

Appendix B

RETFORD TOWN CENTRE NEIGHBOURHOOD PLANNING GROUP

CONSTITUTION OF:

RETFORD TOWN CENTRE NEIGHBOURHOOD PLANNING GROUP

ADOPTED ON.....18 December 2020.....

1 Name and Area

The name of the Group shall be Retford Town Centre Neighbourhood Planning Group

The area is focussed on Retford Town Centre, and the boundary is shown on the attached plan at Appendix 1. It does not adjoin or overlap any other designated neighbourhood areas and lies wholly within Bassetlaw District. It is considered to be predominantly business-oriented in nature

2 Aims

The Planning Group has been established for the express purpose of promoting and improving the social, economic, and environmental well-being of Retford Town Centre, in accordance with S61f(5) of the Localism Act, 2011

The aims of the Group shall be to: Create a Neighbourhood Plan for Retford Town Centre focused on the future needs of its businesses, residents and community

The Group will seek to consult widely during the plan preparation process, including with those living and working in the town centre, elected Members, and the wider public who look to the Town Centre to provide jobs and services. In tandem, the Forum will seek to fairly represent all the different sections of the community

3 Powers

In order to achieve its aims the Group may:

- a. Raise money via grants, donations and other forms of positive funding but not through loans or debt
- b. Open a bank account if necessary, although Retford Business Forum will be available to provide initial support
- c. Take out insurance if/when necessary – initial support will be sought through Retford Business Forum insurance arrangements
- d. Employ consultants and reimburse expenses of volunteers
- e. Access necessary temporary business accommodation via voluntary and rental arrangements
- f. Organise and/or access courses and deliver events or consultations
- g. Work with other groups and exchange information within appropriate GDPR responsibilities
- h. Do anything that is lawful, decent, truthful and morally responsible which will help it to fulfil its aims

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4 Membership

(a) 4(a) Membership of the Group shall be open to any person over 18, who is a resident in, or representing any organisation (public, private or voluntary) carrying out its main activities in, located in, or owning property, or a business, in the defined Town Centre Neighbourhood Plan area, or is publicly elected to represent the area, (see appendix 1). These persons must be interested in helping the Group to achieve its aims, and willing to abide by the rules of the Group, as agreed by the Management Committee.

(b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

(c) Every individual member and each organisation shall have one vote at General Meetings.

(d) The membership of any member may be terminated for good reason by the Management Committee, but the member has a right to be heard by the Management Committee before a final decision is made. This right would not apply should any illegal action or breach of trust be carried out by a member or the organisation they represent. Any act of violence or threatening behaviour will result in immediate termination. Any member ceasing to qualify for membership, for example if they move out of the area, cease working for a qualifying organisation and/or represent an organisation which ceases trading in the area, will cease to be a member with immediate effect.

(e) Each qualifying organisation shall be invited to appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name.

5 Management

(a) The Group shall be administered by a Management Committee of not more than 6 members elected at the Group's initial, and subsequent Annual General Meeting (AGM).

(b) The Officers of the Management Committee shall be the Chairperson, the Treasurer and the Secretary.

(c) The Management Committee shall meet at least ten times a year.

(d) The Chairperson shall Chair all meetings of the Group.

(e) The quorum for Management Committee meetings shall be 3 members.

(f) Voting at Management Committee meetings shall be by show of hands, either physically or electronically as circumstances require. If there is a tied vote, then the Chairperson shall have a second vote. Proxy voting will not be accepted.

(g) The Management Committee may by a two-thirds majority vote, and for a good and proper reason, remove any Committee member, provided that person has the right to be heard before a final decision is made (exceptions are stated in 4d above).

(h) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

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6 Duties of the Officers

(a) The duties of the Chairperson are to:

- chair meetings of the Committee and the Group
- represent the Group at functions/meetings that the Group has been invited to
- act as spokesperson for the Group when necessary
- provide ongoing liaison with Retford Business Forum and Bassetlaw District Council
- liaise with and oversee the activities of any consultants etc engaged throughout the process
- oversee and manage all incoming and outgoing external communications, including media, promotions, consultations and advertising

(b) The duties of the Secretary are to:

- take, keep and circulate appropriately, minutes of meetings
- prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
- maintain the membership list with due regard to GDPR best practice
- deal with correspondence
- collect and circulate any relevant information within the Group
- arrange for the design and dissemination of leaflets, flyers, posters etc physically or electronically as is appropriate.

(c) The duties of the Treasurer are to:

- supervise the financial affairs of the Group
- keep proper accounts that show all monies collected and paid out by the Group
- regularly inform the Management Committee about income, outgoings and commitments
- carry out payments and receipts as authorised
- liaise with Retford Business Forum and/or the bank on finance issues
- prepare grant and funding applications, analysis and reports, and liaise with potential funding providers

7 Finance

(a) Any money obtained by the Group shall be used only for the Group.

(b) Any bank accounts opened for the Group shall be in the name of the Group.

(c) Any cheques issued shall be signed by the Treasurer and one other nominated official.

8 Annual General Meeting

(a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of May.

(b) All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. In order to vote, members must be present at the meeting either physically or electronically as appropriate. Proxy voting will not be accepted. The quorum for an AGM shall be 66.7% of members.

(c) The business of the A.G.M. shall include:

(i) receiving a report from the Chairperson on the Group's activities over the year

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- (ii) receiving a report from the Treasurer on the finances of the Group including an independently reviewed set of accounts
- (iii) electing a new Management Committee and
- (iv) considering any other matter as may be decided.

9 Special General Meeting

A Special General Meeting may be called by the Management Committee or by any group comprising 66.7% of the members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote. Proxy votes will not be accepted

10 Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting. Proxy votes will not be accepted.

11 Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to Retford Business Forum or another group with similar aims.

This constitution was adopted at a general meeting of the Group on

_____ [date]

Signed by:

Chairperson: 

Secretary:

Treasurer:

Other Committee members:

