
Golborne & Lowton West Voice

Application to become a Neighbourhood Forum

2019



10 JULY 2019

Golborne & Lowton West Voice

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1. The name of the Forum shall be Golborne & Lowton West Voice.
 2. A copy of the written constitution is attached at the end of this document.
 3. The name of the Designated Area is Golborne & Lowton West Ward and a map of the area is attached at the end of this document.
 4. The contact details for one person as required under regulations 9 and 10 are as follows. Alan Percival, 5 Worcester Avenue, Golborne, WA3 3ND. Telephone 07814 560609
 5. The Forum meets the requirements of the Town & Country Planning Act 1990 section 61 (f) in that:
 - a) it is established for the express purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned (whether or not it is also established for the express purpose of promoting the carrying on of trades, professions or other businesses in such an area)
 - b) The group membership is advertised locally through five different Facebook groups. Meetings are advertised within the Library and notified through other community groups, e.g. Lowton West Community Group and Slag Lane/Stone Cross Lane action group. As such its membership is open to—
 - (i) individuals who live in the neighbourhood area concerned,
 - (ii) individuals who work there (whether for businesses carried on there or otherwise), and
 - (iii) individuals who are elected members of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned.
 - c) its membership includes 48 individuals each of whom has completed the membership application form for the group (including 3 elected members) and 82 individuals who participate in online discussions. All 130 comply with the below criteria.
 - (i) lives in the neighbourhood area concerned,
 - (ii) works there (whether for a business carried on there or otherwise),
or

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- (iii) is an elected member of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned**
 - (d) it has a written constitution.**

Constitution

**Golborne and Lowton West Voice – A Neighbourhood Forum
(Hereafter referred to as “The Voice”)**

Constitution

1. The Voice

- a) **Golborne and Lowton West Neighbourhood Forum shall be known as The Voice.**
- b) **The Voice shall not be affiliated to any political organisation.**
- c) **The duration of The Voice is five years from the official date of designation by Wigan Council.**

2. Area of Concern

- a) **The Voice will pursue its objectives in the area known as the Golborne and Lowton West Neighbourhood Area (The Area), a geographic area designated by Wigan Council, for the benefit of the inhabitants of the area including residents, business operators, traders and community and voluntary groups.**
- b) **The Area can only be altered by a General Meeting of The Voice prior to approval by Wigan Council.**
- c) **The Area should be informally referred to as the ‘village’.**

3. Objectives

- a) **To prepare, in partnership with Wigan Council, a Neighbourhood Plan (The Plan) for the Area.**
- b) **To encourage the involvement of the community of the Area in the preparation, production and implementation of the Plan.**
- c) **To promote and improve the social, economic and environmental well-being of the Area.**
- d) **To enhance any Conservation Areas designated within the Area.**
- e) **To be a voice for the Area’s community and highlight issues pertinent to the Area.**

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- f) To lobby for funds to carry out the work of The Voice and to enhance the social, economic and environmental well-being of the Area.**
 - g) To engender social cohesion in the Area between existing and future residents and heighten the feeling of ‘community spirit’ in the ‘village’.**
 - h) To continue building an inclusive and supportive community; where people feel a sense of ownership and pride in our/their village.**
 - i) To promote the “Village” as a safe and pleasant place to live, work, shop, and spend leisure time.**

4. Mission Statement

Enabling Golborne and Lowton West to grow as a strong community, shaping the areas in which we live and work and supporting new development proposals.

5. Management Committee

- a) The Voice shall be administered by a Management Committee of no less than 5 people and no more than 15, who must be at least 18 years of age and be members of The Voice.**
- b) The Management Committee is responsible for the good governance of The Voice. Management Committee Members must always adhere to the principles set out in the Good Governance Code for voluntary organizations: (<http://www.goodgovernancecode.org.uk/good-governance-code/>).**
- c) Decisions of the Management Committee will be decided by a majority on a show of hands.**
- d) A quorum for the Committee will be 5 members.**
- e) Members of the Management Committee must stand for re-election at the Annual General Meeting.**
- f) The Management Committee will elect officers consisting of Chair, Vice Chair, Treasurer, Secretary, Assistant Secretary, Funding Officer**
- g) Members of the Management Committee must declare any political interest to the Chair or his/her deputy.**
- h) Members of the Management Committee can constitute working parties and subcommittees to further the objectives of The Voice. Members of working**

parties or subcommittees must be part of the general membership and be approved by the Management Committee.

6. Officers

- a) **Chair:** It shall be the responsibility of the Chair to chair all meetings, or a designated deputy in his/her absence, and to ensure that meetings are held in accordance with the provisions of the constitution. The Chair is responsible for declaring a meeting of the Management Committee and circulating the agenda to the committee. He/she should be a spokesperson for The Voice and represent the organisation externally.
- b) **Vice Chair:** It shall be the responsibility of the Vice Chair to aid and deputise for the Chair and be a spokesperson for The Voice. The Vice Chair should take the minutes of Management Committee meetings in the absence of the Secretary.
- c) **Treasurer:** It shall be the responsibility of the Treasurer to ensure the sound and lawful financial management of The Voice.
- d) **Secretary:** It shall be the responsibility of the Secretary to ensure that minutes are taken of all Management Committee, General and Annual General Meetings, circulate them to the Management Committee and/or the wider membership. The Secretary shall keep an up to date list of the membership of the group.

7. Membership

- a) **Membership of The Voice** is open to all people over the age of 16 who live or have their main place of work or study in the Area, or make a contribution to the community of the area.
- b) **Voluntary and community groups** can also become affiliate members of The Voice and should nominate one person in their membership to exercise one voting right at The Voice General Meetings.
- c) **Membership** is open to elected Wigan Council members who represent any part of the Area.
- d) **Membership** shall be drawn from all parts of the Area and all sections of the Area's community.

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- e) The Voice shall have a minimum of a quorum of five for any decisions to be made on its behalf.
 - f) The Secretary shall maintain a list of members and will have to power to accept new members.
 - g) Any member may resign his/her membership by providing the Membership Secretary with written notice.
 - h) The Management Committee may refuse membership or may terminate or suspend the membership of any member by resolution passed at a Management Committee meeting where it is considered membership would be detrimental to the objectives and activities of The Voice, or where the member has failed to attend three consecutive meetings.

8. Powers

To further its objectives, The Voice Management Committee may exercise the power to:

- a) Open a bank account to manage the funds of The Voice.
- b) Invite, lobby for and receive contributions and raise funds to finance the work of The Voice.
- c) Publicise and promote the work of The Voice and organise meetings, training courses, working parties, events or seminars etc.
- d) Work with community organisations within the Area and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
- e) To liaise with businesses and commercial organisations, including housing developers, with a direct interest in the future of the Area.
- f) Employ paid workers (who shall not be members of the Management Committee) and use volunteers as are necessary to conduct activities to meet the objectives.
- g) Take any form of action that is lawful, which is necessary to achieve the objectives of the Forum, including taking out any contracts which it may see fit.

9. Meetings

a. Management Committee Meetings:

- 1. Management Committee meetings should take place once a month. Committee members must be given at least seven days' notice of a Management Committee meeting.**
- 2. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chair or an appointed deputy shall have the casting vote.**
- 3. Management Committee meetings can be observed by any member of The Voice unless the Chair deems an issue should be discussed in private by only the Management Committee.**
- 4. The meetings of sub-committees and working parties can be arranged, publicised and undertaken on an ad hoc basis.**
- 5. Minutes of previous meetings should be circulated to the Management Committee 7 days before the meeting at which they are due to be ratified.**
- 6. Declarations of interest must be recorded at the start of any meeting. Any Management Committee member declaring an interest will be ineligible to vote on the issue concerned.**
- 7. Comments to the press by any Management Committee member should be approved by a majority of the Management Committee at a meeting or via email/telephone.**

b. Membership Meetings

- 1. For Membership Meeting business to be conducted, a quorum of one fifth of the members must be present at the meeting.**
- 2. The whole membership should be informed at least 7 days prior to a Membership Meeting.**
- 3. All members of The Voice are eligible to vote at Membership Meetings and voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chair or an appointed deputy shall have the casting vote.**
- 4. Membership Meetings shall be announced as the Management Committee sees fit.**
- 5. An Annual General Meeting (AGM) should be held within six months of the formal designation of The Voice as a Neighbourhood Forum (by Wigan**

Council). Subsequent AGMs must be held within 12 months of the previous one. AGMs are Membership Meetings.

6. At the AGM, the Management Committee will be elected, and a report of activities should be given by the Chair and/or Vice Chair and the Treasurer.
7. Minutes of previous meetings should be circulated to the Membership 7 days before the meeting at which they are due to be ratified.
8. An Extraordinary General Meeting (EGM) can be requested by any member of The Voice. This request must be made in writing to the Chair. The Management Committee will discuss the request and decide if it should proceed. An EGM is a Membership Meeting.
9. Declarations of interest must be recorded at the start of any meeting. Any Member declaring an interest will be ineligible to vote on the issue concerned.

10. Finances

- a) The Voice's accounting year shall run from April 1 to March 31 each year.
- b) Any money acquired by The Voice, including donations and contributions, shall be paid into a bank account operated by the Management Committee.
- c) All funds must be used to further the objectives of The Voice.
- d) Any cheques / funds paid from the account must be signed by at least two Officers.
- e) Recording of any income/expenditure shall be the responsibility of the Treasurer, who will be accountable to ensure funds are utilised effectively and that finances stay within budget.
- f) Official accounts shall be maintained and will be examined annually by an independent accountant who is not a member of The Voice.
- g) An annual financial report shall be presented at the AGM by the Treasurer.

11. Neighbourhood Plan

- a) Any decision to submit to Wigan Council for approval a Neighbourhood Plan shall be subject to a vote at a Membership Meeting of The Voice.

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- b) The Voice will strive to consult at all stages of the creation of a Neighbourhood Plan with all residents and businesses in the Area, whether members of The Voice or not. It shall then maintain the plan, if approved.**
 - c) The Voice shall set up a website and use social media tools and traditional means (leaflets, newsletters, posters etc) to publicise the neighbourhood planning process, record it and seek views from the public.**
 - d) The Management Committee, or sub-committees or working parties, shall be delegated to work with the local planning authority and any independent experts, consultants and advisors on the Neighbourhood Plan as they see fit.**
 - e) Members of the Management Committee and the general members of The Voice can apply to the Management Committee to be part of sub-committees and working parties.**
 - f) The Neighbourhood Plan shall comply with national and local planning policies.**

12. The Constitution

- a) The initial constitution shall be adopted by a quorate Management Committee in a majority vote.**
- b) Any changes to this constitution must be agreed by a majority vote at a Membership Meeting under the rules outlined earlier.**
- c) Proposed amendments to this Constitution must be conveyed to the Chair formally in writing by any Member. The Management Committee shall then decide whether to put the proposed amendments to a Membership Meeting.**

13. Dissolution

- a) The Voice can be dissolved if deemed necessary by the members in a majority vote of 50% of the membership at a Membership Meeting.**
- b) On Dissolution 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.**



Designated Area

The Designated Area map has been submitted in the document “Designated Area Submission”