

**THE CONSTITUTION of BRAUNTON  
NEIGHBOURHOOD FORUM (Love Braunton)**

***AIM***

- a) Love Braunton is the name of the Braunton Neighbourhood Forum (the Forum). The purpose of Love Braunton is to promote and improve the social, economic and environmental well-being of the Braunton Neighbourhood which includes the development, implementation and maintenance of a Braunton Neighbourhood Plan.
- b) The forum has no political allegiance and operates by consensus for the benefit of those who live and work in the Braunton Neighbourhood.

***Boundaries***

- a) The Braunton Neighbourhood is geographically defined as the Braunton Parish Boundary.
- b) We also have an interest in the area described in the ND and Torridge Local Plan in the 'Braunton and Wrafton Town Plan'.

***Establishment of the Forum***

- a) The Forum was established by public meetings of residents of Braunton in period January – April 2016
- b) It was formerly constituted annually at its Annual General Meeting (AGM), held January 2017.
- c) The AGM at the end of year 4 (Early 2020), and every four years thereafter, will give consideration to the continuation of the organization and its stated Aim.

***Membership of the Forum***

- a) Membership of the Forum is open to all residents of the Neighbourhood defined in the Boundaries section, all those working in the Neighbourhood and all elected local authority councillors whose ward or district includes or overlaps with the Neighbourhood. Individuals may sign up as members at any Forum meeting or by contacting the Forum via its website or any Steering Committee member.
- b) Membership of the Forum shall at all times be a minimum of 21 individuals. Local residents' associations and similar groups will be encouraged to nominate one representative to the Forum. The Forum via its Steering Committee shall designate which associations or groups fall under the terms of this clause.
- c) The Forum may also liaise with employers in the Braunton Neighbourhood.

## ***Forum Steering Committee***

- a)** The Steering Committee (SC) will co-ordinate, implement and monitor the work of the Forum including work to develop a Neighbourhood Plan.
- b)** SC elected roles are: Chair, Vice-Chair, Treasurer, and Secretary.
- c)** These roles will be undertaken by members of the Forum elected at the AGM and will serve for 12 months.
- d)** If there are vacancies on the SC, the SC has the power to invite Forum members to join the SC. These additional members may be elected by the SC at any time during the year.
- e)** People with specialist skills may be co-opted onto the SC, and the SC may set up Task or Working Groups of Forum members for specific projects or tasks. Such co-opted persons may not vote on the SC.
- f)** The SC may be authorised by the Forum to take executive action on specific matters, previously specified by a meeting of the Forum. Any such action shall be reported to the next meeting of the Forum.
- g)** Forum Members may be contacted by the Steering Committee from time to time to give feedback on ideas and proposals, or to be invited to participate in other activities related to the work of the Forum.
- h)** The SC will liaise with relevant bodies such as the Parish Council(s), North Devon District Council providers of health and social care, businesses, schools, places of worship, residents' associations and other local organisations, and with the local authorities and their elected representatives.
- i)** SC decision-making may be by consensus or by simple majority after a vote –the Chair will have the casting vote.
- j)** The SC has the power to hold votes of no confidence in any officer or member of the SC by simple vote. Any vacancy resulting from such a vote shall be filled by appointment by the SC. Any person thus appointed must seek election at the next AGM if they are to continue as an officer or member of the SC.
- k)** Only members of the Forum may stand for the SC (and they shall be nominated and seconded by a member of the Forum).
- l)** Steering Committee members shall not publically support, be a member of, or be active in any political party. An independent member of a government body may join the SC.
- m)** The quorum for meetings of the **SC** shall be not less than 3 persons, including 1 of the officers specified in clause b) above.

## ***Meetings of the Forum***

- a) The AGM, and other Forum meetings held, give legitimacy to the Steering Committee of the Forum (as defined above) and to plans which they or Forum Task or Working Groups may develop.
- b) All Forum meetings will be called with at least 15 working days' notice and will be open to members of the public. These will be advertised on the website, and via such other means as the Steering Committee shall from time to time decide, e.g. social media, community notice boards, residents' associations, local employers and the Library.
- c) The AGM has the power to both elect, and remove by a vote of no confidence, any member of the Steering Committee.
- d) At each AGM the Chair will provide a report, the Treasurer will provide a set of accounts for the previous year and the Secretary will record the proceedings.
- e) At meetings of the Forum the chairmanship shall be undertaken by the Chair of the Steering Committee, or, if the Chair is unavailable, by the Vice-Chair, or, if the Vice-Chair is unavailable, by another person nominated by the Steering Committee.

## ***Finances***

- a) The Forum shall collect and hold monies as required to conduct the business of the Forum. These funds will be managed by the Treasurer who will produce an annual funding report at the AGM.
- b) Decisions to allocate these resources will be taken by the SC and each transaction must be authorised by three members of the SC, including 2 of the Treasurer, Chair and Vice Chair.

## ***Changes to the Constitution***

- a) The SC may make changes to the Constitution by simple vote. Any changes must then be ratified (by simple vote) at a public meeting of the Forum.

## ***Dissolution of the Forum***

- a) A resolution to dissolve the Forum will be presented to the AGM by the SC.
- b) Any funds remaining at the disposal of the Forum at that date shall be disbursed to a Braunton-based charitable organisation, for the benefit of the community of the Braunton Neighbourhood by the Steering Committee at its discretion, subject to any directions which the Committee may be given by the Forum.

<b>Version History</b>	
V2 dated 26 May 2016	Active May 16-Jan 17
V3 dated 15 Jan 2017	Amended to incorporate the initiation of work on the Braunton NP and the establishment of the NP Steering Group <b>Approved at AGM 21 Jan 17</b>
V4 dated 20 Jan 2018	Amended Forum Steering Committee section (addition of 'l'), Meetings of the Forum section (removed 'b') & Forum Steering Committee (edition of 'd') <b>Approved at AGM 20 Jan 18</b>
V5 dated 18 Feb 2020	Amended Establishment of the Forum section b) from "shall" to "was" and section c) revised to address all of the stated Aim of LB Amended Dissolution of the Forum section addition of new clause a) <b>Approved at AGM 29 Feb 20</b>
V6 dated 14 Jan 2024	Amended Forum Steering Committee section l) to include independent members of a government body being able to join the SC. Amended Forum Steering Committee section m) reducing quorum for meetings to 'not less than 3 persons, including 1 of the officers specified in clause b) above.' <b>Approved at AGM 23 March 24</b>