

Action4Acomb Community-Led Planning Group Constitution

1. Name

The organisation's name is Action4Acomb Community-Led Planning Group; hereafter referred to as Action4Acomb.

2. Purpose

To enable the people of the village to identify and develop ways to improve the life of the community through the production and implementation of an Acomb Community-Led Plan working in partnership with members of: -

- the local community
- Action4Acomb Action Groups
- Acomb Parish Council
- Northumberland County Council and other public authorities
- service providers

3. Aims

- a) to ensure good communication with the community
- b) to provide opportunities for social interaction within the community
- c) to promote community relations in co-operation with other groups in Acomb and the surrounding areas
- d) to involve the community in improving environmental aspects of Acomb and surrounding areas
- e) to promote other charitable purposes that Action4Acomb may determine from time to time

4. Responsibilities

- a) to develop a strategy, budget and programme for delivering Acomb's Community-Led Plan within agreed timescales
- b) to apply for external funding, raise funds, to invite and receive contributions, provided that, in raising funds, Acomb4Action will not undertake any permanent trading activities and will conform to any relevant requirements to the law to achieve the actions, as emerge through local consultation
- c) to buy, take on lease or exchange any property necessary for the achievement of the responsibilities, maintain and equip for use
- d) to sell, lease or dispose of all or any part of the Acomb4Action property, subject to any consents required by law
- e) to coordinate local community consultation activities
- f) to set up agreed communication systems to relay regular progress to the local community and partners
- g) to use evidence from the consultation to prioritise and plan future actions that will benefit the local community
- h) to work with partners identified in the action plan to: -
 - i. coordinate the implementation of actions specified in Acomb's Community Led Plan
 - ii. take responsibility for monitoring and reviewing progress
- i) to develop sustainable strategies to enable the Acomb Community-Led Plan to continue to evolve

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5. Membership of Action4Acomb Committee

- a) membership will be open to all residents living and/or working within Acomb and the Civil Parish area
- b) Action4Acomb is fully committed to eliminating discrimination and actively promote equality of opportunity through our activities.
- c) all members of Action4Acomb Committee must be at least 16 years of age

6. Action4Acomb Committee

- a) Action4Acomb responsibilities will be carried out by a committee consisting of not more than 12 members and not less than 4 members elected at the Annual General Meeting (AGM).
- b) the committee may appoint co-opted members in order to support the proceedings of the business, but only up to a quarter of the total membership of the committee
- c) all members of the committee shall retire from office annually at the AGM but may be re-elected or re-appointed (see also AGM, Section 11, re-election)
- d) membership may be terminated by a majority vote of the Action4Acomb Committee for good reason, having given the opportunity to the member to be heard by the Action4Acomb Committee

7. Designated Roles

At the first meeting of Action4Acomb Committee, after the AGM, the following persons will be elected: -

- **Chairperson**
- **Vice Chairperson**
- **Secretary**
- **Treasurer**

Their responsibilities will be defined in writing prior to election.

8. Meetings and procedures of the Committee

- a) the Committee will meet regularly, on at least 6 occasions a year
- b) a quorum will consist of at least a third of the members or 3 members, whichever is the greater number
- c) at least one person from the above designated roles will be in attendance for the meeting to be quorate
- d) only elected members of the committee have a vote and in the event of the result of a vote being equal, the Chair will have a second and casting vote
- e) minutes will be taken and recorded at every meeting. Members will agree the contents at subsequent meetings and minutes will be signed by the Chair or Vice Chair
- f) all committee meeting minutes will be a matter of public record and will be published on A4A website – www.action4acomb.co.uk
- g) an agenda will be sent out 5 days in advance of each meeting with previous notes.
- h) members can contribute to the agenda items by informing the secretary one week in advance of the meetings
- i) if members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided

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- j) members may make additional rules to help run Action4Acomb. These rules must not conflict with this constitution or the law
- k) guests are welcome to attend committee meetings by prior arrangement. If a guest wants to speak on any issue at a meeting, or a committee member wishes to invite them to actively participate in a discussion, notice must be given to the secretary at least one week in advance of the meeting, in order that this can be added to the agenda before it is circulated to the committee. On occasions, guests may be asked to leave the room whilst confidential issues are discussed.
- l) the Chair will be able to make urgent decisions between meetings having made contact with members via email requesting an early response. This decision will be reported and recorded at the next committee meeting.

9. Finance

- a) money and property must only be used for Action4Acomb purposes
- b) committee members must keep accounts and the accounts can be seen by anybody on request
- c) committee members cannot receive any money or property from Action4Acomb, except to refund reasonable out of pocket expenses with relevant receipts
- d) money must be held in Action4Acomb's bank account and all cheques must be signed by at least 2 of the authorised signatories, being the Chair, Vice Chair, Secretary and Treasurer
- e) the Treasurer will present a brief financial report to the committee for each meeting

10. Appointment of Action groups

- a) the Committee will appoint time limited Action groups to undertake any activities that contribute to its purpose
- b) the Action groups will be bound by the Terms of Reference set out to them by the Committee and will be accountable to Action4Acomb through its Committee with clear reporting structures, as defined within their Terms of Reference.
- c) the Action groups do not have the power to authorise expenditure on behalf of the Committee

11. Annual General Meeting (AGM)

- a) an AGM will be held in October of each year or as soon as practicable thereafter
- b) at least 14 days notice will be given of the date, time and place of meeting
- c) the Committee will present an annual report to the members, including the accounts of the previous year
- d) nominations will be taken for membership of the Committee and an election will be held if the number of vacancies is exceeded
- e) there must be at least 3 members present for the AGM to be quorate
- f) each committee member will have one vote

12. Amendments to the Constitution

- a) the constitution may only be amended by resolution passed by two thirds of those members present and voting at the AGM
- b) the official notice of the AGM should contain any proposed amendment(s)

13. Dissolution

- a) If a resolution is passed at an AGM to dissolve Action4Acomb, any assets which

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remain, after all liabilities have been met, shall be given to another charitable organisation to be used for such purposes within the area of benefit