



Purfleet-on-Thames Community Forum

Constitution

1. Title

The name of the association shall be “Purfleet-on-Thames Community Forum” hereafter to be known as “POTCF”.

2. Aims and Objectives

POTCF is established to represent all those with an interest in the Purfleet area. By working in partnership with all relevant interest groups, voluntary organisations, government departments, statutory authorities and individuals, the POTCF seeks to provide for the improvement in the local environs for an involved and valued community.

The group shall be non-political and non-sectarian.

POTCF will:

Provide an additional route for those in Purfleet to raise concerns and issues on local matters and communicate these to Thurrock Council and partners.

Strengthen local community networks and develop constructive and effective partnerships between local people and organisations and the Council.

Aim to provide information to residents, businesses, groups and interested parties within the local area, work towards developing a community spirit, and hold local events that will bring the community together.

Achieve funding for local initiatives from Thurrock Council and from other relevant bodies/organisations as appropriate. Improve the general environment and amenities of Purfleet and to represent Purfleet in other matters of concern.

Promote the welfare, leisure and recreation of the local community.

Liaise with Thurrock Council, Police and other bodies to achieve these aims.

3. Membership

Membership of the POTCF shall be open to people living or working in Purfleet, and membership will be open to representatives from all community groups, voluntary organisations, partnership agencies and businesses that are based in, or have an interest in, the Purfleet area. Such individuals or representatives may join the POTCF at any time.

Each non-statutory member organisation may appoint one representative entitled to attend and vote on its behalf at meetings of the POTCF. A deputy may be appointed where necessary.

Prospective members shall complete an application form provided by the POTCF which will include a statement that they agree, both in letter and in spirit, to the aims and objectives as set out in Section 2 above. All applications shall be presented to the POTCF for approval.

Honorary members may be appointed at the discretion of the POTCF and may include such bodies as Police, Authorities, Primary Care Trust and Local Ward Councillors. Honorary members shall not be entitled to vote.

Ward Councillors and Officers of Thurrock Council are not eligible to become full members of the POTCF.

Members shall always conduct themselves in a manner acceptable to the POTCF when attending meetings or any function in connection with the Forum. In particular; all members shall abide by the aims and objectives as set out in 2 above. Failure to meet the required standards will result in exclusion of membership of the Forum.

All members should express a declaration of interest on financial matters or any other vested interest. This should be declared at the start of any relevant meeting, and all such members shall abstain from voting.

4. Forum Officers

A Chair, Vice-Chair, Secretary and Treasurer shall be elected at the Annual General Meeting of the POTCF and hold office to the conclusion of the following AGM. They shall be eligible for re-election.

In the event of more than one nomination for an officer post, an election by a simple majority vote will determine the post holder. In the case of an equality of votes the Chair of the meeting shall have a second casting vote.

The Chair and Secretary shall present written reports to the AGM on the activities for the previous year and a copy of the annual accounts will be made available by the Treasurer.

5. Meetings of the POTCF

An Annual General Meeting shall be held at a time and place determined by the POTCF giving members and the public at least twenty-one days' notice of such by posting the notice on POTCF's website, noticeboards and/or in the local press. No more than fifteen months shall have elapsed since the preceding AGM.

In exceptional circumstances, the Chair of the committee may call a Special General Meeting if so requested in writing, signed by a minimum of ten full members of the POTCF (or two-thirds of the membership, whichever is the least) and giving the reasons for the request.

POTCF shall meet not less than four times a year. The actual frequency and timing to be determined by the POTCF. All POTCF meetings shall be open to the public and shall include an "Open Session" for questions and issues to be raised by the public.

Following agreement by the Committee in times of crisis, for example a natural disaster/pandemic, the deadline for holding an AGM may be extended or emergency measures adopted for remote attendance and proxy voting and/or adjournment postponement or cancellation until such time as it is possible to reconvene.

Notice of POTCF meetings shall be posted on the POTCF website and on the POTCF's noticeboards at least seven days prior to each meeting.

Quorum – For a valid meeting to be held there must be at least two of the officers plus three other members in attendance. In the case of an AGM there must be at least three officers and a minimum of ten members.

Voting – At all times matters shall be decided by simple majority voting of those members present. In the case of an equality of votes the Chair of the meeting shall have a second casting vote.

Minutes – Minutes of all meetings shall be maintained by the Secretary and approved by the General Committee.

Honorary members may attend all meetings but shall maintain a "non-voting status".

6. General Committee

POTCF shall appoint a General Committee, which shall comprise the officers plus a minimum of three and maximum of eight other members.

To be eligible for election at the Annual General Meeting a member will need to have attended a minimum of three forum meetings since the date of the previous AGM.

Forum members who wish to serve on the committee are to be elected on a name by name basis at the Annual General Meeting of the POTCF and shall hold office for a period of one year. In the event of more than the required number being nominated, an election by a simple majority vote in each case will determine the membership. In the case of an equality of votes the Chair of the meeting shall have a second casting vote. Members shall be eligible for re-election.

If a member is expelled from the committee, they will not be eligible for re-election at any time.

POTCF may co-opt members onto the committee at a general meeting in the event of a committee vacancy.

The General Committee shall meet to deal with matters arising out of the work and interests of the POTCF as determined by the officers of the POTCF.

Quorum – For a valid meeting to be held there must be at least two of the officers plus one quarter of the General Committee members in attendance.

Voting – At all times matters shall be decided by simple majority voting of those members of the General Committee present. In the case of an equality of votes the Chair of the meeting shall have a second casting vote.

Minutes – Minutes of all meetings shall be maintained by the Secretary and approved by the General Committee.

Invited members may attend General Committee meetings but shall maintain a “non-voting status”.

If a committee member fails to attend three or more meetings, be they either forum or committee meetings, within a twelve-month period they will be deemed to have resigned by default, unless the committee, by a simple majority vote, accept the reasons offered for non-attendance. In the case of an equality of votes the Chair of the meeting shall have a second casting vote.

7. Finance

A bank account in the name of POTCF shall be opened with a bank approved by the General Committee. All cheques must be signed by not less than two authorised signatories. The authorised signatures will be determined by the POTCF officers and general committee.

The Treasurer shall maintain accounting records and produce an annual summary to be made available at the AGM. An independent witness who has looked at the accounts with the Treasurer and is confident that they are an accurate record should sign the summary.

A current financial report will be made available at each meeting. Subject to the request of two or more committee members, the accounts must be made available at ten days’ notice.

8. Constitution and Amendments

The Constitution shall be ratified or amended at each AGM. Once adopted, the Constitution may only be amended by the next AGM or by a Special General Meeting at which a simple majority of those present and eligible to vote is required for ratification.

The Constitution shall be signed by the Chair and Secretary.

9. Dissolution

If the General Committee decide by a simple majority that the Forum business is wound up, then a Special General Meeting shall be called to ratify that decision. A majority of two-thirds of those present and eligible to vote will be required to endorse the committee decision. Any excess funds held at that time and available for distribution shall be donated to an agreed charity.

Constitution Ratified

By:
Date:

24/11 November 2020

Chair



By:
Date:

24.11.20

Secretary

Claire Asplin