS

- There will be at least 6 meetings of the Committee a year.
 - Agenda, minutes of previous meeting and papers will be sent to Committee Members at least one week beforehand.
 - The quorum for a Committee Meeting shall be 5 full members.
 - Meetings shall be no more than two hours in length.
 - Meetings of the Committee shall be open to the general membership of the Forum, should they wish to attend.
 - Notification of committee meetings will be made to the general membership via the web-site (at least one week before a meeting).
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9. FINANCE

- The committee is authorised to apply for grant aid and is responsible for the proper disposal and accounting of such grants.
 - The Treasurer will ensure that correct records are kept of all financial transactions and will report on the association's finances as required.
 - The Treasurer will have responsibility for arranging to have the accounts independently checked at the end of the Financial Year.
 - The Financial Year shall run from 1st April to 31st March.
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- There will be 2 out of 4 nominated signatories needed to sign any cheque.
 - No more than one person in each household may be a signatory.
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10. PREMISES

- The committee shall have the power to rent premises required for the purposes of the Forum.
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11. ANNUAL GENERAL MEETINGS

- The first meeting to be held after April each year will be the Annual General Meeting (AGM) of the Forum.
 - Notification of AGM will be made via the website at least 28 days prior to the meeting, and best efforts made to publicise the meeting through the usual channels.
 - At the AGM:
 - The minutes of the previous AGM will be presented and approved
 - The existing Chair will present a report of the Forum's activities
 - The existing Treasurer will present independently checked accounts for the year
 - The existing Committee will stand down and an uninterested observer (such as a local councillor) will conduct the election of the Committee for the following year.
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12. ELECTION OF COMMITTEE

- The members of the Committee shall be elected by majority vote at the AGM.
 - Nominations for the Committee should be given to the Secretary in writing at least 7 days prior to the meeting, to allow the drawing up of ballot papers (if there are more than 10 nominees).
 - Nominations must be seconded by a Forum member and agreed by the nominee.
 - Should there be a shortfall, nominations will be accepted from the floor (to the maximum of 10 nominations overall) if the nominee is present.
 - Immediately after the AGM, there will be a short meeting of the new Committee to elect the Officers.
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13. INTERPRETATION

- Any question of procedure not covered by the Terms of Reference shall be decided by a majority vote of the Committee and recorded in the Minutes.
 - The question should then be referred to the next AGM in the form of an addition to the Terms of Reference.
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14. AMENDMENTS TO THE TERMS OF REFERENCE

- The Terms of Reference may only be amended at an AGM or at a Special General Meeting.
 - Proposed changes must be notified, in writing to the Secretary at least 14 days before the meeting.
 - Notification will be made of the proposed changes will be made via the website at least 7 days prior to the meeting and best efforts made to publicise the meeting through the usual channels.
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15. SPECIAL GENERAL MEETINGS

- A Special General Meeting open to all members will be convened if 5 or more members request this in writing to the Secretary, stating their reason for wanting one.
 - The secretary will ensure that the meeting is held within 28 days.
 - Notification of the meeting will be made via the website at least 14 days prior to the meeting, and best efforts made to publicise the meeting through the usual channels.
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16. DISSOLUTION

- The Forum may only be dissolved at a Special General Meeting, called for that purpose only
 - Notification of the meeting and its purpose will be made via the website at least 28 days prior to the meeting, and best efforts made to publicise the meeting through the usual channels
 - After paying any outstanding debts and liabilities, any remaining assets shall be distributed to a group or groups with similar aims, or failing that, shall be applied for some other charitable purpose.
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17. STATEMENT OF CONFLICT OF INTEREST

- Any committee member who has a conflict of interest should make this clear and absent themselves from the meeting dealing with that matter.
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18. STATEMENT OF EQUAL OPPORTUNITIES

- The Forum is committed to the principle of equal opportunities.
 - In pursuit of this aim, we will strive to treat all people with equal respect, concern and consideration and recognise the contribution made to the community by all individuals.
 - We will work to promote equality of opportunity and good community relations in all our endeavours.
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