

# HEYSHAM NEIGHBOURHOOD COUNCIL

## CONSTITUTION

### **1. Name**

The council shall be known as Heysham Neighbourhood Council (hereinafter called “the Council”).

### **2. Area**

The Council shall operate in the area which for the purpose of elections to the local authority, the Lancaster City Council, comprise the Heysham North, Heysham South and Heysham Central wards (hereinafter called “the neighbourhood”).

### **3. Objects**

- (a) The council shall carry out the following objects in the manner and basis that is neither party political or religiously sectarian.
  - (i) To achieve the creation of a Parish Council to represent the neighbourhood. This is the primary object of the Council.
  - (ii) To promote the general good of the neighbourhood and to encourage all things which are for the benefit of the inhabitants.
  - (iii) To represent the opinion of the neighbourhood on all matters of concern to the area, its preservation, well being and advancement.
  - (iv) To improve housing, working, educational, environmental, social, recreational and other such like conditions by assisting and advising statutory authorities and voluntary organisations engaged in maintenance and advancement of such conditions.
  - (v) To run and assist in running social and recreational activities.
  - (vi) To initiate the formation of organisations for any of the objects and activities mentioned in this Constitution, which are not covered by existing bodies.
- (b) In order to achieve the objects and aims of this Constitution and to facilitate the running of the Council, the Council may:-
  - (i) Raise, receive and pay money.

- (ii) Join with other bodies having similar objects, subscribe to them, promote co-operation between the Council and other such bodies and bring together in the Council representatives of the authorities and organisations aforesaid engaged in the furtherance of the objects or any of them.
  - (iii) Publicise and respond to actions and proposals of any body or person affecting the nature and quality of life in the neighbourhood.
- (c) In addition to these objects the Council may at any time pursue any objects which are now or in the future may be deemed in law to be charitable.

#### **4. Membership**

Any person permanently resident within the area and aged at least 18 years is a member of the Council.

#### **5. General Meetings**

- (a) A general meeting of the Council shall be held at least once every three months.
- (b) A general meeting shall be held on the request of at least 10% of the Council membership.
- (c) At least 14 days public notice of each general meeting, except the Annual General Meeting shall be given to the neighbourhood.

#### **6. Annual General Meeting**

- (a) An Annual General Meeting shall be held in April of each year, and at least 21 days public notice shall be given to the neighbourhood.
- (b) The business on the Annual General Meeting shall include the following:-
  - (i) election of one-third of the Executive Committee
  - (ii) consideration of the work of the Executive Committee
  - (iii) consideration of the audited statement of accounts for the preceding financial year
- (c) The Annual General Meeting shall include such other business as may from time to time be determined.

## **7. Executive Committee**

- (a) The Council shall appoint, by ballot if necessary, an Executive Committee comprising of 15 members.
- (b) The executive committee shall elect from their own number a Chairman, a Vice-Chairman and a Treasurer.
- (c) The Executive Committee shall appoint a clerk and at the discretion of the Council, an honorarium may be paid to the person appointed.
- (d) The duty of the Executive Committee shall be to carry out the general policy of the Council, and subject to any conditions imposed from time to time by the Council to provide for the administration management and control of the affairs and property of the Council. The executive committee may not incur any expenditure unless sufficient balances are held to cover that expenditure.
- (e) One-third of the 15 members of the Executive Committee shall retire at each Annual General Meeting. For the first and second years of this constitution, those one-third shall be determined by the Executive Committee.
- (f) The Executive Committee shall have the power to co-opt persons who may or may not be members of the Council to serve on the Committee, provided that the number of such co-opted persons shall not exceed one-third of the total number of persons serving on the Committee. Co-opted members may not vote.
- (g) Any casual vacancies arising on the Executive Committee may be filled by the Executive Committee until the Annual General Meeting.
- (h) A quorum for a meeting of the Executive Committee shall be at least five (5) of the elected members provided that one member attending is either the Chairman or Vice Chairman.
- (i) Any executive Committee member who does not attend four (4) consecutive meetings, except as a result of illness or temporary absence from Great Britain shall no longer be a member of the Executive Committee.

## **8. Sub-Committees**

- (a) The Executive Committee may appoint sub-committees to consider and report to The Executive Committee on such special purposes as they

think fit, the members being appointed for one year or for such periods as the Executive Committee may determine.

- (b) The Executive Committee shall have the power to co-opt persons who may or may not be members to the Council or to any sub-Committee, provided that the number of such co-opted persons shall not exceed one-third of the total number of persons serving on that Sub-Committee.
- (c) A quorum for a meeting of a Sub-Committee shall be determined by the Executive Committee.

#### **9. Procedures at Meetings**

- (a) Except as otherwise expressly provided in this constitution all matters shall be decided by a show of hands of those members present at the meetings.
- (b) No person who is not a member of the Council shall be eligible to vote.
- (c) In the event of a tie at any meeting, the Chairman shall have the casting vote.
- (d) Discipline. If any member of the Executive Committee or Sub-Committee shall conduct themselves at a meeting in a manner not becoming of their position, then they shall be liable to disciplinary procedure, as determined by the Committee at that time.

#### **10. Accounts**

- (a) The Council shall cause true and proper accounts to be kept showing in detail the receipts and expenditure of the Council and the whole of its property, credits and liabilities. The books of the Council shall be kept by the Treasurer.
- (b) The financial year shall run from 1<sup>st</sup> April in the one year to the 31<sup>st</sup> March in the next year.

#### **11. Audit**

Once at least every financial year the accounts of the council shall be audited by one or more properly qualified auditors.

#### **12. Alteration of Constitution**

- (a) Alteration or amendment of the Constitution may be made only by a three quarters majority of the members present and voting at the Annual General Meeting.
- (b) Notice of proposed alteration or amendment with names and addresses of the proposer and seconder must have been given in writing to the Secretary not less than 21 days before that meeting and public notice of all proposed amendments must have been given not less than 7 days before that meeting.

### **13. Winding Up**

- (a) The Council may only be dissolved by three quarter's majority of the members present voting at a meeting of the Council specifically called for that purpose.
- (b) At least 14 days public notice must be give to the neighbourhood of such a meeting with details of the proposal to be considered.
- (c) On dissolution of the Council, any assets shall be realised and any surplus monies shall be distributed between one or more charitable organisations operating in the neighbourhood which have objects similar to one or more of those set out in this Constitution.