

BRENTFORD COMMUNITY COUNCIL

CONSTITUTION

1. NAME

The body referred to in this constitution shall be known as Community Council.

2. AREA OF INTEREST

The Community Council shall be concerned with the Area of Interest shown on the map attached.

3. OBJECTIVES

The aims and objectives of the Community Council are:

- (i) To represent the general interests of the area with any person or agency which provides services or undertakes any activity affecting the environment of the area and/or the lives well-being of people living in the area.
- (ii) To promote the social, moral, intellectual and physical development of people living in the area.
- (iii) To support good community relations and equality of opportunity between people living in the area.
- (iv) To encourage responsible conservation and/or development of the environment in the area.

4. MEMBERSHIP

4.1 Categories of Membership

There shall be two categories of full membership:

- (i) Members nominated by groups
- (ii) Individual membership (as defined in 4.5)

4.2 Membership Register

The Community Council shall maintain an up to date list of members which shall be open to public inspection.

4.3 Group Membership

Every voluntary or community organisation or school operating within the area may apply to nominate a group member to the Community Council. The Community Council will allow all such groups to nominate members, but will exclude:

- (i) Political parties
- (ii) Groups known to express racist views or policies
- (iii) Groups claiming to represent a geographical area which are considered to be in competition with other groups representing the same area.
- (iv) Groups unable to demonstrate active operation by holding regular meetings, electing officers, or which have a membership list of less than 20 people.

4.4 Representatives of Groups

Each group may choose one Member and up to two Deputy Members to represent it on the Community Council or its Committees. Such members may remain members for as long as they are chosen by the group to represent it and are qualified to be members.

A group may change:

- (i) Change its representative(s) at any time.
- (ii) Send to any meeting a substitute, who must themselves satisfy the conditions of membership of the Community Council.

In either case the member or an officer of the group must give three days' notice of the change or substitution to the Secretary of the Community Council.

4.5 Individual Members

The Community Council shall have the power to admit up to two full individual members from each of the following sections of the community if it considers that they are under-represented in its membership:

- (i) People under the age of 21.
- (ii) Asian, African Caribbean, and other ethnic minority communities.
- (iii) People with disabilities.
- (iv) Women.
- (v) People of pensionable age.

4.5 Individual Members *continued...*

- (vi) Low income groups.
- (vii) Lesbians and gay men.
- (viii) Any individual member.

Individual members will be admitted annually at the A.G.M. Serving officers and committee members will no longer be bound by a time limit, which will allow them to stand for re-election as necessary.

4.6 Non-Voting Members

The Community Council may at its discretion offer non-voting membership to:

- (i) Representatives of commercial organisations.
- (ii) Representatives of statutory authorities (other than the local Authority) within its area.
- (iii) Representatives of groups who do not reside within the area.
- (iv) Private individuals who do not fall into the categories listed in 4.5.

Non-voting members may take part in all business of the Community Councils and its Committees, but may not stand for office and may not vote. Any group entitled to send a member may choose to be represented by a non-voting member.

4.7 Qualifications for Membership

Membership is open irrespective of political party, nationality, religious opinion, race, colour, age or sexual orientation. The Community Council will seek to ensure that disadvantaged groups including women, Asian, African Caribbean and other ethnic minorities, and people with disabilities play a full part in its activities.

The following qualifications shall apply:

- (i) No person may hold voting membership in more than one capacity or represent more than one group.
- (ii) Group and individual full members must reside within the Community Council's area of interest.
- (iii) No person known to express racist views or policies may become or remain a member.
- (iv) Any member who has failed to attend at least one meeting in the period from one Annual General Meeting to the next without reasonable cause will be deemed to have resigned.

4.7 Qualifications for Membership *continued...*

- (i) No person may continue as a member if the group concerned has notified the Secretary that they are no longer its representative.
- (ii) If a subscription is levied, no person may continue as a member if their payment is more than one year in arrears.

4.8 Termination of Membership

The Community Council shall have the power to:

- (i) Refuse or withdraw the right to nominate a member from any group of the kind specified on 4.3.
- (ii) Disqualify a member in accordance with 4.7.
- (iii) Withdraw membership from any other member whose actions are deemed to be prejudicial to the interests of the Community Council.

Any proposal to terminate membership will be considered in the first instance by the principal Committee (see Clause 5.1). The group or member concerned shall have the right to be heard, and may appeal to the next meeting of the Community Council. The decision and the outcome of the appeal will be determined by a simple majority of full members present and voting.

5. **COMMITTEES**

5.1 Establishment

The Community Council may set up such Committees, Working Parties, and Task Groups as it considers necessary, and may decide their powers, terms of reference, and composition. The terms of reference of one Committee (a Co-ordinating, Executive, or Management Committee) must enable it to be the principal Committee which implements and takes responsibility for the Community Council's work, and takes all decisions regarding policy and practice as may be required between meetings of the Community Council.

5.2 Membership

Committees shall have not more than seventeen full or voting members.

5.3 Elections

Members of all the Committees shall be elected at the Annual General Meeting.

Casual vacancies may be filled at an ordinary meeting provided that the election is included on the agenda.

5.4 Qualifications for Membership

- (i) Any member who without good cause has failed to attend at least two meetings in the period between one Annual General Meeting and the next will be considered to have resigned.
- (ii) The Committee may propose to terminate the membership of a member if he or she engages in behaviour seriously prejudicial to the work of the Committee.

Any proposal to terminate membership will be considered in the first instance by the principal Committee. The member concerned shall have the right to be heard, and may appeal to the next meeting of the Community Council. The decision and the outcome of the appeal will be determined by a simple majority of full members present and voting.

5.5 Reporting

Each Committee must report its activities and decisions to the next meeting of the Community Council, and may make recommendations and seek instructions or endorsements as appropriate.

6. COMMITTEES

6.1 Officers

The following officers are to be elected at the Annual General Meeting:

- (i) Chair.
- (ii) Vice-Chair.
- (iii) Secretary.
- (iv) Treasurer.

The Community Council may elect such other officers as it considers necessary.

6.2 Qualifications

All officers shall be voting members of the Community Council.

Casual vacancies may be filled at an ordinary meeting provided that the election is included on the agenda.

6.3 Seats on Committees

The Chair shall act as Chair to the principal Committee (see 5.1) and all officers shall be ex-officio members of that Committee. Chairs of other Committees may be elected as the Community Council thinks appropriate, and will have seats on the principal Committee.

6.4 Duties of Chair and Vice-Chair

The duties of the Chair shall be:

- (i) To preside at meetings of the Community Council and the principal Committee.
- (ii) As may be required by the Community Council, to represent the body or act as principle spokesperson on its behalf.
- (iii) To uphold the constitution, and to ensure the efficient and proper conduct of business.
- (iv) To take such other action as the Community Council may request of him or her.

The Vice-Chair will deputise for the Chair in the performance of these duties when requested by the Chair or in his/her absence or non-availability.

6.5 Duties of the Secretary

The Secretary shall:

- (i) In consultation with the Chair, ensure that agendas are prepared for meeting of the Community Council and the principal Committee.
- (ii) Ensure that minutes are kept of all proceedings of the Community Council and its Committees.
- (iii) Send and receive all correspondence on behalf of the Community Council.
- (iv) Arrange for the efficient distribution of all necessary paperwork to Community Council members.

6.6 Duties of the Treasurer

The Treasurer shall:

- (i) Keep proper accounts of all monies received, held, or disbursed by the Community Council.
- (ii) Ensure that these accounts are audited annually, and that the auditors' report is presented to the Annual General meeting.
- (iii) Present accounts of current income and expenditure to the Community Council and its Committees as required.

7. **FINANCE**

7.1 Raising Funds

The Community Council may raise money by means of grant-aid from the Local Authority or other agencies, sponsorship, donations, gifts, fund-raising events, or other lawful means.

7.2 Subscription

The Community Council may at its discretion require group and individual members to pay an annual subscription of an amount to be determined by the Community Council.

7.3 Use of Funds

All monies raised by or granted to the Community Council must be used solely to further the objects of the Community Council set out in clause 3. In particular they may not be paid or transferred directly or indirectly to any member of the Community Council except when it is necessary to reimburse a member for previously agreed out-of-pocket expenses incurred as a result of his/her duties as a member.

7.4 Loans

The Community Council may not obtain money by way of a loan from any source without the authority of a general meeting of the full Community Council.

7.5 Acquisition of Property

The Community Council may only purchase or take on a lease or otherwise acquire an interest in premises or property with the consent of a general meeting of the full Community Council.

7.6 Accounts

The Community Council shall keep full and proper records of all its financial transaction.

7.7 Audited Accounts

The Community Council's financial year shall run from 1st April to 31st March the following year. At each Annual General Meeting audited accounts for the preceding year shall be presented to members and auditors will be appointed for the forthcoming year.

8. **MEETINGS**

8.1 Ordinary Meetings

The Community Council must hold at least three Ordinary General Meetings each year.

8.2 Annual General Meeting

The Community Council will hold each year an Annual General Meeting to:

- (i) Receive reports from the Officers and Committee(s) on the year's activities.
- (ii) Elect Officers and Committee members for the forthcoming year.
- (iii) Approve the audited accounts for the preceding financial year.
- (iv) Appoint auditors for the forthcoming year.

9. **CONDUCT OF BUSINESS**

9.1 Notice

The Secretary will give at least seven day's notice (fourteen in the case of the Annual General Meeting, or Special General Meeting) in writing to members of the date, time and place of meetings and business to be discussed. The Secretary will also endeavour to publicise the meeting in the area.

9.2 Agenda

The Secretary in consultation with the Chair will draw up and Agenda for each meeting.

9.2 Agenda continued...

Any member may as for an item to be included on the Agenda by giving notice in writing to the Secretary not less than fourteen days before the meeting (twenty-one in the case of the Annual General Meeting). The Secretary in consultation with the Chair may decide not to include such an item on the Agenda, but the decision must be referred to the meeting concerned, which may review it.

Only business included on the Agenda may be discussed at the meeting unless the meeting decided otherwise. The Community Council may not discuss matters in conflict with its constitution or not relevant to its aims and objectives.

9.3 Quorum

General Meetings

Before any business can be discussed there must be at least 10 of the full voting members present.

9.4 Minutes

The Secretary will ensure that a record is kept of the proceedings of each meeting and is circulated to all members. The minutes will be submitted for approval at the next meeting.

9.5 Public Access

All meetings shall be open to the public and all minutes, agendas and background papers are to be available for inspection by members of the public.

The Community Council may however at its discretion exclude the public from meetings when the matters under discussion are of a confidential nature. Members must maintain the confidentiality of all information disclosed at such meetings.

9.6 Voting

Except as in clause 12 all decisions shall be made by a simple majority of votes of the full members present and entitled to vote. In the event of equal votes on either side the Chair as a second or casting vote.

9.7 Committee Meetings

The provision of clauses 9.1, 9.2, 9.4 and 9.5 shall apply both to the full Community Council and all its committees.

The quorum for all meetings shall be at least four members of the committee.

10. **CONSULTATION**

10.1 Protocol

The Community Council may ask to be consulted on activities of the Local Authority in its area which are specified in its Protocol with the Local Authority. The Protocol is attached as Appendix A.

10.2 Representations

The Community Council will consider the activities of both the Local Authority and other agencies operating in its area and will make Representations about them to the appropriate authorities.

10.3 Exclusions

The Community Council shall not make representations on behalf of specific or commercial concerns. All representations shall be made to further the aims and objectives set out in clause 3.

11. **PROMOTION**

The Community Council may initiate and undertake any lawful activities to further its aims and objectives specified in clause 3, provided it has the financial resources to do so.

12. **ALTERATIONS TO THE CONSTITUTION**

The Community Council may agree changes to this Constitution at the Annual General Meeting, or Special General Meeting. Any proposed changes must be specified on the notice of the Annual General Meeting sent in advance to members. The changes must be approved by at least two thirds of the voting members present and entitled to vote at the Annual General Meeting, or Special General Meeting.

13. DISSOLUTION

13.1 Dissolution Meeting

If the Chair, principal Committee, or full Community Council consider it necessary or advisable to dissolve the Community Council, a meeting of the Community Council shall be called to discuss the proposal. Twenty-one days' notice shall be given to members and the notice must include the working of the resolution to be proposed. If the resolution is supported by a two-thirds majority at a quorate meeting of those present, the Community Council will be dissolved.

13.2 Disposal of Assets

In the event of its dissolution the Community Council shall dispose of its assets as follows:

- (i) All proper debts and liabilities shall be satisfied.
- (ii) Remaining assets shall be distributed to be used for charitable purposes for the benefit of people living in the area.

It will be the responsibility of the Officers and principal Committee to dispose of the assets in accordance with this clause.

APPENDIX A

Protocol between the Local Authority and the Community Council

1. Consultation

The Local Authority shall consult the Community Council on the following issues relating to the Community Council's area:

- 1.1 Planning applications with a major impact on the community or where there would be a significant impact on the local street scene (subject to a consultation period of 3 weeks). This is not intended to include individual residential or commercial applications (e.g. rear additions or change of use) unless the Planning and Transport Department intends to consult with more than the adjoining owners because of the application's local significance.
- 1.2 Local plans and planning briefs.
- 1.3 Environmental improvement schemes.
- 1.4 Conservation area designation.
- 1.5 Major changes affecting the provision of Council Services in the area (e.g. the opening or closure of a facility).
- 1.6 Licensing: street trading, sex establishments, late night cafes, late night refreshment houses.
- 1.7 Consideration of applications for Entertainments Licenses for large events.
- 1.8 Other schemes, policies or programmes, including the Brentford Initiative, which in the opinion of the local authority and/or the environment or inhabitants of the area.

2. Representations

If the Community Council refers any matter, related to its objectives, to the Local Authority, the Local Authority will endeavour to respond to it either by bringing it to the attention of the appropriate member-level body or by arranging for the appropriate officer to deal with it. The response may be in a written form.

3. Information

The Local Authority will, on request, supply to the Community Council one copy of the Agenda of each main Committee of the Council at the reduced charge currently applied for the supply of agendas to voluntary organisations.

4. Attendance of Local Authority Officers at Community Council Meetings

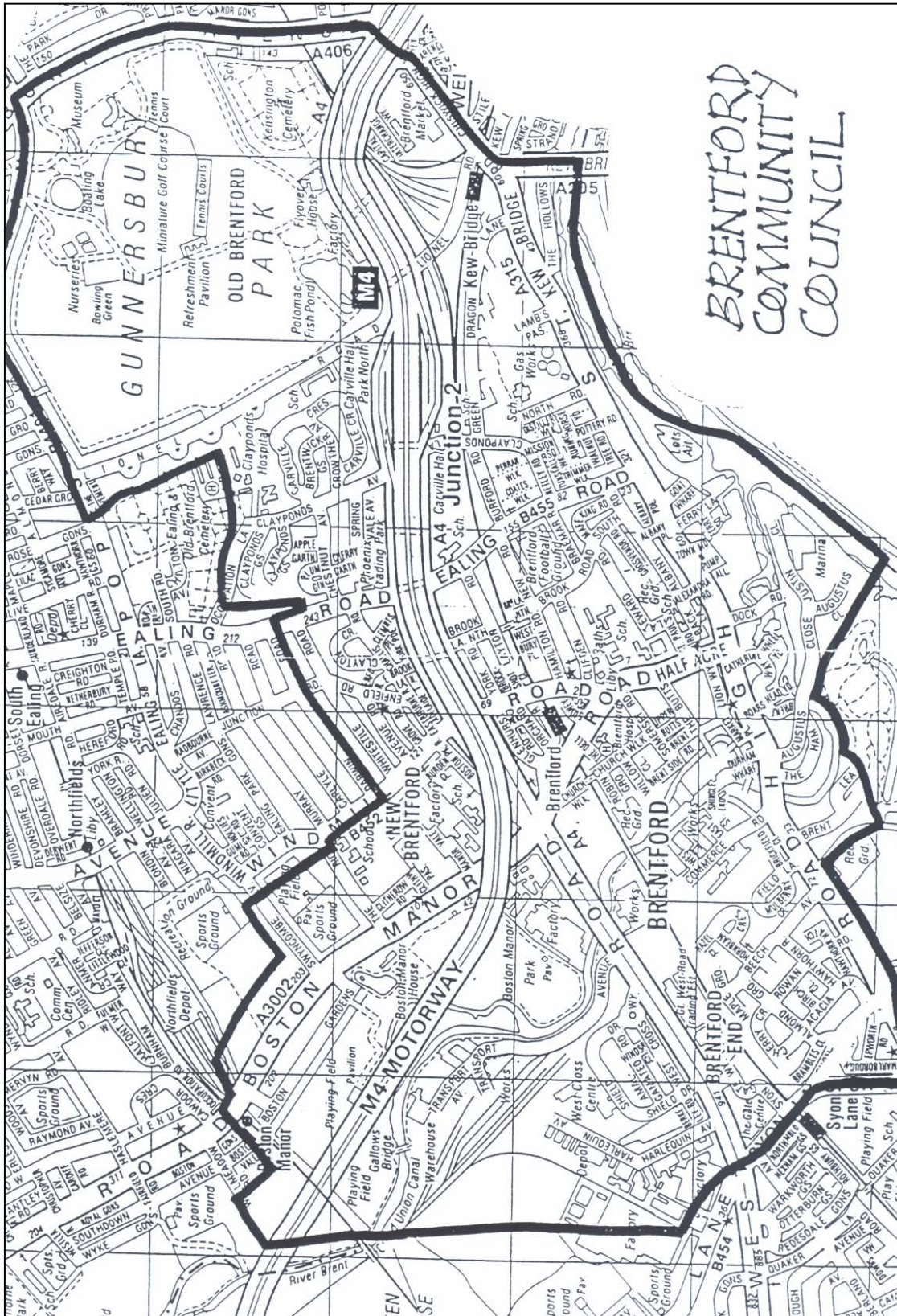
Officers may attend meetings of the Community Council or its appropriate Committee to consult with the Community Council on specific issues of significant local interest, in line with existing practices of consulting with local organisations. This arrangement will be kept under review by the appropriate Chief Officer, in consultation with their Chair, to assess its impact on officer resources.

5. Annulment of Protocol

This protocol may be annulled at the request of either party. In particular some factors which might cause the Council to wish to annul the protocol are:

- (a) If the Community Council amends its constitution in a way that is unacceptable to the Council;
- (b) If it appears to the Council that the Community Council is not acting in accordance with its constitution.

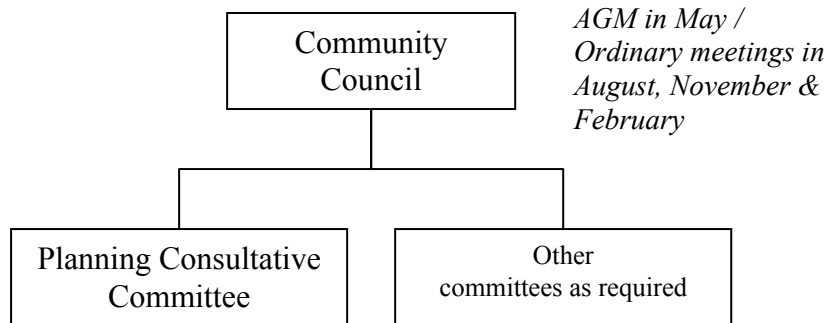
APPENDIX B
Community Council Area of Interest



BRENTFORD
COMMUNITY
COUNCIL

APPENDIX C

Community Council Organisation Structure



*AGM in May /
Ordinary meetings in
August, November &
February*

*Meets at 7.15pm on
prearranged
Wednesdays or
Thursdays (set
annually) at Methodist
Church Hall, Clifden
Rd, Brentford.*