

DRAFT

CASTLETON AREA FORUM CONSTITUTION

Name

This constitution relates to the governance of Castleton Area Forum.

Status

Castleton Area Forum is a non-party political organisation and is not affiliated to any political party.

Purpose

The purpose of the Area Forum is to provide a focal point for residents and businesses in the Ward to raise and comment on issues and be made aware of developments in the Castleton area.

Objectives

The purpose of the Area Forum will be supported by:

- Arranging four Area Forum meetings per year
- Providing access to Ward Councillors
- Providing access to Council Officers
- Reporting issues raised at the Area Forum to the appropriate service
- Providing updates to issues raised at the Area Forum
- Directing minutes of the Area Forum meeting to the relevant Township Committee

Powers

The Area Forum is not a decision making body but can influence decision making by raising issues and commenting on Ward developments at meetings.

Invite specific Council Officers or Officers from other organisations to Area Forum meetings to assist discussions. However it should be understood that invited Officers are not obliged to attend. Officers may also decide to provide information in other formats.

Membership

Membership of the Area Forum shall be open to:

- Any individual living in the Ward
- Any individual working in the Ward
- Any business owner in the Ward
- The Councillors representing the Ward
- The Member of Parliament representing the Borough

Voting

If voting is deemed necessary at any meeting of the Area Forum each member present at that meeting shall have one vote. In the event of voting not returning a majority the Chair shall have the casting vote.

Area Forum Meetings

The Area Forum shall meet four times a year.

The Township and Engagement Officer will ensure that Area Forum members will be given at least ten working days' notice of meetings.

The Township and Engagement Officer will be responsible to ensure that a true and accurate record is made of all meetings.

A minimum of five residents (not including Ward Councillors) is required for the meeting to go ahead. However the Chair will have the discretion to allow the meeting to go ahead should the minimum number not be in attendance. In circumstances where fewer than five are in attendance and the meeting goes ahead voting on any issue will not take place.

In the event of the Chair and Vice Chair not being present at an Area Forum meeting a member present at this meeting will be appointed as Chair. If no member is willing to take the Chair the meeting will be cancelled.

All Area Forum meetings will commence at 1900 hours and finish no later than 2100 hours. Any extension to this will require the permission of the Chair.

Area Forum meetings will have a standard agenda which will include:

- Introduction, Apologies and Code of Conduct
- Greater Manchester Police
- Approval of the minutes, matters arising and updates
- Open Forum
- Members/Ward Funds
- Councillor Updates
- Date and Time of next meeting

No single item raised during any of the above headings shall exceed 10 minutes in duration unless the Chair agrees to an extension.

Any request to add additional items to the agenda should be submitted to the Township and Engagement Officer fifteen working days before the date of the meeting. The Township and Engagement Officer will consult the Chair about accepting this additional item(s).

Annual General Meeting

The Chair and Vice Chair will be appointed at this meeting.

Alterations to the Constitution

The constitution may be altered by a majority vote at a general meeting.