

## 1. The Organisation

**1.1 The name of the organisation** shall be 'The Woodley and North Earley Community Forum', hereinafter referred to as the forum.

**1.2 Status:** The forum shall be a voluntary, non-statutory, politically impartial, non-profit making group.

**1.3 The area covered by the community forum** will include the whole of Woodley and the Whitegates ward of Earley. The forum aims to serve a very diverse set of communities and has a commitment to equal opportunities. Members of the forum shall ensure that it is inclusive in its approach in tackling community concerns with regard to the protected characteristics defined in Section 4 of the Equality Act (2010), i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

**1.4 The aims of the forum** are to work with relevant partner agencies (including Thames Valley Police), key stakeholders and members of the local community in the area covered by the forum to reduce crime and disorder and enhance the environment through planning actions which improve the quality of life, local services and facilities and community safety. Specifically:

- Through public meetings, surveys and discussions with Thames Valley Police, identify the neighbourhood policing priorities for Woodley and North Earley and review these priorities throughout the year;
- For each priority, devise a cohesive plan of action and identify the key agencies / stakeholders who will take responsibility for these actions;
- Review progress of actions on each priority at regular intervals throughout the year;
- Through local associations and local newsletters publicise key messages, encourage participation and recruit volunteers to support community engagement.

## 2 Membership

**2.1 Eligibility:** As far as possible the forum shall be representative of all neighbourhood communities and ideally include at least one representative from each of the following group (please note that these are in not in priority order):

- Local authority officers
- Woodley and Earley Town Council
- Wokingham Borough Council
- Youth service
- Local schools
- Business community
- Woodley Town Centre Management
- Local voluntary groups (including EASI, WASP)
- Local faith groups
- Neighbourhood policing team
- Residents in Woodley and Earley

**2.2 Review of membership:** The forum shall review its membership regularly to ensure that it maintains as wide a representation of the local community as possible. The forum is not a closed group and new members may join at any time having first contacted the chair or vice chair.

## 3 Meetings

**3.1 Frequency:** The forum shall meet regularly to review the priorities, assess progress and agree actions.

Specifically, the forum should:

- Hold a meeting of stakeholders, including members of the neighbourhood policing team, to review priorities, progress and set actions at least once a quarter;

- Hold an open / public meeting to promote community engagement and survey local community opinion as regards policing priorities at least twice a year. This meeting may form part of the stakeholders meeting;
- Hold a local 'Have your say' session to gather information on community concerns in an easily accessible venue at least once a year;
- Hold an Annual General Meeting (AGM) once a year, with not less than a 14-day notice to all members of the forum, in order to:
  - Elect a chair and vice-chair
  - Report actions during the year
  - Review accounts
  - Consider any proposed changes to the constitution

**3.2 Minutes:** Minutes recording attendees and agreed actions, should be taken at all meetings and circulated to all members of the forum.

**3.3 Voting:** Voting members of the forum include:

- 2 Woodley Town Council representatives
- 1 Earley Town Council representative
- 1 Thames Valley Police representative
- 1 Woodley Town Centre Management representative
- 4 Woodley residents
- 2 Earley residents
- The chair or vice-chair

At a meeting at which voting is to take place there must be at least one representative from the neighbourhood policing team and each of the town councils together with the vice-chair or chair and at least 3 other residents present. Any vote taken shall be passed by a simple majority of those voting members present.

#### **4 Funds**

The community forum is not a statutory body and is not therefore required to hold its own budget or insurance. The actions initiated at a forum meeting shall be agreed and carried out by the organisations represented. The responsibility for providing staff, budgets and insurance to cover the activity therefore remains with the organisations carrying out the activity.

The forum does have the option of bidding for funding for the promotion of public safety and to be eligible to do so is required to have a community bank account. This account is purely for the receipt of grants and other funding awarded to the forum for the promotion of public safety in Woodley and North Earley and can only be used to achieve the aims of the forum. All items of expenditure shall be approved by the chair and vice-chair. Full accounts shall be kept by the vice-chair and the resulting expenditure accounts and balance sheets shall be presented to the Annual General Meeting.

#### **5 Dissolution**

Any proposal to dissolve the forum can only be considered at a general meeting, called at least 14 days in advance of the date of the proposed meeting. Due notice of the proposal to dissolve the forum should be included in the notice of the meeting.

All assets remaining on dissolution, after satisfying outstanding debts and liabilities, shall be distributed to a voluntary organisation nominated by the forum at a general meeting.

#### **6 Amendments to the constitution**

Amendments to this constitution can only be made at an Annual General Meeting, or a general meeting, called at least 14 days in advance of the date of the proposed meeting and where due notice of the proposed changes has been included in the notice of the meeting.

**April 2018**