

## **APPENDIX THREE**

### **Broomhill, Broomfield, Endcliffe, Summerfield, & Tapton (BBEST) NEIGHBOURHOOD PLANNING FORUM**

#### **PROPOSED CONSTITUTION**

##### **1. NAME**

The name shall be the Broomhill, Broomfield, Endcliffe, Summerfield, & Tapton (BBEST) Neighbourhood Forum, referred to in the rest of this Constitution as BBEST.

##### **2. AREA OF BENEFIT**

BBEST will pursue its objectives in the areas known as Broomhill, Broomfield, Endcliffe, Summerfield, & Tapton Neighbourhood Area for the benefit of those who live and work in the area, including business operators, institutions, properly constituted community and voluntary groups and individual residents.

To avoid doubt, this area is designated by BBEST for the purpose of the preparation of a Neighbourhood Plan under the Localism Act. A map of the area is attached in Appendix A for reference.

##### **3. OBJECTIVES**

The objectives of BBEST shall be to:

- To prepare, implement, and monitor a Neighbourhood Plan for the BBEST Neighbourhood area.
- To promote or improve the social, economic and environmental well-being of the BBEST Neighbourhood Area
- To encourage the goodwill and involvement of the wider community in the preparation, production and implementation of a Neighbourhood Plan;
- To engage as fully as possible with all community groups within the BBEST area.

##### **4. POWERS**

In furtherance of the objectives, but not otherwise, BBEST may exercise the power to:

- Take reasonable actions to achieve the objectives of BBEST, including taking out any contracts that it may see fit.

- Employ staff (who shall not be members of the Steering Group), and engage volunteers, as necessary to conduct activities to meet the objectives
- Publicise and promote the work of BBEST and organise meetings, training courses, events, seminars, etc.
- Work with groups of a similar nature and exchange information, advice and ideas with them, and also cooperate with other voluntary bodies, charities, statutory and non-statutory organisations
- Invite and receive contributions, set membership subscriptions, and raise funds as it judges appropriate, to finance the work of BBEST, and to open a bank account to manage such funds.

## **5. MEMBERSHIP**

BBEST shall have a minimum of 21 members who live in the BBEST Neighbourhood Area or who are elected members of the city council who represent wards in the BBEST neighbourhood area.

Applications for membership shall be made to the BBEST secretary.

Members will be encouraged to participate in all activities of BBEST. All meetings will be publicised and open to all members.

BBEST will seek Members from different parts of the area of benefit and different sections of the community in the area of benefit.

Any member of BBEST may resign his/her membership by providing the Secretary with written notice. Membership will be renewable annually and any member who does not renew his/her membership may be deemed to have resigned.

The Forum can liaise with the larger employers in the BBEST area via designated representatives of those employers.

## **6. MEETINGS**

### General meetings

Shall take place as needed, all members will be invited, there will be at least one per year (which would then be the Annual General Meeting).

### Annual General Meetings

- All the members of BBEST shall be invited to a general meeting at least once per year. This shall be its annual general meeting (AGM) where the Steering Group will be elected and a report of activities in relation to each of BBEST's objectives by the Chairperson and a statement of income and expenditure will be presented by the Treasurer.
- For AGM business to be conducted, a quorum of at least 10 people must be present at the meeting.

- All members on the membership register are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.
- All members shall be given at least twenty eight (28) days' notice of when an AGM is due to take place by either email or text and all meetings will be publicised via notices posted on the BBEST website and in prominent publicly accessible locations, such as the Broomhill Community Notice board, and other similar locations.
- Dissolution of BBEST can only be made at an Annual General Meeting.
- Any member wishing to amend clause 1 'Name' or clause 3 'Objectives', must give written notice to the Chair, with the signatures of the proposer and seconder, and members must receive the wording of the proposal at least 14 days prior to the meeting at which it is first to be considered. The resolution must be agreed by at least 75% of those members present.
- Any member wishing to amend any part of this Constitution, other than Clause 1 'Name' and Clause 3 'Objectives', must submit their proposal to the Chair in writing, with the signatures of the proposer and seconder, at least 7 days prior to the meeting at which it is first to be considered. The resolution must be agreed by at least 2/3 of those members present.
- Any potential conflict of interest by a voting member (e.g. where a policy would affect the business interests of a forum member) must be declared and minuted, and the individual must abstain from any discussion or vote on the matter involved in the conflict of interest.

#### Steering Group Meetings

- The Steering Group shall meet regularly to administer the group, monitor progress to date, consider future developments and timetabling, and to report to members.
- All Steering Group meetings shall be open for any member who wishes to attend and to participate, whether or not they are elected members of the Steering Group.
- The Steering Group may also invite non-members who support the aims of BBEST to attend.
- All BBEST Members shall be given at least seven (7) days' notice of a Steering Group meeting by e mail or telephone, or as otherwise agreed at a meeting of the Steering Group. Regular meeting dates shall also be posted on the BBEST website.
- Neighbourhood groups will be invited to nominate an observer to attend the Steering Group for liaison, and members of the Steering Group will attend relevant neighbourhood meetings as requested.
- At least 50% of steering group members must be present in order for a meeting to take place.

#### **7. ADMINISTRATION**

- BBEST shall be administered by a Steering Group of no less than four (4) people and no more than twelve (12), who must be at least 18 years of age.

- Members of the Steering Group will be elected for a period of up to one year, but must stand for re-election at BBEST's AGM.
- There may be up to three ex-officio members of the group drawn from relevant organisations in the area.

## **8. OFFICERS OF THE STEERING GROUP**

BBEST Steering Group shall be elected at the inaugural meeting of BBEST and will be re-elected at subsequent Annual General Meetings of BBEST. All members of the Steering Group shall take an active role in administering the work of BBEST. Other members of BBEST are also welcome to be active in this work. The Steering Group will elect officers from among its elected members as follows:

The Chair- It shall be the responsibility of the Chairperson to chair all meetings, or a designated deputy in his/her absence, and to ensure that meetings are held in accordance with the provisions of BBEST constitution. In the event of a tied vote at meetings the Chair shall have a casting vote.

The Deputy Chair- It shall be the responsibility of the Deputy Chairperson to deputise for the Chair as needed.

The Treasurer – It shall be the responsibility of the Treasurer to ensure that the finance provisions of the constitution (see clause 9 below) are carried out.

The Secretary - It shall be the responsibility of the Secretary to keep a register of members, ensure that minutes are taken of all meetings and that the minutes are published and emailed to all members (or posted where necessary) and uploaded to the BBEST website.

## **9. THE FINANCES OF BBEST**

- Any money acquired by BBEST, including donations, contributions and bequests, shall be paid into an account operated by the Steering Group in the name of BBEST.
- All funds must be applied to the objectives of BBEST and for no other purpose.
- Bank accounts shall be opened in the name of BBEST. Any deeds, cheques etc drawing from BBEST's bank account shall be signed by at least two (2) of the following committee members: Chairperson; Vice Chair; Treasurer; Secretary.
- Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that BBEST stays within budget.
- Official accounts shall be maintained, and be available for examination on request.
- An annual financial report shall be presented at the AGM.

## **10. NEIGHBOURHOOD PLANNING**

- Any decision to undertake, consult on or submit to the local planning authority for approval any neighbourhood Plan shall be subject to a vote at a meeting of all members of BBEST.

- All consultation on the Neighbourhood Plan will be open to all residents and businesses whether members of BBEST or not.
- BBEST will use a variety of means to publicise the neighbourhood planning process, record it and seek views of the public.
- BBEST members will develop the neighbourhood plan working with the local planning authority and any independent experts or advisors as they see fit.
- At the discretion of BBEST a task group can be delegated for a specific element of the Neighbourhood Plan. The task group may co-opt members as it sees fit.

## **11. DURATION & DISSOLUTION**

The duration of the BBEST Neighbourhood Forum is 5 years from its formal designation by Sheffield City Council, and at its AGM at the end of year 4, the AGM will give consideration to a continuing or successor organisation to maintain and monitor the BBEST Neighbourhood Plan. Any such resolution should be supported by at least three quarters of members present at the meeting.

The dissolution of the group and dispersement of any remaining funds will be considered at the following Annual General Meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups as approved at the AGM.