

CONSTITUTION OF THE WERRINGTON NEIGHBOURHOOD COUNCIL

1. NAME

The name of the organisation shall be the Werrington Neighbourhood Council.

2. AREA OF BENEFIT

The Area of Benefit shall be those areas that formed the previous Werrington North and Werrington South Wards (see Map)

3. OBJECTS

The objects of the Council shall be:

- 3.1 To represent and promote the best interests of the inhabitants of the Area of Benefit as a whole
- 3.2 To act as a forum for local opinion on planning proposals, amenities, the local environment and the development of the Area of Benefit.
- 3.3 To improve the environment of the Area of Benefit and the conditions of life for its inhabitants by working in partnership with Peterborough City Council and other agencies.
- 3.4 To establish and maintain a Neighbourhood Forum, for the express purpose of promoting and improving the social, economic and environmental well-being of Werrington.

4. MEMBERSHIP

Full membership of the Council is open to all inhabitants in the Area of Benefit age eighteen and over ie those of voting age. Those under 18 and non-residents are welcome to attend any formal meeting of the Council as observers, but without the right to vote.

5. EQUAL OPPORTUNITIES

The Council shall represent all inhabitants and encourage membership regardless of sex, race, disability, religious or political opinion.

6. THE COUNCIL

- 6.1 The Council shall consist of a Chair, Vice-Chair, Secretary and Treasurer and such other Officers as are required with no more than ten and no less than six ordinary Council Members, all of whom shall reside within the Area of Benefit and be elected at the Annual General Meeting.
- 6.2 Elected Ward Councillors for the Peterborough City Council Area of Benefit Wards will be invited to attend as ex-officio members, but without the right to vote.
- 6.3 No more than six persons shall be co-opted by the Council for the purpose of filling vacancies resulting from the resignation of a Council member, to fill any representative position not filled at the Annual General Meeting and to provide additional assistance to the Council
- 6.4 All persons co-opted will be able to speak on any matter but not vote
- 6.5 The Council shall meet not less than three times a year. In the event of a Council member (being a duly elected representative of the inhabitants of the Area of Benefit) being absent, without reasonable cause, for a total of three meetings of the full Council in any one year of office, then that member shall be de-selected and a replacement sought in an approved manner. A Council member de-selected in this way shall not be precluded from seeking re-election in the future.
- 6.6 Half the elected members of the Council shall retire annually, but shall be eligible to be elected or co-opted again.

7. ADDITIONAL CO-OPTION FACILITY

The Chair of any Council committee may from time to time, and subject to ratifications by the Chair and Secretary of the Council, appoint any resident of Werrington as a co-opted member of that committee. Such an appointment shall be for an initial period of one year, or for the duration of a specific project, and may not be renewed as necessary, subject to ratification as above. The appointment will not confer or imply membership of the Council. In exceptional circumstances, where special knowledge or abilities are required to assist the committee in the performance of its functions, the residency requirement may be waived.

8. ANNUAL GENERAL MEETING

- 8.1 There shall be an Annual General Meeting held every year between May and June.

- 8.2 Public notice of the Annual General Meeting shall be posted at least twenty one (21) days in advance of the meeting and a notice placed in the local place.
- 8.3 All persons aged eighteen (18) and over living in the Area of Benefit have the right to attend and vote at the AGM. All persons aged eighteen (18) and over who live outside the Area of Benefit may attend and speak at the meeting but not vote.
- 8.4 The AGM shall be conducted by the Chair and Secretary of the Council and shall consist of the following:
 - 8.4.1 To receive the Annual Report of the Council
 - 8.4.2 To receive the Annual Financial Report and audited Statement of Accounts
 - 8.4.3 To accept resignations of members of the Council and elect Representatives to serve on the Council for the following year.
 - 8.4.4 To appoint an Auditor.
 - 8.4.5 To make recommendations and vote on any resolutions put forward by inhabitants of the Area of Benefit and presented to the Secretary, in writing, at least twenty one (21) days prior to the date of the AGM.

9. **SPECIAL MEETING**

- 9.1 The Council may at any time at their discretion and shall within fourteen (14) days of receiving a written request signed by at least twenty (20) resident and shall publicise the meeting.
- 9.2 The Secretary shall undertake arrangements for the Special Meeting to take place within fourteen (14) days of receipt of the request and shall publicise the meeting.
- 9.3 In the event of a special circumstance the Council, in its own right, shall be authorized to call a special meeting.

10. **VOTING**

All questions at any meeting shall be decided by a simple majority of those present and entitled to vote. No one shall exercise more than one vote, but in any case of an equality of votes the Chair shall have a second or casting vote.

11. **QUORUM**

A quorum of the Council shall consist of four (4) of the elected members. To form a quorum at Special Meetings and the Annual General Meeting at least twenty (20) inhabitants of the Area of Benefit must be present, inclusive of local elected Ward Councillors.

12. **MINUTES**

Minute books shall be kept and the Secretary shall enter therein a record of all proceedings and resolutions.

13. **FINANCE**

- 13.1 The Treasurer shall open and maintain a bank or building society account in the name of the Council.
- 13.2 Accounts shall be maintained in a 'payment and receipts format', recording all income and expenditure.
- 13.3 All cheques drawn on behalf of the Council shall be signed by two of three named signatories. The named signatories shall include the Treasurer and two other elected members of the Council.
- 13.4 All monies raised for and on behalf of the Council shall be applied to further the objects of the Council and for no other purpose.
- 13.5 At the end of the financial year, which shall be the calendar year, the Treasurer shall provide the Financial Report including a Statement of Accounts.

14. **CHILD PROTECTION POLICY**

That the Council shall maintain a formal Child Protection policy and to the best of its ability ensure that it is enforced. The wording shall be agreed with the appropriate authorities and from time to time it shall be updated to reflect on current legislation and practice. It shall be available for public inspection.

15. **FORMATION OF NEIGHBOURHOOD FORUM SUBGROUP**

The Neighbourhood Forum subgroup, known as Werrington Area Forum, shall be subject to its own meeting arrangements detailed in its terms of reference.

16. ALTERATIONS TO THE CONSTITUTION

- 16.1 Any proposal to alter this Constitution must be delivered in writing to the Secretary of the Council not less than twenty one (21) days before the day of the meeting at which it is to be considered.
- 16.2 An alteration shall require the approval of a simple majority of the members of the Council present and voting at a Council meeting and a simple majority of inhabitants from the Area of Benefit present at a Special or Annual General Meeting.

17. DISSOLUTION

The Council shall be dissolved by the passing of a simple majority vote at a Special or Annual General Meeting. Where a quorum has failed to attend the Special or Annual General Meeting then a further similar meeting shall be called within one calendar month and gain if a quorum fails to attend then the Council shall be dissolved.

APPENDIX ONE: AREA OF BENEFIT

