



LISKEARD TOWN FORUM AND MCT INITIATIVE

CONSTITUTION

Title:

The name of the Forum shall be **Liskeard Town Forum and MCT Initiative** and is referred to in this document as the **Forum**.

Mission Statement:

To work in partnership with organisations, businesses and individuals to provide a town and facilities that accord with the aspirations of local people.

To bring together organisations, businesses and individuals in and around Liskeard to identify and promote measures needed to enhance the town's attractiveness to those who live, work or visit the town.

Main Aims:

To co-ordinate the views of the community and businesses in Liskeard and its environs and identify common aims for the continued revitalisation and regeneration of the town.

To work in partnership with other bodies in preparing and maintaining a strategy and action plan for the regeneration of the parish of Liskeard, in accordance with the views of the community and businesses.

To work in partnership with Liskeard Town Council, Cornwall Council and other appropriate bodies on the implementation of projects flowing from the regeneration strategy and the opportunities afforded by other funding streams.

To outline Forum members' mutual interests and direct any problems arising to the appropriate bodies. The Forum will add value to the functions of Liskeard Town Council, and Cornwall Council.

To promote the image of Liskeard as a vibrant centre for shopping, commerce, transportation, communications, cultural and community activities.

To work with and offer support to Liskeard's surrounding parishes to achieve mutual benefits for the town of Liskeard and its surrounding settlements.

Functions:

To have a representative on the Community Network Area panel to represent the views of its members.

Membership:

The Forum is open to any resident of Liskeard or its environs who has an interest in promoting the aims of the Forum.

Established bodies espousing the aims of the Forum will be admitted to membership as partnership members. Such bodies shall include:

- a. local or public authorities,
- b. associations or organisations connected with trade, industry, commerce and the professions,
- c. residents and tenants associations,
- d. associations or organisations involved in the local affairs of Liskeard,
- e. any other body based within the parish whose aims are consistent with those of the Forum,

Provided that such authorities, associations, organisations and bodies are properly constituted.

In addition, the Forum will actively seek to co-opt members to represent various sectors, interests or bodies which it considers necessary to the furtherance of its aims.

A list of partnership and co-opted members shall be prepared and annually updated as an appendix to this document.

General Meetings:

An Annual General Meeting of the Forum shall be held in Liskeard each year in May, or as soon after May as is practicable. The business of this meeting shall include the election of Chairman, Vice Chairman and presentation of Annual Accounts.

The Forum is an independent body, which is not controlled by or subservient to any particular member organisation. To preserve this in the minds of residents, it is therefore preferable that the Chairman and Vice Chairman are not both (or ideally, either) elected members of any of the local government represented on the Forum.

Suggest Chairman, Senior Vice Chairman and Junior Vice Chairman.

An Extraordinary General Meeting of the Forum may be called at any time by either:

- a. The Chairman, or
- b. Any eight members of the Forum.

Members shall be given at least 10 working days written notice of the date, time and place of any General Meeting.

At least one third of the total listed membership of the Forum shall be represented at any General Meeting for business to be transacted. Membership as per register to be registered by due date.

Any changes to the Constitution of the Forum shall be agreed by at least two thirds of the members present at a General Meeting of the Forum. Requests for such changes shall be made in writing to the Secretary of the Forum in time for written notice thereof to be sent with the calling notice of the meeting.

Business Meetings:

All Business Meetings of the Forum shall be open meetings at which members of the public will be welcome and may speak on relevant issues.

Business meetings of the Forum shall be held with a frequency agreed by the Forum as being necessary to deal with the business in hand and to keep members abreast of progress on relevant issues. This will normally be approximately every six weeks but there will be a minimum of four meetings each year. Meeting dates will be agreed by the Forum and published in advance.

Business meetings will be conducted to an agenda, which will be circulated not less than five working days before the date of the meeting.

No business may be transacted at a Business meeting unless at least one quarter of the members are represented.

At Business Meetings of the Forum, the main issues related to the revitalisation and regeneration of the town shall be discussed and decisions made on the actions to be taken by the Forum. Reports shall also be given by committees and working groups. Updates on the progress of any project or matter of interest will also be given. The Forum may also invite other bodies or individuals to attend for the purpose of contributing to debate or making presentations on subjects pertinent to the aims of the Forum.

Representation and Voting:

~~Except where specified in the appendix, each listed member organisation will provide one representative to count towards a quorum where this is required and will have one vote on any matter voted upon in General or Business Meetings. It should be noted that General and Business Meetings are open events and thus this clause does not prevent more than one member of any organisation from attending or taking part in debate.~~

(Suspended pending review)

Committees and Working Groups:

The Forum may establish committees and working groups, each of which shall deal with a specific issue or area of Forum business. With the requirement for a thematic approach to regeneration, a working group will be required to examine and develop each theme decided upon by the Forum. A Steering Committee will be formed to oversee and manage the process of producing and/or updating regeneration plans and the operation of the theme groups.

Each Working Group shall be comprised of volunteers. The initial number of members of each working group shall be up to six, all representing different organisations. Members of each working group may co-opt willing individuals from any member organisation or from outside the Forum to contribute extra effort and/or skills as required.

Each working group shall elect its own Chairman and Secretary and will agree on working arrangements appropriate to its task. It will agree a programme of work with predetermined meeting and target dates. Each working group will report to business meetings of the Forum.

All working groups will operate by consensus whenever possible.

Any reports or recommendations made by working groups shall be scrutinised by the Steering Committee and, endorsed or adopted by the Forum at its next business meeting except where this constitution requires them to be approved at a General Meeting. The power of decision may be delegated within specified limits by the Forum to a committee, working group, partnership or other body where required for the delivery of projects or other activities.

Public Consultation:

In fulfilling its aim, the Forum is required to consider the views and aspirations of residents of the town and surrounding settlements. The Forum and its working groups should thus undertake public consultation, particularly when dealing with matters of widespread public interest. Frequently, however, it will be operating with or under the auspices of one of the partners and thus should consider carefully by whom any consultation is best made.

Media Representation:

Whilst the media, as a part of the public, is welcome at any business meeting of the Forum, any specific representation on behalf of the Forum or about the Forum's activities shall be by, or with, the specific approval of the Chairman.

Finance and Administration:

The Forum is supported financially by its partners, Cornwall Council and Liskeard Town Council. This support pays for the running costs of the Forum and contributes

a small amount to the Community Fund. The finances of this body are governed by specific regulations, some of which may apply to the way in which the Forum spends these grants. Care shall be exercised to ensure that no applicable regulation is infringed, particularly as this might jeopardise the future of such grants and, thereby, the Forum itself.

The Town Council shall be the Accountable Body for the management of all funding provided to the Forum, this duty being executed through the Responsible Financial Officer.

Annual accounts shall be prepared and presented to the Annual general Meeting of the Forum for approval.

Administration is provided, on a repayment basis, by Liskeard Town Council. The Town Clerk shall be the Clerk and Secretary to the Forum, assisted as necessary by other members of staff.

Insurance:

The Forum shall carry insurance appropriate to its activities.

Appendix A.

MEMBERSHIP

Original Membership (5/12/94)

Full (Voting) Members:

Liskeard Town Council (LTC) (2)	
Caradon District Council (CDC) (4)	
Cornwall County Council (CCC) (1)	
Liskeard Chamber of Commerce (2)	
English Heritage (1)	
English Partnerships (1)	
Association of Town & Parish Councils (1)	16

Co-opted Members:

Liskeard in Bloom	
Devon & Cornwall Constabulary	
Headmaster, Liskeard Community School (19/12/94)	3

Current Membership

Partnership Members:

LTC (3)	
CC (4) (3 members from Liskeard wards and 1 from the surrounding parishes)	
Liskeard Chamber of Commerce (2)	
Association of Local Councils (representing the rural parishes)	
Liskerrett Centre	
Citizens Advice Bureau	
Pengover Park/Close Residents Association	
Barras Cross Residents Association	
Trevecca Residents Association	
Melbourne Road Residents Association	
Lake Lane Residents Association	
Culverland Residents Association	
Cannon Terrace Residents Association	
Age Concern	
Stuart House Trust	
The Echo Physical Disability Resource Centre	
Cornwall Neighbourhood for Change	

Co-opted Members:

Devon & Cornwall Constabulary	
Head teacher, Liskeard Community College	
Young People (Community College 6 th Form Council) (2)	
Liskeard Cyclists	
Liskeard Decorative & Fine Arts Association	
Representatives of Parish Councils and/or Parish Plan Groups for the parishes specified in Appendix B.	

Appendix B.

List of Surrounding Parishes to be involved in the Community Strategic Plan of the Liskeard MCTi.

Dobwalls and Trewidland
Menheniot
Quethiock
St Cleer
St Keyne
St Neot
St Pinnock (Parish Meeting)
Warleggan
St Ive

Plus other member parishes within the Liskeard/Looe Community Network Area who wish to participate and are ratified by the Forum

Duloe
Lanreath

Appendix C.

Regeneration Themes

- 1a. **Our Community.** Population and Housing.
How big a town? Housing (amount, balance, design, location, sustainability).
- 1b. **Our Community.** Health & Community Services.
Provision, access and information. Vulnerable people. Healthy living. Demographics.
- 1c. **Our Community.** Recreation and Leisure
Participation and Communication. Range. Facilities. Providers.
2. **Good Jobs for Locals.** Local jobs for locals. What sort of jobs?– Industrial & Commercial land. Skills, education and training. Retail. Tourism.
3. **Getting Around.** Transport & Access. Public transport, roads, parking, cycle ways, pedestrian access.
4. **A good place to live.** The environment, both built and natural. Heritage. Culture. Special Needs.

Note that several of these themes will be cross-cutting and there may well be different and conflicting solutions to the issues. In order to resolve this, the need for a seventh limb will be necessary to look holistically at:

5. **The Town Centre.** To draw together an overall picture.

There will also, but probably later in the process, need to be an examination of and plan for:

6. **Promoting the Town.**

22 July 2009