



# **CARLTON VILLAGE NEIGHBOURHOOD FORUM CONSTITUTION**

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## 1. Name of Organisation

Carlton Village Neighbourhood Forum

## 2.Objectives

The aims and objectives of the forum shall be to:

- Represent the people who live, work or carry out business in the Carlton Village Neighbourhood area.
- Agree a long term vision for the Carlton Village Neighbourhood Area.
- Prepare and implement a Carlton Village Neighbourhood Plan that is ratified by the local authority and the community.
- Enhance and protect the character and heritage that defines the Carlton Village Neighbourhood Area with Carlton Village at its centre.
- Protect the eclectic housing mix, which may not be of listing quality but whose architectural features and individual styles are important to the character of Carlton Village Neighbourhood Area.
- Protect, enhance and develop our shared open spaces, landscape, environment and ecology.
- Protect and enhance the aspects that add to the quality of life, for example: tranquillity, security and natural light.
- Discourage an increase in traffic noise and disturbance.
- Strive for the retention and improvement of local characteristics including; architectural, local and social amenities, for example: farms, pubs, post office and school.
- Ensure safe movement of individuals around the Carlton Village Neighbourhood Area, particularly the vulnerable such as the elderly and children.
- Promote the social, economic and environmental well-being of the area.
- Encourage and develop sustainable development.
- Integrate new development in such a way as to conserve local character.
- Encourage social diversity through the types of development within the area.
- Encourage a mix of uses – encourage a diverse range of small businesses and home workers.
- Encourage and develop neighbourhood pride in association with the Carlton Village Residents Association 'CVRA' ( also known as 'CCEG' Carlton Community Events Group on social media) and the involvement of local individuals and organisations.
- Engage and liaise with other neighbourhood forums to share best practice.

The map appended to this constitution outlines the area served by the Forum.

### **3. Membership**

3.1 Voting membership of the Forum is open to:

- Individuals who live in the area of the Carlton Village Neighbourhood Forum
- Individuals who work within the Carlton Village Neighbourhood area
- Individuals who carry out business within the Carlton Village Neighbourhood area
- Individuals who are elected members of Leeds City Council
- Individuals aged 16 and over

3.2 Non-Voting membership shall be open to those who do not meet the requirements to be a voting member, but who have an interest in assisting the Forum to achieve its objectives.

3.3 The Forum must have a minimum membership of 21 individuals, each of whom either:

- Live in the area
- Work in the area
- Is an elected member of Leeds City Council not living in the Neighbourhood Forums area
- Carries out business within the Carlton Village Neighbourhood area

3.4 The Forum will be as representative as possible of the people who live and work in the area. Thus membership will be drawn from different areas and from different sections of the community.

3.5 The Forum shall strive to actively involve young people in discussions in all matters

3.6 The Forum shall not be affiliated to any political party

3.7 Membership shall be open to anyone who has an interest in assisting the Forum to achieve its objectives and is willing to adhere to the constitution of the Forum. Where it is considered membership would be detrimental to the aim and activities of the Forum, The Steering Committee shall have the authority to refuse membership, or to terminate or suspend membership of any member.

#### **3.8 Ceasing to be a Member:**

3.8.1 Members may resign at any time in writing to the Secretary

3.8.2 Offensive behaviour including racist, sexist or inflammatory remarks will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group, if an

apology is not given, or the behaviour is repeated. The individual concerned shall have the right to be heard by the Steering Committee, accompanied by a third party, before a final decision is made.

#### **4. Scope of Steering Committee Powers**

The Steering Committee may exercise the following powers to achieve its objectives: (this list is not exhaustive).

- Promote the health, social, economic and environmental well-being of the residents within the boundary of Carlton Village Neighbourhood Area. The Carlton Village Neighbourhood Forum will not discriminate on grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.
- Promote sustainable development, environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisations.
- Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, and to open a bank account in the name of the Forum to manage such funds.
- Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars
- Work with groups of a similar nature and exchange information, advice and knowledge with them, including co-operation with other voluntary bodies, charities, statutory and non-statutory organisations.
- Employ staff, commission consultants/professional services and engage volunteers (who shall not be members of the Steering Committee) as are necessary to conduct activities to meet the objectives
- Take any form of action that is lawful, which is necessary to achieve the objectives of the Forum, including the taking out of any contracts, which it may see fit.

#### **5. Steering Committee and Officers**

A Steering Committee will

- manage the business of the Forum.
- Agree and ensure the implementation of the communications and community engagement.
- Coordinate the work of the Working Groups.
- Draft, agree and promote the implementation of the Carlton Village Neighbourhood Plan.

5.1. The membership of the Steering Committee will be as follows:

- Honorary Chairperson

- Honorary Vice Chairperson
- Honorary Secretary
- Honorary Treasurer
- Honorary I.T. Officer
- Ordinary Members
- Any additional officers the Forum deems necessary at the Annual General Meeting required to carry out the required activities.

5.2. The officers of the Steering Committee (Chairperson, Vice-Chair, Secretary and Treasurer, I.T. Officer) will be elected at the Annual General Meeting of the forum. Membership of the Steering Committee is open to all voting members of the Forum.

5.3 In the event of a member of the Steering Committee standing down during the year a replacement will be elected at the next General Meeting of members.

5.4 Any Steering Committee member not attending a meeting without apology for three months will be contacted by the Steering Committee and asked if they wish to resign.

5.5 The Steering Committees' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Vice-Chair, who shall deputise for the Chair
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Treasurer, who shall be responsible for maintaining accounts
- I.T. Officer shall maintain & update the website and social media pages

5.6 The Steering Committee has the power to co-opt ordinary members to the Steering Committee to ensure maximum feasible representation of the people who live and/or work in the area. Such co-opted member shall not be entitled to vote.

## **5.7 Steering Committee Meetings**

5.7.1 The Steering Committee will normally meet monthly, using a variety of venues across the neighbourhood area. Meetings may also be held remotely using approved digital platforms, including but not limited to Microsoft Teams or Zoom.

5.7.2 Agenda papers and minutes will be posted on the Forum Website and will be available in printed format on request.

5.7.3 The quorum for the Steering Committee will be 5 Steering Committee members.

5.7.4 It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy on his/her absence. All meeting shall be minuted. These will be available through a request to the secretary.

5.7.5 Members of the Forum may attend meetings of the Steering Committee as observers. They shall not be eligible to vote nor to contribute to the meeting except when invited.

## **6. Meetings of the Forum**

### **6.1 Annual General Meeting**

6.1.1 An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

6.1.2 All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

6.1.3 Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

6.1.4 The quorum for the AGM will be a minimum of 10 members.

6.1.5 All members 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 with the exception of electing a Chairperson. Should a person be unable to attend a proxy vote will be acceptable in writing to the secretary.

6.1.6 At the AGM:

- The Steering Committee will present a report of the work of the Carlton Village Neighbourhood Forum over the year.
- The Steering Committee will present the accounts of the Carlton Village Neighbourhood Forum for the previous year.
- The Officers and Steering Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

### **6.2 Special General Meeting**

6.2.1 The Secretary will call a Special General Meeting at the request of the majority of the committee, or at least eight other members, giving a written request to the Chair or Secretary stating the reason for their request.

6.2.2 The meeting will take place within 21 days of the request.

6.2.3 All members will be given 14 days' notice of such a meeting, giving the venue, date, time and agenda. Notice may be by telephone, email or post and these details will be posted on the Forum website.

6.2.4 The quorum for the Special General Meeting will be a minimum of 10 members.

### **6.3 Rules of Procedure for Committee Meetings, Annual General Meetings and Special General Meetings**

6.3.1 All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can vote on.

6.3.2 If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the chair of the meeting shall have an additional casting vote.

### **6.4 Open General Meetings of the Forum: Have Your Say Events**

6.4.1 These events are open to all Forum members and members of the public.

6.4.2 The content and structure of these events will vary according to priorities determined by the Steering Committee. Generally the programme will enable the Forum to:

- Showcase its activities, particularly the evolving Neighbourhood Plan
- Recruit new members
- Enable Forum Working Groups to have discussions with wider groups of local people.
- Facilitate Q&A sessions with LCC officers, councillors and developers with an interest in the area.
- Share experiences with voluntary and community sector organisations from elsewhere in the city, and other towns and cities, which are preparing and involved in implementing Neighbourhood Plans.

## **7. Working Groups/Sub-Committees**

7.1 Working Groups/Sub-Committees and their Conveners will be established by the Steering Committee to deal with specific issues. The detailed constitution and remit of any sub-committee will be decided at its conception.

7.2 Conveners each form a Working Group of a minimum of 2 people from the forum area.

7.3 Working Groups develop the working arrangements, which best suit them and meet as required to investigate and discuss the issues assigned.

7.4 The Convener, or Deputy Convener reports to the Forum Committee once per month.

## **8. Neighbourhood Planning**

8.1 Any decision to undertake, consult on or submit to the local authority for approval of any Neighbourhood Plan shall be subject to a vote of the full Forum.

8.2 All Carlton Village Neighbourhood Area residents and businesses will be consulted on the Neighbourhood Plan whether members of the Forum or not.

8.3 The Forum shall set up a website to publicise the Neighbourhood Planning process, record it and seek views of Carlton Village Neighbourhood Area residents.

8.4 The Steering Committee shall be delegated to work with the local planning authority and any independent experts and advisors the Steering Committee deems necessary, with regards to the Neighbourhood Plan, to achieve the objectives of the Forum.

## **9. Partner Organisations**

9.1 To meet its objectives, the Forum will work in partnership with relevant public, private and community/voluntary sector organisations.

9.2 The work of the Forum will complement, rather than duplicate, the work of other voluntary and community sector organisations in the area.

## **10. Finances**

10.1 An account will be maintained on behalf of the Forum at a bank agreed by the Steering Committee. Two cheque signatories will be nominated by the Committee (one to be the Treasurer). Any two of these must sign every cheque. The signatories must not be related nor members of the same household.

10.2 Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting. The Forums accounting year shall run from 01 January to 31 December.

10.3 The Forum's bank account must not be run at an overdraft

10.4 A delegated authority exists for a total of £250 of expenditure to be agreed and authorised by at least two (2) members of the Steering Committee in between any two committee meetings. Such expenditure is to be discussed as an agenda item at the following Steering Committee meeting.



10.3 All money raised by or on behalf of the Carlton Village Neighbourhood Forum is only to be used to further the objectives of the group, as specified in item 2 of this constitution.

## **11. Amendments to the Constitution**

11.1 Amendments to the constitution may only be made at the Annual General Meeting or at a Special General Meeting.

11.2 Any proposal to amend the constitution must be conveyed to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.

11.3 Any amendment to the constitution will require a majority of those present and entitled to vote.

## **12. Dissolution**

12.1 If a meeting, by simple majority, decides that it is necessary to close down the Forum it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

12.2 If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation to receive the donation would be agreed at the meeting held to agree the dissolution.

## Amendments Log 20/03/2026

| Index                                 | Amendment                                                                                                                                                                                                                                                                 |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | Addition of title page with logo revision status & date of issue added.                                                                                                                                                                                                   |
| 1.Name of Organisation                | No change                                                                                                                                                                                                                                                                 |
| 2.Objectives                          | include 'CCEG' Carlton Community Events Group as it is the alternative name for the CVRA on social media.                                                                                                                                                                 |
| 3.Membership                          | Point 3.3, removal of the statement: <i>A list of members will be maintained by the Secretary and this will be published on the Forum's website.</i> GDPR prohibits the publication of personal data including names on the Forum website.                                |
| 4. Scope of Steering Committee Powers | No Change                                                                                                                                                                                                                                                                 |
| 5. Steering Committee & Officers      | Point 5.1, 5.2 addition of new committee role: Honorary I.T. Officer<br>Point 5.7 Steering Committee responsibilities removed and incorporated into Section 5 Introduction.<br>Point 5.7.1 statement included to reflect use of digital platforms for committee meetings. |
| 6. Meetings of the Forum              | No Change                                                                                                                                                                                                                                                                 |
| 7. Working Groups /Subcommittee       | No Change                                                                                                                                                                                                                                                                 |
| 8.Neighbourhood Planning              | No Change                                                                                                                                                                                                                                                                 |
| 9.Partner Organisations               | No Change                                                                                                                                                                                                                                                                 |
| 10. Finances                          | No Change                                                                                                                                                                                                                                                                 |
| 11.Amendments to the Constitution     | Reviewed,updated & documented<br>Amendments log 20/3/2026                                                                                                                                                                                                                 |
| 12. Dissolution                       | No change                                                                                                                                                                                                                                                                 |

This constitution was agreed at the Inaugural General Meeting of the Carlton Village Neighbourhood Forum on 12/5/ 2014, updated 29/8/19 and further updated 20/03/26.

Name and position in the Forum; Peter Ellis, Chair of Carlton Neighbourhood Forum

Signed ...P.ELLIS.....

Name and position in the Forum; Jacqueline Rooney, Secretary of Carlton Neighbourhood Forum

Signed ...J. ROONEY.....