

PIMLICO NEIGHBOURHOOD FORUM CONSTITUTION

NAME AND AREA

- 1) The name of the forum is 'Pimlico Neighbourhood Forum' (The Forum).
- 2) The Area, as outlined on the attached Forum map, is known as 'Pimlico'.
- 3) The Area is not governed by a Parish Council.

MISSION STATEMENT

- 4) The 'Pimlico Neighbourhood Forum' is a neighbourhood forum established for the public benefit for the following purposes:
 - a) For the promotion and improvement of the social, economic and environmental well-being of Pimlico, its residents and businesses.
 - b) To encourage development to be in keeping with the distinctive and historic character of Pimlico.
 - c) To promote high standards of town planning and architecture in Pimlico.
 - d) To ensure that the administration of local services and amenities are properly and efficiently delivered and are to the advantage and legitimate needs of local residents and businesses.
 - e) To enhance the existing conservation areas within the area and extend the same where appropriate.
 - f) To prepare a Neighbourhood Plan in conformity with Westminster City Council's strategic planning policies so far as they are relevant to Pimlico in furtherance of the purposes as set out in sub-paragraphs a)-e) above.

OBJECTIVES

- 5) The Forum reserves the right to undertake any activities permitted by the relevant neighbourhood planning provisions of the Localism Act 2011.
- 6) The Forum is a non-political organisation to benefit both residents and businesses by promoting co-operation with all statutory bodies and all other appropriate organisations/bodies on issues of local concern, including improvements to the Area and its environment, appearance and/or amenities.
- 7) The Forum will consult with adjoining Fora and other key business stakeholders, such as Business Improvement Districts, on decisions concerning shared issues, including improvements to the Area and its environment, appearance and/or amenities. To this end, The Forum will set up formal inter-fora groups with all adjoining or nearby fora. Such inter-fora groups will meet at least twice a year and more frequently if matters of joint interest arise and need discussion. For the avoidance of doubt, The Forum shall not be bound by any decision or direction of the inter-fora group or groups.
- 8) The Forum will work with other community groups and bodies within the Area to enable open discussion on issues of concern to the local neighbourhood.
- 9) The Forum will help to support wider consultation activity and be informed of Westminster City Council decision-making through regular contact with city councillors.

- 10) The forum may adopt a broad range of activities and approaches to ensure accessibility and relevance. It will work to ensure that timely responses are received on identified issues and priorities.

MEMBERSHIP

- 11) Membership shall be open to businesses, workers and residents of the Area who support the purpose of the 'Pimlico Neighbourhood Forum' and complete a membership form.
- 12) The Forum shall have a minimum of 22 members and unlimited membership numbers and will be initially led by Pimlico FREDA (the Federation of Pimlico Residents Associations).

NEIGHBOURHOOD FORUM STRUCTURE

- 13) The Forum will welcome observers from interested stakeholder groups, including all statutory bodies and other appropriate organisations/bodies, none of whom will be entitled to vote unless they are also members of The Forum.
- 14) The Forum shall meet at least twice a year.
- 15) At least 21 days' notification must be given to members for a meeting to be held.
- 16) At least eight members must be present at the start of the meeting for it to be declared quorate.
- 17) All members shall be entitled to attend the meetings to propose and to vote for motions.
- 18) Residential members, businesses and members who work in the area, shall have one vote each, subject to Clause 19) below.
- 19) To avoid undue influence by any business member in the area, each business shall have one vote, regardless of the number of employees who are members and the employees of that business shall have one vote only between them.
- 20) Votes will be by a show of hands unless at least three members request a secret ballot, in which case the vote will be by secret ballot.

COMPOSITION OF THE STEERING GROUP

- 21) The Forum will have a Steering Group, which will manage the Forum.
- 22) The Steering Group shall comprise of six members of the Neighbourhood Forum plus a Chairman, all of whom shall be elected at the initial meeting of the Forum. Each candidate for election (including the Chairman) will be nominated and seconded by a member of the Forum.
- 23) Two members of the Steering Group shall resign from the Steering Group at the annual anniversary of the initial meeting of the Forum. In the absence of two volunteers resigning, the decision will be by draw. The Chairman will resign at the end of two years and there will be an election for Chairman.
- 24) All members of the Steering Group will be eligible to stand for re-election, including the Chairman.
- 25) All members shall be entitled to stand for the annual election to the Steering Group and for the position of Chairman. Voting shall take place only if a quorum is present and shall be by secret ballot. The two individuals receiving the highest number of votes shall be elected to

the Steering Group and the individual standing for Chairmanship who receives the highest number of votes shall be elected Chairman.

- 26) The Steering Group shall elect a Secretary and Treasurer and Vice-Chairman from amongst its membership.
- 27) The annual meeting of the Forum shall approve the accounts.

MEETINGS OF THE STEERING GROUP

- 28) The Steering Group shall meet as often as is necessary, but no less than quarterly, to develop the Neighbourhood Plan and for any purposes the Forum shall determine.
- 29) If vacancies occur the Steering Group can co-opt new members, subject to the election at the next annual meeting of the Forum.
- 30) The Steering Group may delegate powers on specific matters to such persons as might be deemed appropriate, including administrative support from a third party.
- 31) All Steering Group decisions must be agreed by a quorum of the Steering Group's members who are present or in communication via conference call or proxy. A quorum will be four members, plus the chair or if the chair cannot be present then the quorum shall be five.
- 32) Members of the Steering Group must declare any conflict of interest before participating in any quorate discussions and may not then participating in the voting of the Steering Group on that matter.
- 33) The Chairman of the Steering Group shall:
 - a) Call and chair meetings of the Steering Group.
 - b) The Chairman will have a casting vote on elections and resolutions in the event of a tie.
 - c) Act on behalf of the 'Pimlico Neighbourhood Forum' and represent it externally in accordance with its policy.
 - d) Act as joint signatory on the 'Pimlico Neighbourhood Forum' bank account, together with the Secretary, Treasurer or Vice-Chairman.
- 34) The Vice-Chairman shall:
 - a) Chair the meeting if the Chairman is absent.
 - b) Act alongside the Chairman on behalf of the 'Pimlico Neighbourhood Forum' and represent it externally when the Chairman is unavailable.
 - c) Assume the Chairman's responsibilities if the Chairman resigns, until which time as a new chairman can be elected.
 - d) Act as joint signatory on the 'Pimlico Neighbourhood Forum' bank account, together with the Chairman, Secretary and Treasurer.
- 35) Two signatures of the four officers are required on any bank instrument.
- 36) The Secretary shall:
 - a) Be responsible for organising meetings, giving appropriate notices, maintaining the minutes and constitution of the 'Pimlico Neighbourhood Forum' and keep membership details including telephone numbers and email addresses.
 - b) Chair the meeting if the Chairman and Vice-Chairman are absent.
- 37) The Treasurer shall:

- a) Be responsible for maintaining the accounts of the 'Pimlico Neighbourhood Forum'.
- b) Be responsible for presenting an annual budget for the following year to the Forum.
- c) Submit a detailed summary of the financial position of the Forum at every Steering Group meeting.
- d) Chair the meeting if the Chairman, Vice-Chairman and Secretary are absent.
- e) Take the minutes if the secretary is absent or acting as the Chairman.

AFFILIATION, INDEPENDENCE AND OPERATION

- 38) 'Pimlico Neighbourhood Forum' shall not be affiliated to any political party or organisation.
- 39) The Steering Group shall not comment on planning applications in the name of the Forum until the Neighbourhood Plan has been agreed by the Forum. Members may not comment on planning applications in the name of the Forum, unless the comments are in accordance with policy agreed by the Steering Group.
- 40) All members of the Forum shall act in meetings of the Forum and Steering Group in the best interests of the Forum and the residents of the area and shall follow the good governance guidance, available at <http://www.governancecode.org>.
- 41) The Forum shall act in accordance with the best practice in the preparation of the Neighbourhood Plan and in accordance with Government guidance for such preparation and shall seek to work collaboratively with the Local Authority to achieve this.
- 42) Constitutional amendments shall require a majority of two thirds of the forum at a quorate meeting, provided that 21 days' notice of the proposed amendment has been given to all members. All votes upon constitutional amendments shall be by secret ballot.
- 43) A General Meeting of The Forum may be called by not less than 10 members.
- 44) In the event of any member of The Forum acting in a disruptive manner or acting against the majority interests, then that Member shall be excluded from The Forum by a majority vote of all Members.
- 45) In the event that The Forum is not granted renewed status by Westminster City Council at the end of any period or the majority of Members on the vote decide to wind up The Forum, then The Forum shall be wound up and henceforth cease to operate. In that event, any net assets (after payment of all legitimate costs and expenses) shall be given to the Lord Mayor of Westminster's charity.