

Constitution

Name

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

Purpose

To bring together local individuals, businesses and organisations to promote the well-being and development of Liskeard and its environs for the good of residents, local businesses, organisations and visitors.

Structure

1. The Forum shall be managed by a Management Committee comprising the Chairman and Vice Chairman. A Treasurer and other members may be co-opted when required. This Committee shall be elected each year at the Forum Annual General Meeting (AGM).
2. The Town Clerk shall be the Secretary to the Forum assisted as needed by other members of staff. The Secretary will be an ex-officio member of the Management Committee and where appropriate will advise on relevant legal and financial matters.
3. The Chairman shall serve no more than 3 years in succession. A minimum of 2 years must pass before the incumbent becomes eligible to stand again for the post of Chairman. On retirement the Chairman may fill another Committee post.
4. The Forum may establish Committees or Working Groups to assist in achieving its aims. These will report regularly to the Forum.

Aims

1. To coordinate the views of the community and businesses in Liskeard and its environs and identify common aims for the revitalisation and regeneration of the Town.
2. To work in partnership with the Town Council, Cornwall Council and other organisations in preparing and maintaining a strategy and action plan for the development of Liskeard and its environs in accordance with the views of the community and businesses.
3. To identify members' mutual interests and to refer any problems arising to the appropriate bodies.

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

Membership

1. Membership is open to individuals and organisations resident or working in Liskeard and its environs to achieve the Forum's aims.
2. The Forum shall maintain a register of members. A member shall be anyone who attends a Forum meeting.

Voting Rights

1. All members present have the right to vote on all Forum matters including the Election of Forum Officers and financial matters provided they have been included in the Agenda.
2. Any vote (except that taken on the subject of dissolution) will be decided by a simple majority of votes cast by members present.
3. The Chairman will have a casting vote.

Funding

1. The Forum will be funded by grant support from the Town Council and may seek finance from other sources.
2. Funds are to be held in the Forum's bank account. All cheques issued for payment must be signed by 2 Officers.
3. Funds must only be used for the Forum's purposes.
4. Full annual accounts shall be presented at each AGM and brief financial details will be provided at meetings when appropriate.
5. Members cannot receive any reimbursement from the Forum for duties carried out except the refund of reasonable out of pocket expenses for which receipts will be required.
6. Liskeard Town Council will provide administrative and financial support on a repayment basis.

Grants

1. Funds permitting, grants of up to £300 may be made to local organisations in accordance with the Forum's grants procedures.
2. Requests for community grant funding should follow the Forum's established grants procedures.
3. Members of the Forum involved with organisations submitting a grant request may not participate in the vote held to resolve the outcome.

Meetings

1. Ordinary meetings of the Forum will normally be held every 6 weeks but there shall be a minimum of four business meetings a year. Notice, minutes of the previous meeting, and agenda are to be issued at least 5 working days

beforehand. The minutes shall be posted on the Forum's website providing access for the public. Everyone attending is welcome to participate in meetings in line with the Agenda of the day. New matters may, at the Chairman's discretion, be raised for discussion under Any Other Business (AOB).

2. At the Chairman's discretion emergency matters may be raised for immediate discussion.
3. Except for certain matters concerning finance and personnel, meetings shall be open to the Press and Media. No video or audio recordings are permitted during the Forum meetings without the consent of the Chairman.
4. An AGM shall be held each year in Liskeard in May or as soon after as possible. This will review events of the previous year, receive financial reports and cover the election of Officers for the coming year as appropriate.
5. A Special General Meeting (SGM) may be called by the Chairman or by formal signed request from 15 members of the Forum. Notice of a SGM will be posted on the website, published in the local press, and placed on Town Council Notice Boards. Members shall be given at least 10 working days' notice of such a meeting.

Quorum

One third of the membership or 15 members, whichever is the less, shall be required to be present for the conduct of business.

Insurance

The Forum shall carry insurance appropriate to its activities.

Changes to the Constitution

Changes to the Constitution will be considered by the Forum or a Committee or Working Group established for this purpose. Subsequent recommendations for change will be subject to a majority decision at either an AGM or SGM.

Dissolution

1. Members may, by calling an SGM for this specific purpose, propose the dissolution of the Forum. A minimum of 15 members are required to form a quorum at such a meeting of which a two-thirds majority will be required to bring this about.
2. Any funds remaining from Town Council grants should be returned to the Council after all accounts are settled and any other surplus may be transferred to another organisation having similar aims to those of the Forum.

November 2013