



**LOSTWITHIEL FORUM**

**DRAFT**

**CONSTITUTION**

SECTION A: HOW WE WORK FOR THE COMMUNITY

OUR MISSION

1. To promote the social, economic and environmental enhancement of Lostwithiel and the surrounding area

DEFINITION OF LOSTWITHIEL TOWN

2. The area encompasses the electoral areas of the Town. Joint projects with adjacent Parishes shall also be considered where there is benefit to the Town.

OUR AIMS

3. The aims of the Lostwithiel Forum are:

- To help facilitate community projects
- To co-ordinate the views of all sections of the community and identify common aims for the development of the Town.
- To pursue the above aims in conjunction with all sections of the community

- To work alongside Lostwithiel Town Council, Cornwall Council and other agencies or organisations

#### WAYS OF WORKING

4. The Powers of the Forum shall be:

- To act in partnership with the Local Authorities and other agencies/ organisations by supporting & advising on the implementation of projects, or as a single body in our own right

#### JOINING IN & MEMBERSHIP

5. Members of the public, resident or having business within the defined boundaries of the Town are welcome to become involved in Lostwithiel Forum activities.

- Individuals are encouraged to join in for the duration of a specific project of interest to them if they so wish
- Alternatively those wishing to join as members will have the right to vote at the AGM and committee meetings

#### VALUES

6. All projects and activities will be undertaken within the core values of the Forum;

- Integrity
- Quality
- Value
- Community Spirit
- Sustainability

# SECTION B: THE FRAMEWORK FOR THE FORUM

## THE COMMITTEE OF THE LOSTWITHIEL FORUM

The activities of the Lostwithiel Forum will be underpinned by a small elected committee of members who are responsible for ensuring that the activities of the Forum are carried out within the spirit & values within this Constitution and the prudent management of the Forum's financial resources and assets. The membership of the Forum will elect a Committee to represent it, having executive powers.

### COMPOSITION OF THE COMMITTEE

The Committee will be constituted of a minimum of 6 representatives of the community

### QUORUM OF THE COMMITTEE

A quorum shall consist of 4 members.

### OFFICERS OF THE COMMITTEE

The Chairman, Vice Chairman, Secretary and Treasurer will be elected by the Lostwithiel Forum Committee at its first Committee meeting and thereafter Annual General Meetings.

### VOTING BY COMMITTEE MEMBERS

Each member of the Committee shall have one vote. The Chairman shall have the casting vote. The Forum shall co-opt members to the Committee(s) as it sees fit. Any such co-opted members shall not have voting rights.

### SUB COMMITTEES OF THE COMMITTEE

The Forum shall set up any sub-committee(s) it sees fit, providing that any such sub-committee(s) shall be accountable to the main committee.

### MEETINGS OF THE FORUM

The Forum shall hold Committee meetings not less than SIX times a year at which the Business to be transacted shall be conducted by the Committee.

All Forum Committee meetings shall be open meetings where members of the eligible public shall be given the opportunity to speak, but without voting rights. Members of the Forum can vote at committee meetings and the AGM.

The meetings will include approval of certain expenditure (see Financial Policy), adoption of new projects and review of existing projects.

Meetings related to individual projects will be called as necessary by the Project Leader once the project has been adopted by the Lostwithiel Forum Committee.

Minutes will be taken at all committee meetings.

Minutes & Agendas for all committee meetings must be circulated no later than 7 days before the date of the meeting.

#### FINANCIAL REGULATIONS

Proper accounts shall be kept and the said accounts shall be managed in a manner consistent with good practice. Regulations for the management of the Forum's accounts are set out at Annexure A to this Constitution and these are an integral part of the Constitution.

Forum members may claim reasonable expenses incurred in carrying out Forum business as required and agreed by the Forum.

Forum members will only receive payment on production of a written invoice within the Forum's financial year ending 31<sup>st</sup> March.

#### ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in April each year when a Chairman's report shall be given, and a statement of accounts presented and accepted.

#### CHANGES TO THE CONSTITUTION

Any alterations to this constitution shall be agreed at a public meeting called for this purpose or at the Annual General Meeting.

#### DISSOLUTION

The Forum shall only be dissolved at a public meeting called for that purpose by the Committee.

Only those present shall vote on the dissolution of the Forum and the dissolution shall be by simple majority of those present.

Any money in the accounts at the time of dissolution shall be held until such time as Lostwithiel Town Council and Cornwall Council, in consultation with the community, agree to the disposal of the funds.

This constitution was agreed at an Extraordinary General Meeting held on

Signed by  
Chairman:

Treasurer:

Witness:

Witness: