

Constitution – Golborne and Lowton West Neighbourhood Forum

1: NAME

The Group's name is Golborne and Lowton West Neighbourhood Forum. Hereafter referred to as 'The Group'.

2: THE PURPOSES OF THE GROUP ARE;

Through our objectives as a Neighbourhood Forum, a geographic area designated by Wigan Council, for the benefit of the users of the area including residents, business operators, traders and community and voluntary groups. We intend to deliver the following objectives;

- a. Delivery, in partnership with Wigan Council, the Neighbourhood Plan (The Plan) for the Area.
- b. To promote and improve the social, economic and environmental well-being of the Area.
- c. To enhance any Conservation Areas designated within the Area.
- d. To be a voice for the Area's community, and highlight issues pertinent to the Area.
- e. To lobby for funds to carry out the work of and to enhance the social, economic and environmental well-being of the Area.
- f. To continue building an inclusive and supportive community; where people feel a sense of ownership and pride in our Area.
- g. To promote the Area as a safe and pleasant place to live, work, shop, and spend leisure time.

3: MANAGEMENT COMMITTEE

The group shall be managed by a Management Committee of members who are appointed at the Annual General Meeting (AGM) of Golborne and Lowton West Neighbourhood Forum, for a minimum period of 3 years.

- a. The Group shall be administered by a Management Committee of no less than 3 people, who must be at least 16 years of age and be members of The Group.
- b. The Management Committee is responsible for the good governance of The Group. The 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 3 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, Treasurer and Secretary.
- g. Members of the Management Committee must declare any membership of a political organisation to a member of the Management Committee.

h. Members of the Management Committee can constitute working parties and subcommittees to further the objectives of The Group. Members of working parties or subcommittees must be part of the general membership and be approved by the Management Committee.

6. Officers roles

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 Group and represent the organisation externally.

b. Treasurer: It shall be the responsibility of the Treasurer to ensure the sound and lawful financial management of The Group, and to open a bank account.

c. 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.

4: CARRYING OUT THE PURPOSES

In order to carry out the purposes of Golborne and Lowton West Neighbourhood Forum, the members of the Management Committee have the power to:

- a. Raise funds, receive grants and donations.
- b. Open a bank account.
- c. Apply for funds to carry out the work of the Group.
- d. Publicise and promote the work of The Group, organise meetings, training courses, working parties, events or seminars etc.
- e. Work with community organisations and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
- 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. Do anything which is lawful and necessary to achieve the purposes.

5: MEMBERSHIP

The Group shall have a Membership. People who live in, work in or are an Elected Representative of Golborne and Lowton West, can apply to the Management Committee to become a member. The minimum age for a Member is 16 years old. Once accepted by the Management Committee, membership lasts for 3 years and may be renewed. The Management Committee will keep an up-to-date membership list. Non members are able to attend meetings to observe, with the prior agreement of the Management Committee.

The Management Committee may remove a person's membership if they believe it is in the best interests of the Group. The member has the right to be heard by the Management Committee before the decision is made and can be accompanied by a friend. Immediate removal without a hearing is permitted for gross misconduct, as defined by the Management Committee. This is not limited to, but includes; bringing the Group into disrepute, or unacceptable conduct with another Group Member.

6: ANNUAL GENERAL MEETING – AGM

- a. The AGM must be held every year with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- b. There must be at least 5 members present at the AGM.
- c. Every member has one vote.
- d. The Management Committee shall present the annual reports and accounts.
- e. Any member may stand for election to become a member of the Management Committee when those roles are advertised for renewal. Anyone currently elected or standing for election for a political seat cannot hold a Management Committee role.
- f. Members shall elect between 3 and 10 members of the Management Committee to serve for the next three years. They may stand again at the next AGM for re-election.

7: MANAGEMENT COMMITTEE MEETINGS

- a. The Management Committee must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a Chair, Treasurer and Secretary. Members of the Management Committee may act by majority decision.
- b. At least 3 members of the Management Committee must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- c. If members of the Management Committee have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed and decided.
- d. The Group may appoint additional members to the Management Committee. They will stand down at the next relevant AGM.
- e. The Management Committee may make reasonable additional rules to help run the group. These rules must not conflict with this Constitution or the law.

8: MONEY AND PROPERTY

- a. Money and property must only be used for the Group's purposes.
- b. The Management Committee must keep accounts. The most recent annual accounts can be seen by anybody on request.

- c. Members of the Management Committee cannot receive any money from the Group, except to refund reasonable out of pocket expenses.
- d. Money must be held in the Group's bank account. All cheques must be signed by 2 members of the Management Committee.
- e. The financial year for accounting purposes will end on 31st January.

9: GENERAL MEETINGS

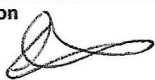

If the members of the Management Committee consider it necessary to change the Constitution, or wind up the Group, they must call a General Meeting so that the membership can make the decision. The Management Committee must also call a General Meeting if they receive a written request from the majority of the members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- a. Winding up – any money or property remaining after payment of debts must be given to a similar group or charity with similar purposes to this one.
- b. Changes to the constitution – can be made at the AGMs or General Meetings. No change can be made that would make the Group no longer a Designated Fourm.
- c. General Meeting can be called on written request from a majority of members.
- d. The Management Committee may call a general meeting to consult the membership.

10: Updating the previous Constitution document

This constitution was adopted on 30th July 2024 by the people whose signatures appear below.

Signed **Name and address**

Chairperson 	22 Barn Lane Golborne WA3 3NS
Treasurer WJ Jones	62 Garton Drive, Lowton.
Secretary 	62 Barn Lane, Golborne WA3 3PP.

Contact details;

Catherine Casey – Chair of Golborne and Lowton West Neighbourhood Forum

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