



ROMAN.ROAD.BOW
NEIGHBOURHOOD.PLAN

CONSTITUTION

ROMAN ROAD BOW NEIGHBOURHOOD FORUM

1. NAME

Roman Road Bow Neighbourhood Forum referred to elsewhere in this Constitution as the “Forum”, is the name of our Neighbourhood Forum as defined in the Town and Country Planning Act 1990, as amended by the Localism Act 2011.

2. NEIGHBOURHOOD AREA

The Forum’s neighbourhood area, referred elsewhere in the Constitution as the “Area” falls within the boundaries of the London Borough of Tower Hamlets (LBTH).

To the **north**, the Area extends to the boundary of Victoria Park. At the **north-eastern** reach, this includes a section of Cadogan Terrace that belongs to LBTH; and the buildings on St Marks Gate including the Montessori school and Growing Concerns garden centre. At the **north-western** reach, the Area includes Old Ford Road up to the bridge crossing the Regents Canal.

To the **east**, the Area extends to the A12.

To the **south**, the Area extends to the middle of the A11. It includes the buildings and pavements on the northern side of the A11, including the island on which stands St Mary’s Bow Church. It excludes the houses, tube stations and pavement on the southern side of the A11.

To the **west**, the Area extends to the Regent’s Canal including Whitman Road, the shops under The Green Bridge on the northern side of Mile End Road (A11) only, Clinton Road, Haverfield Road, Mile End Climbing Wall, the Palm Tree and Bow Wharf.

Roman Road is the high street that runs through the area uniting smaller enclaves including Old Ford and MEOTRA. The area includes the stretch of Roman Road that falls in the postcode of E3, from Parnell Road until the bridge over the Regents Canal.

3. PURPOSE and OBJECTIVES

The purpose of the Forum is to promote and improve the social, economic and environmental

well-being of its residents and businesses. We will do this by creating a cohesive community built around a flourishing high street and by specifically:

- a) **Supporting** our local businesses and traders.
- b) **Improving** our public realm, green and open spaces, and underused space.
- c) **Increasing** community capacity infrastructure.
- d) **Working towards** a safer and cleaner neighbourhood.
- e) **Improving** connectivity and accessibility of movement into and around the area.
- f) **Ensuring** development supports and enriches our community and high street.
- g) **Protecting** the area's heritage and celebrating our diverse identities and cultures.

4. POWERS

In furtherance of these overarching objectives the Forum Committee may exercise the power to:

- Invite and receive contributions and raise funds where appropriate, to finance its work and to open a bank account to manage such funds.
- Set up working groups with terms of reference to undertake tasks in furtherance of its objectives. All such working groups must include at least one committee member.
- Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars relevant to its work.
- Work with groups of complementary nature including other voluntary bodies, charities, statutory, and non-statutory organisations who want to affiliated with the Forum, and elected members; and to exchange information, advice and knowledge with them.
- Employ staff (who shall not be members of the Management Committee) as necessary to conduct activities that meet the objectives of the Forum.
- Take any lawful form of action which is necessary to achieve the overarching objectives of the Forum, including taking out any contracts agreed by the Management Committee, for instance the acquisition of premises either short or long term.

5. AFFILIATIONS

The Forum shall not be affiliated to any political party.

6. MEMBERSHIP

- Membership is open to all people aged 16 years and over who meet any one of the following criteria:
- Membership is open to all who live or work in the neighbourhood area.
- Membership is open to all business operators in the neighbourhood area. Business operators may nominate up to two people in their membership application, but they may only exercise one voting right at General and Annual General Meetings.
- Membership is open to all constituted voluntary, community and statutory groups that operate in the neighbourhood area. Voluntary, community and statutory groups may nominate up to two people in their membership application, but they may only exercise one voting right at General and Annual General Meetings.
- Membership is open to elected London Borough of Tower Hamlet Council members who represent wards in the neighbourhood area.
- The Forum Committee members shall be drawn from different geographical places in the neighbourhood area and different sections of the community.

- The Forum shall have a minimum of 21 (twenty one) members, and the Forum Secretary shall maintain a register of members at all times and make it available to any Forum member or the public who requests it.
- Members will apply for membership and the Forum Committee shall have the power to accept members.
- Any the Forum member may resign from membership by providing the Forum Committee Secretary with written notice.
- The Forum Committee may refuse membership, or may terminate or suspend the membership of any member by resolution passed at a Forum Committee meeting where it is considered membership would be detrimental to the Forum's objectives and activities.

7. FORUM COMMITTEE

The Forum Committee shall be elected at the Forum Annual General Meeting and shall consist of a minimum of 7 (seven) members up to a maximum of 15 (fifteen). The quorum for the Committee will be 3 members.

The Forum will elect the following officers of the Forum from its membership: Chair, Secretary, Treasurer, Outreach Officer, Membership and Events Officer and Media Officer and any other role that is deemed necessary. The general term of Office is 1 year.

The Chair shall be responsible for:

- Calling and chairing meetings of the Forum Committee, General Meetings and Annual General meetings of the Forum membership (unless specifically delegated to another Forum Committee member in writing).
- Exercising a casting vote on elections and resolutions at meetings of the Forum and its Committee.
- Taking decisions on day-to-day matters between meetings of the Forum Committee after electronic consulting with other committee member.

The Treasurer shall be responsible for:

- Establishing the Forum bank account and acting as a joint signatory on the account with two other member of the Forum Committee; maintaining the Forum financial records.
- Setting out a draft budget in the first year, and ensuring that the Forum stays within its budget
- Preparing and presenting an annual budget, at the Forum Annual General Meeting
- Submitting a detailed summary of all Forum monies received and spent at every Committee meeting.
- Submitting a detailed summary of all detailed assets held by the Forum Annual General Committee.

The Secretary shall be responsible for:

- Organising all Forum meeting dates, times and venues.
- Taking and circulating the minutes of all Forum meetings - making them available to all members.
- Keeping a copy of the Forum Constitution for inspection by members of the public and Forum members.
- Keeping a register of committee members' interests which might be deemed to influence decisions on matters likely to come to the committee

The Media Officer shall be responsible for:

- Maintaining and updating the Forum website
- Preparing and presenting draft materials for the promotion of the Forum in the neighbourhood Area, including any organised events and activities.
- Actively promote and advertise the Forum via social media.

The Membership Officer shall be responsible for

- Maintaining a register of the Forum members
- Promoting membership of the Forum within the neighbourhood area
- Being the first point of contact over issues concerning membership
- Ensuring membership adheres to current Data Protection legislation

The Outreach Officer shall be responsible for

- Making contact with key community groups including BME groups
- Organising outreach meetings and events and facilitating these
- Taking any action necessary to ensure the Forum is representative of the Area

All decisions at the Forum meetings shall be made on a show of hands of members who are entitled to vote at the meeting.

8. GENERAL MEETINGS

a) General Meetings

- General Meetings of Forum members shall take place at least twice a year. Notice and an Agenda for a General Meeting will be provided to members 14 (fourteen) days in advance.
- The quorum required for a General Meeting to conduct business shall be 7 (seven) Forum members.
- The Secretary will make Minutes of General and Committee meetings available to members of the Forum within two weeks of the meeting unless impracticable.
- Organisations that are affiliated to the Forum will be encouraged to communicate such information to their membership.

b) Annual General Meetings/Special Meetings

An Annual General Meeting of the Forum members shall take place once in every calendar year. Notice and an Agenda for an Annual General Meeting will be provided to Forum members 21 (twenty-one) days in advance. The quorum required for an Annual General Meeting to conduct business shall be 12 (twelve) Forum Members.

The Annual General meeting shall:

- Elect the Forum Committee.
- Receive a report from the Forum Committee of the Forum activities that have taken place in that year.
- Receive a Financial report and statement from the Treasurer
- Receive reports from other officers as relevant

Elections to the Forum Committee shall take place as follows:

- Forum members shall notify the Forum Secretary of their intention to stand for a place on the Forum Committee in writing and at least 7 (seven) days before the Annual General Meeting takes place.
- At the Annual General Meeting elections shall be held on the basis of a show of hands for each candidate.
- Special Meetings may be called from time to time by the Forum Committee to consider amendments to the constitution or dissolution of the Forum. These shall be subject to the same notice and quorum as Annual General Meeting.

The Committee may co-opt up to three additional members to the Committee in any year, and may also co-opt an appropriate replacement for any Committee Member who stands down for any reason during the year. Co-opted members will have the same voting rights as other Committee members. A co-opted member may be elected as an officer. The Committee may remove from the Committee any member who fails to attend two consecutive meetings of the Committee without good reason.

9. FORUM FINANCES

- Any money acquired by the Forum including donations, contributions and bequests, shall be paid into an account operated by the Forum Committee in the name of the Forum.
- All funds must be applied to the Forum objectives and for no other purpose.
- The Treasurer plus 2 (two) Forum Committee Members shall be designated as authorised signatories to any and all Forum Bank Account(s).
- Two designated authorised signatories shall sign all deeds, cheques and legal documents of the Forum.
- Two authorised signatories must approve in writing all payments in advance, including any online or debit card transactions.
- Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Forum stays within its budget.
- Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Forum.
- An annual financial report shall be presented by the Treasurer at the Forum Annual General Meeting.

10. DECLARATION OF INTERESTS

The Secretary will keep a Register of Committee members' Interests detailing financial interests in the neighbourhood area or any other interest which could be deemed to have an influence on decisions likely to come before the Forum Committee.

Members will abstain from voting on any matter in which they have a financial interest.

Any participant in any meeting of the Forum, including committees, sub-committees and working parties, will disclose to the meeting any financial interest s/he has in any topic under discussion, and will not discuss or vote on such topic except with the express approval of the meeting.

11. AMENDMENTS TO THE CONSTITUTION

Any changes to this constitution must be agreed by a majority vote at a special general meeting, called specifically for the purpose under the same conditions that apply to Annual General Meetings specified above, with the exception that such a vote will only be carried if supported by 75% or more of those voting.

Proposed amendments to this Constitution of Forum must be conveyed to the Secretary formally in writing. The Committee shall then decide whether to put the proposed amendment(s) to a Special General Meeting for discussion and decision. The Forum Committee will notify their decision to the proposer(s) of the amendment(s) in writing.

12. DISSOLUTION

The Forum may be dissolved if deemed necessary by the members in a majority vote at a special meeting, with the exception that such a vote will only be carried if supported by 75% or more of those voting.

Any assets or remaining funds after debts have been paid shall, subject to the agreement of the Members at a General Meeting, be allocated to one or more nominated organisations set up to continue the work of the Forum or in the absence of any such organisation and subject to any statutory regulations, be distributed equally to the constituent local organisations who are its members (but not to individual members).

In accordance with the Localism Act, a formal review of the functions and achievements of the Forum will be carried out five years after its formation. Following such review, and following consultation with its members, the Forum will decide to continue, amend or dissolve itself as considered appropriate.

This constitution was adopted at the General Meeting of the Roman Road Bow Neighbourhood Forum held at

Location: _____ Date: _____

Signed by (PRINTED) _____

Signed by (SIGNATURE) _____

Forum Role: _____