

# **Lilliput Neighbourhood Forum**

## **Constitution of the Lilliput Neighbourhood Forum**

Adopted 9<sup>th</sup> April 2025

# LILLIPUT

## NEIGHBOURHOOD FORUM



### 1. Name

The name of the Forum is Lilliput (LNF) Neighbourhood Forum (the "Forum").

### 2. Neighbourhood Plan Area

The Neighbourhood Plan Area (NP Area) is clearly shown in the plan attached hereto at **appendix 1** and delineated by roads and pathways.

The area of Canford Cliffs Ward bounded by Salterns Way/Lilliput Road to the North West along the South Westerly harbour seashore to the Westerly boundary of the Luscombe Valley Nature Reserve taking in Alington Close, Mount Grace Drive, Bingham Avenue along the South West boundary of Parkstone Golf Course including numbers 66, 68 & 68A Lilliput Road.

That part of Penn Hill Ward, continuing along Compton Drive to Links Road (both sides to its junction with St Osmonds Road. Along the outside boundary of the Broadwater estate including Elgin Road to Parkstone cemetery. That part of Parkstone Ward westward along Sandbanks Road, across into Turks Lane and back to the Harbour front at Parkstone Yacht Club and around

the shoreline eastwards, including Blue Lagoon to Salterns Marina where parts of the electoral districts of “Parkstone”, “Penn Hill” and Canford Cliffs Wards meet near Lilliput Square.

### **3. Objectives**

The objectives of the Forum are:

- a. To promote, improve and protect the social, economic, architectural and environmental conditions in and for the benefit and well-being of the NP Area with the express purpose of preparing and implementing a Neighbourhood Plan.
- b. To provide opportunities to influence local decision-making and to promote good citizenship in the NP Area.
- c. Out of surplus funds available to the Forum, to provide social infrastructure and community facilities for the NP Area.
- d. To promote a positive image of the NP Area.
- e. To encourage openness and transparency between organisations about services and plans for the NP Area.
- f. To promote community cohesion.
- g. To promote environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisations.
- h. To undertake such other activities in furtherance of the policies and objectives of the Neighbourhood Plan as may be decided by the Forum from time to time.

### **4. Powers**

In furtherance of the objectives, but not otherwise, the Forum may exercise the power to:

- a. Invite and receive contributions, raise funds and grants where appropriate, to finance the work of the Forum, and to open a bank account to manage such funds.
- b. Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.
- c. Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
- d. Employ paid staff and volunteers, and take out any contracts, which it may deem fit to meet the objects of the Forum.
- e. Take any form of lawful action necessary or convenient to achieve the aims of the Forum.

### **5. Membership**

a. Lilliput Neighbourhood Forum has four types of Forum Member:

- i. Resident Member – a person whose usual residence is, or owns property, within the Neighbourhood Area.

- ii. Worker Member – an employee, self-employed or business rate payer person whose usual/primary workplace or premises is within the Neighbourhood Area.
  - iii. Elected Official Member – a ward councillor, Member of Parliament whose constituency forms part of the Neighbourhood Area, and.
  - iv. Affiliated Organisation – a formally constituted community group that has an interest in the Neighbourhood area.
- b. The Forum will endeavour to have a minimum of one member from each of the four categories in (a) above under the heading “membership”.
- c. The Forum will be as representative as possible of the people who live or work in the NP Area. Accordingly, membership will be drawn from different places in the NP Area and from different sections of the community.
- d. Core membership shall comprise those 27 individuals named in the application to BCP Council for designation of the Forum as a statutory forum.
- e. New members will be admitted as soon as a membership application in the form prescribed by the Executive Committee (as defined in Clause 8 (The Executive Committee)) from time to time has been received.
- f. A list of members will be kept by the Membership Secretary.
- g. Membership will end for any member who dies or resigns from membership or, in the case of ‘Core Membership’ no longer meets the stated criteria.
- h. The Executive Committee may decide, by a two thirds majority vote and notice to the affected member, that such member be suspended or have their membership ended for:
- i. bringing the Forum into disrepute.
  - ii. inappropriate behaviour or behaviour that is otherwise inconsistent with membership of the Forum; or
  - iii. failure to conduct themselves in a reasonable manner at the Forum meetings; and
- i. The Executive Committee may refuse to admit any person or business as a member without giving reason for doing so.

## **6. Equality and Diversity**

The Forum will value diversity and promote good relations with all members of the NP Area and surrounding community and not discriminate on the grounds of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, gender reassignment, sexual orientation, social status, social inequality.

## **7. Affiliations**

The Forum will be open to Residents Associations that operate within the NP Area. Residents Associations recognised by the Executive Committee will be invited to have a single representative present as a “Member” to all Executive Committee Meetings.

## **8. Duration**

Subject to Clause 15 (Dissolution), the Forum shall exist for five (5) years from its formal designation by BCP Council. Before the five years has elapsed, the Forum can and may apply to BCP Council to renew their designation as a qualifying body for a further five years for the purpose of neighbourhood planning in its designated neighbourhood area (which may include activities relating to the revision or updating of the neighbourhood plan in accordance with regulations). At its AGM at the end of year four (4), the AGM will give consideration to continuing as a separate body, combining with another appropriate body or handing over to a successor organisation to maintain and monitor the DLS Neighbourhood Plan.

## **9. The Executive Committee**

The Forum will form and operate an Executive Committee (the "Executive Committee") to direct and organise the work, finances and membership of the Forum as follows:

a. The Executive Committee shall have a minimum of the following officers:

Chairperson, Vice-Chairperson, Secretary, Treasurer and Membership Secretary.

b. The Executive Committee shall have the power to appoint if they wish a Vice-Secretary and Vice-Treasurer and other Executive Committee functionaries.

c. At the date hereof the Executive Committee is made up of the following members:

Chairman: Anthony Vickery

Vice-Chairperson: Elspeth Miller

Secretary: Chris Rice

Treasurer: Graham Whitehall

Membership Secretary: Pauline Foye

Executive Committee Members: Jon Exton, Garry Robson, Dianne Singh

Ordinary members: see application form

Business member: David Adams -Wessex Marine Ltd

Canford Cliffs Ward Councillors: John Challinor and Gavin Wright.

Penn Hill Ward Councillor: Oliver Walters.

Parkstone Ward Councillors: Emily Harman and Crispin Goodall.

Poole MP : Neil Duncan-Jordan

d. Executive Committee members shall be elected at an Annual General Meeting ("AGM").

e. At each AGM all Executive Committee members shall resign but shall be eligible for re-election (if willing to act).

f. Unless the Chairperson otherwise decides, no person shall be eligible for election to the Executive Committee unless at least seven (7) days prior to the AGM, written notice of such nomination has been given to the Secretary, except that existing members of the Executive Committee shall be deemed to have been duly nominated without such notice.

g. The Chairperson shall not serve for more than four (4) consecutive AGMs in that capacity (but may continue to serve as an Executive Committee member, subject to re-election at AGMs and to paragraph (j) below).

h. No Executive Committee member may serve more than six (6) consecutive AGMs in that capacity.

i. The Executive Committee shall have a minimum of five (5) and a maximum of fifteen (15) members at any one time.

j. The Executive Committee may:

i. invite additional members to serve on the Executive Committee (subject to the limit in paragraph (i) above);

ii. appoint sub-Executive Committees and working groups to carry out the activities of the Forum: and

iii. invite non-Executive Committee members or non-members, for example, Ward Councillors and external advisers, to attend Executive Committee meetings and undertake specific responsibilities on behalf of the Executive Committee, in all cases, on such a basis as the Executive Committee may determine from time to time.

k. Any vacancies on the Executive Committee may be filled by co-opting members until the next general meeting or AGM

l. Executive Committee members shall declare any potential conflict of interest and withdraw from discussion and voting where appropriate.

m. The quorum for Executive Committee meetings shall be five (5) in number or fifty (50) percent (whichever is the greater) of Executive Committee members.

n. The Executive Committee has the power to make decisions using electronic media outside of Executive Committee meetings on such a basis as the Chairperson may determine.

o. Unless otherwise specified in these rules, decisions of the Executive Committee will be determined by a simple majority of those Executive Committee members voting and the Chairperson shall have a casting vote if equal votes are cast.

p. Executive Committee meetings may be called by the Chairperson and Secretary, or at the request of one third of Executive Committee members upon not less than seven (7) days' notice.

q. A minimum of three (3) Executive Committee meetings will be held in each calendar year.

## **10. Officers**

The following provisions apply in respect of officers of the Forum:

a. All the officers of the Forum have a duty to further all the aims of the Forum.

b. The Secretary shall keep and make available for inspection by a member a record of business transacted at the AGM and each Executive Committee meeting.

c. The Membership Secretary shall keep a record of membership of the Forum and may delegate that duty to other Forum members. They will also hold the responsibility for complying with General Data Protection Legislation (GDPR) in relation to member's details. (if any)

d. The Treasurer shall be responsible for:

- i. All banking and financial arrangements.
- ii. Keeping proper accounts of income and expenditure.
- iii. Reporting on the Forum's financial position to the Executive Committee and AGM.

## **11. Meetings**

The following provisions apply in respect of meetings:

a. An AGM will be held in May or June 2025 and thereafter no later than fifteen (15) months after the previous AGM.

b. Not less than fourteen (14) days' notice shall be given to members of the next AGM.

c. A report shall be given at the AGM (except the first AGM) by the Chairperson describing the work of the Forum since the previous AGM.

d. An Extraordinary General Meeting ("EGM") shall be called if required by the Executive Committee, or at least fifteen (15) percent of members by written requisition served on the Secretary, upon not less than twenty-one (21) days' notice given by the Secretary to every member.

e. Any such notice of an EGM shall describe in general terms the main business to be considered at the meeting.

f. At any AGM or EGM, ten (10) percent of the members shall constitute a quorum and, if not present, the meeting shall be adjourned to another day when members present constitute a quorum.

g. Not less than seven (7) days' notice must be given to the Secretary of any resolution to be moved at any general meeting unless such resolution is admitted by the Chairperson at the meeting.

h. A notice containing all resolutions and nominations to be moved, with the names of those proposing and seconding each resolution shall be kept by the Secretary and be available for inspection by any member for not less than seven (7) days before the relevant general meeting.

i. All members shall have the right (subject to control of the Chairperson) to speak at any general meeting.

j. All members shall have the right to vote on any resolution before a general meeting on a one person, one vote basis.

k. Resolutions of any general meeting will be passed by a simple majority of those members present and voting unless otherwise specified in these rules.

l. Any member entitled to vote may demand a poll which shall be taken forthwith.

m. Any member entitled to vote may authorise in writing (such authority to be satisfactory to the Chairperson) another member to vote on her/his behalf.

n. In addition to votes held at general meetings, the Executive Committee may decide at its discretion to conduct a vote of members by any appropriate means, including postal and/or electronic voting, on such terms and such basis as the Executive Committee may determine.

o. Any vote carried out under paragraph (o) above will have the same quorum, the same notice requirements, be subject to the same voting majorities and, if passed, have the same effect as if it were a resolution duly passed at an EGM.

p. If equal votes on any resolution at an annual general meeting or vote under paragraph (o) above are cast, the Chairperson shall have a casting vote.

## **12. Finance**

The finances of the Forum shall be managed as follows:

a. The Treasurer:

i. shall have control of funds for the Forum and shall cause funds to be held in a bank account in which such funds, other than those required for immediate expenditure, shall be kept; and

ii. Is authorised to make payments approved by the Executive Committee by bank transfer or other electronic means.

b. The property and funds of the Forum shall be held and administered by the Executive Committee and resolution of the Executive Committee shall be sufficient authority for any payments.

c. The Executive Committee may by resolution from time to time adopt rules authorising specified combinations of officers and members of the Executive Committee to incur expenditure up to specified limits without further Executive Committee approval.

d. The Executive Committee is not authorised to incur any overdraft or other borrowings on behalf of the Forum.

e. The financial year shall end on 31<sup>st</sup> December each year up to which date any annual statement of accounts and balance sheet shall be submitted for approval at the subsequent AGM.

## **13. Indemnity**

Except such loss as arises from their respective wilful default, the officers and members of the Executive Committee and any sub-Executive Committees or working groups shall:

a. not be liable for any loss suffered by the Forum as a result of the discharge of their respective duties on the Forum's behalf; and

b. be entitled to an indemnity out of the assets of the Forum for all expenses and other liabilities incurred by them in discharge of those respective duties.

## **14. Notices**



Notices required under these rules shall be given in writing which shall include electronic means such as, without limitation, email, text, WhatsApp or other common means for conveying information determined by the Executive Committee from time to time. All communication will be mindful of GDPR. Notices given in good faith to contact details such as email addresses, phone numbers or addresses last recorded by the secretary for any member shall be deemed validly given to that member even if that member has changed those contact details or the notice is not received.

#### **15. Changes to Constitution**

These rules may be varied or added to by resolution of the Forum in general meeting passed by a majority of at least two thirds of the members present in person or by proxy in accordance with the voting rules in Clause 10 (Meetings) of which resolution notice has been given in the notice convening the meeting.

#### **16. Dissolution**

The Forum may be dissolved if:

- a. the number of members at any time falls below twenty-one (21) and the Executive Committee so resolves; or
- b. the Forum in general meeting so resolves by a majority of at least two thirds of the members present in person or by proxy in accordance with the voting rules in Clause 10 (Meetings) of which resolution notice has been given in the notice convening the meeting.

On such dissolution any balance of funds shall be paid to a suitable charity decided upon by the Executive Committee unless otherwise determined by resolution in general meeting or if the dissolution results from hand over to or combination with a successor body under Clause 7 (Duration).

## Appendix A -Boundary

### Lilliput Neighbourhood Plan Boundary

