

Bingham Neighbourhood Plan Steering Committee Constitution

1. Name

- a) The organisation shall be known as Bingham Neighbourhood Plan Steering Committee (Steering Committee).
- b) The Steering Committee shall report as appropriate to the Community and Environment Committee of Bingham Town Council.
- c) The Steering Committee is a non-party political organisation.
- d) The Steering Committee is a not for profit organisation.

2. Objectives

The aim of the Steering Committee is to enhance the quality of life in Bingham by:

- a) Preparing a Neighbourhood Plan
- b) Promoting and monitoring the delivery the Neighbourhood Plan

3. Powers

In furtherance of the objectives, but not otherwise, the Steering Committee may:

- a) Raise funds and invite and receive contributions, provided that in raising funds the Steering Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- b) Recruit and support volunteers.
- c) Cooperate with charities, voluntary bodies and statutory authorities operating in furtherance of the Steering Committee's objectives of similar charitable purposes and to exchange information and advice with them.
- d) Establish or support any charitable trusts, associations or institutions formed for all or any of the projects arising from the Neighbourhood Plan.
- e) Do all such lawful things as are necessary for the achievement of the objectives.
- f) Acquire such insurances as are necessary to protect the Steering Committee.

4. Area of Benefit:

The area covered by the Neighbourhood Plan will be the town and parish of Bingham, Nottinghamshire, as designated by the Parish boundaries and approved by the Cabinet of Rushcliffe Borough Council.



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5. Membership:

- a) The Steering Committee will consist of no more than 15 members.
- b) Membership of the Steering Committee will be open to:
 - Bingham residents
 - People who work in Bingham
 - Members of community groups active in Bingham
 - County, Borough and Town Councillors who represent Bingham
- c) Every full member of the Steering Committee will have one vote.
 - This will be by a show of hands unless a secret/paper ballot is requested by a proposer and seconder.
 - Steering Committee members must declare any interest or involvement in respect of matters under discussion. The Steering Committee may then decide whether that member should be excluded from the discussion and/or vote.
- d) It will be a condition of membership that Steering Committee members will at all times conduct themselves in an acceptable manner at meetings or in premises used by the Committee. Any member may be excluded for breach of this condition, or for any conduct against the objectives of the Steering Committee, by a majority of those present and voting at any Steering Committee meeting. Any members excluded will have the right of appeal at the following Steering Committee meeting.
- e) The Steering Committee may, by majority vote, terminate the membership of any individual, provided that the individual concerned will have the right to be heard by the Steering Committee, accompanied by a person of their choosing, before a final decision is made.
- f) At the inaugural meeting of the Steering Committee a Chairman, Treasurer and Secretary, (to be known as the Honorary Officers), will be elected from the members and they will hold office with immediate effect.
- g) The Steering Committee may at any time fill any vacancy arising from within its [membership](#) or add further members at any time up to a maximum of 15, at their discretion.
- h) The Steering Committee may co-opt persons having special knowledge or experience, provided the number of co-opted members does not exceed one third of the Steering Committee's membership.
- i) The Steering Committee may set up sub-groups to focus on specific projects and pieces of work.

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6. Committee Meetings:

- a) The Steering Committee shall hold a meeting on the last Monday of every month, as a minimum. Meetings shall begin at 7pm and end by 9pm.
- b) A special meeting may be summoned at any time by the Chairman, or any other two full members. Notice of not less than 7 days must be given to all members and this notice must state the business to be discussed.
- c) In the absence of the Chairman, the members present will choose one of their number to chair the meeting before any business is discussed.
- d) Matters will be decided by a majority vote of the Steering Committee's full members present. In the case of equal votes, the Chairman of the meeting will have a second or casting vote.
- e) If, after an issue has been suitably discussed, the Chairman or any two members (proposer and seconder) call for a vote on any issue, then a vote must be taken.
- f) The Secretary shall keep minutes of the proceedings at the meetings of the Steering Committee and copies will be distributed to all Steering Committee members as soon as is reasonably practicable after each meeting, normally no more than 14 days.
- g) The Steering Committee will consist of up to 15 members and a minimum of 7 full members, including the Chair of the meeting, is necessary to provide a quorum.
- h) If a member misses more than 3 consecutive meetings, without giving their apologies, their membership will be deemed to have lapsed.

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7. Finance/Accounts:

- a) The funds of the Steering Committee, including all donations and contributions, will be credited into the account operated by the Treasurer.
- b) All cheques drawn on the account must be signed by two of the Honorary Officers.
- c) The property and income of the Steering Committee will only be used to achieve the objectives of the Steering Committee.
- d) The Treasurer will keep accounts of the property, assets and transactions of the Steering Committee and arrange for the accounts to be audited at least once a year by a person appointed by the Steering Committee.
- e) The Treasurer shall submit a statement of the past year's accounts on or around the first and any subsequent anniversaries of the Steering Committee's inaugural meeting.

8. Alterations to the Constitution:

Any alterations of this Constitution will need:

- i. The agreement of at least two thirds of the full members of the then current Steering Committee, and
 - ii. voting at any meeting especially called for that purpose, and
 - iii. provided that notice of the alterations has been received by the Secretary, in writing, not less than 21 days before the meeting at which the alteration is to be brought forward.
- Notice of this meeting must be given to all members not less than 14 days before the meeting and will include the wording of the proposed alteration.

9. Dissolution:

If in accordance with the provisions in paragraph 8 above the Bingham Neighbourhood Plan Steering Committee is dissolved, then any assets remaining after debts or liabilities have been paid, will be given or transferred to other charitable organisations, as determined by the Steering Committee, having similar objectives to the Steering Committee and operating within the Parish of Bingham, or shall be returned to the relevant funding agencies.

This Constitution was adopted at the meeting of the Steering Committee on the _____ as witnessed by the persons whose signatures appear at the bottom of this document.

Chair (Print)
 (Sign)..... Date.....

Secretary (Print)
 (Sign)..... Date.....

AND the Signatures of those present at the meeting:-