

CASTLETON AREA FORUM

ANNUAL GENERAL MEETING

**Tuesday 4 December 2018 at 7.00pm
Castleton Community Centre, Manchester Road,
Castleton, Rochdale**

AGENDA

1. Welcome, Introductions and Apologies
2. Code of Conduct
3. Appointment of Chair, Vice Chair and Secretary
4. Minutes of the last Annual General Meeting held on 14 November 2017

Agenda Item 2

Rochdale Township Area Forums Code of Conduct

It is established by and for the Rochdale Township Area Forums that the following code of conduct will govern the behaviour of their members. The code of conduct will be enforced by the Chair of this meeting.

Conduct at meetings

Members will at all times observe accepted practice while taking part in discussions to:

- Be courteous to each other and support and assist other members in finding the best possible solution to problems being discussed
- Allow each other the opportunity to speak and comment
- Attempt as far as possible to stick to the agenda and assist each other to reach effective conclusions
- Operate within the constitution where applicable
- Aggression, violence, threats, harassment, intimidation and other disruptive behaviour in the forum will not be tolerated
- The term 'members' applies to all those present at the meeting

Confidentiality

- Members will refrain from mentioning specific individual cases which may cause embarrassment or identification of an individual
- Any information or item shared that is of a confidential nature will not be disclosed to anyone else apart from members of the Forum in order to allow the business of the meeting to proceed.

Dignity at meetings

- All those who attend Forum meetings have the right to be treated with dignity and respect regardless of their race, colour, ethnic or national origin, nationality, gender, marital status, age, sexuality, religion or any other matter which causes people to be discriminated against
- The meeting will do all that is in its power to oppose all forms of harassment and bullying

Individual Members

- Should disclose any personal interest that they consider may affect or influence their approach to the matter being discussed
- Must show respect in all their dealings by observing reasonable standards and courtesy, and by not seeking to take unfair advantage by virtue of their position

Political Affiliation

- Even though individual members may be affiliated to/or be members of a political party, they may not represent a political party in their role as individual members of this Forum
- Elected Members attending meetings outside the ward they represent may be allowed to speak, at the discretion of the Chair.

Breach of Code of Conduct

- If anyone attending the Forum meeting does not abide by the code of conduct, the Chair will have the discretion to decide on an appropriate course of action. The Chair may either issue a warning, ask the person to withdraw from a particular agenda item or exclude that person from the meeting.
- Where a person is asked to leave a meeting, the Chair will have the discretion to decide whether or not that person is welcome to attend future meetings.
- The Chair at his/her discretion, may close the meeting if he/she deems it necessary

Agenda Item 4

CASTLETON AREA FORUM

ANNUAL GENERAL MEETING

Tuesday 14 November 2017
Castleton Community Centre, Manchester Road,
Castleton, Rochdale

MINUTES

Present: Y. Salt (Chair), F. Salt, R. Smith, S. Woodall, J. Brogan, J. Tighe, A. Simpson, M. Webb, S. Whitworth, B. Partington, M. Darlington, M. Hirst, S. Hirst, A. Simpson and P. Webb

Councillors: Sheerin and Hornby

Officers: M. Robinson (Planning - Rochdale Council) and R. Hudson (Townships - Rochdale Council)

Apologies: T. Brogan, R. Davison, Councillor Rashid, D. Ludwig (Rochdale Council) and PC M. Farmer (GMP)

1. WELCOME, INTRODUCTIONS AND APOLOGIES

All were welcomed to the meeting and apologies were received.

2. CODE OF CONDUCT

The code of conduct was circulated. All attendees were asked to abide by the code for the duration of the meeting.

3. APPOINTMENT OF CHAIR, VICE CHAIR AND SECRETARY

Chair - A nomination of Yvonne Salt was made and seconded. In the absence of any other nominations Yvonne was appointed.

Vice Chair - No nominations were made.

Secretarial duties would continue to be carried out by the Townships and Engagement Officer.

4. MINUTES OF THE LAST ANNUAL GENERAL MEETING HELD ON 22 NOVEMBER 2016

The minutes of the previous Annual General Meeting held on 22 November 2016 were agreed as a true and accurate record.