

# **Constitution of West St Leonards Forum**

**Approved March 23 2022**

**and amended September 13 2022 and May 17 2023**

1. **Name**

The name of the group shall be “**West St Leonards Forum**” and may be abbreviated to WSLF.

2. **Purpose**

Improving the social, economic and environmental well-being of the West St Leonards area and in particular to establish a Neighbourhood Plan for the West St Leonards Area, which is defined by the boundaries shown on the map in the Annex and is referred to in this constitution as the neighbourhood area.

3. **Objects**

- (a) To set up a Neighbourhood Plan for the neighbourhood area.
- (b) To work with the local community to improve the area as a destination for leisure and tourism,
- (c) To work with the relevant statutory and non-statutory agencies towards this object.
- (d) To build community involvement in planning for the future of the neighbourhood area.

4. **Powers**

The group will fulfil its objects by:

- (a) Liaising and discussing plans with the Hastings Borough Council and other interested parties, **and** taking up local issues with relevant parties.
- (b) Researching the history and geography of the neighbourhood area
- (c) Involving local people in improving the neighbourhood area .
- (d) Promoting sport, community recreation and play facilities.
- (e) Raising funds and receiving contributions where appropriate to finance the work.
- (f) Publicising and promoting the work.
- (g) Opening bank accounts.
- (h) Making rules and standing orders for categories of members and their rights.
- (i) Taking out insurance.
- (j) Organising meetings, training courses and events. Working with similar groups and exchanging information and advice with them.
- (k) Taking any action that is lawful, which would help it to fulfil its aims.

5. **Membership**

- (a) Membership of WSLF shall be open to
  - i. individuals who live or work in the neighbourhood area. I
  - ii. the elected members of Hastings Borough Council or East Sussex County Council whose wards are located within the neighbourhood area.
  - iii. Organisations and business established in the neighbourhood area

- (b) Every member shall have one vote at general and Annual General Meetings.
- (c) Registration and termination of membership.
  - i. Any person or organisation qualifying for membership can apply to join in writing to the secretary of WSLF: WSLF will require such proof of qualification to membership as the Management Committee shall decide.
  - ii. Any member of the association may resign his/her/their membership by giving to the secretary of the association written notice to that effect.
  - iii. The Management Committee may terminate a membership if
    - A. The member no longer qualifies for membership
    - B. The member acts in a way which is contrary to the purpose and objects of WSLF
    - C. The Management Committee will establish a procedure for terminating membership which will include the member concerned being given notice of the reasons for termination and the opportunity to present their case.

## 6. Management

- (a) WSLF shall be administered by a Management Committee of not less than three (3) people and not more than twelve (12) members elected at the Annual General Meeting of WSLF, Committee Members must be at least 18 years old.
- (b) In electing members to the committee priority will be given to having at least one representative from up to 6 sub-areas which together cover the entire neighbourhood area and are defined by the Management Committee. The representative for each sub-area will be responsible for communicating between the Management Committee and their area.
- (c) The Management committee will elect the following officers from members of the Management Committee
  - Chairperson
  - Vice Chairperson
  - Treasurer
  - Secretary
  - IT Social media/Publicity
 and such other officers as the WSLF shall from time to time decide
- (d) The management committee may co-opt additional committee members, to fill vacancies between Annual General Meetings, up to the maximum of 12
- (e) Members of the management committee shall serve for a term of three years and shall be eligible for re-election for further terms.
- (f) At the first three annual general meetings, following the adoption of this constitution one third of the trustees elected at that meeting, who will be selected by lot, will stand down and be eligible for re-election.
- (g) Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.

(h) The Management Committee shall have the power to set up sub-groups and working parties as deemed necessary, who shall be accountable to the Committee.

#### **7. Finance**

(a) Any money obtained by the WSLF shall be used only for the group.

(b) Any bank accounts opened for the WSLF shall be in the name of the WSLF

(c) Any cheque issued shall be signed by one of two or more approved signatories, previously notified to the bank. At least two of the approved signatories must be in agreement for any cheque to be issued. Agreement by email is acceptable, but this should be printed and given to the Treasurer in a timely manner.

(d) The Management Committee will ensure that the WSLF stays within the budget.

#### **8. Committee Meetings**

(a) The Committee shall meet at least four (4) times each year

(b) The quorum for a meeting shall be three (3)

(c) The Committee shall be accountable to the members at all times

(d) All Committee Meetings must be minuted and the minutes will be available to any interested party

(e) All committee members shall be given at least seven (7) days' notice of a Committee Meeting unless it is deemed an emergency meeting.

#### **9. General Public Meetings**

(a) The Management Committee shall call at least two (2) General Public Meetings each year, the purpose of these meetings will be for the WSLF to account for its actions and consider the Neighbourhood Plan, and any other actions or activities taken by, or on behalf of the WSLF

(b) The quorum for a General Meeting is five (5)

(c) The Chair of the WSLF shall normally chair these meetings.

(d) All General Public Meetings will be minuted and the minutes will be available to any interested parties

(e) At least fourteen (14) days' notice of such a meeting must be given and advertised in at least five (5) public places.

#### **10. Annual General Meeting**

(a) WSLF shall hold an Annual General Meeting on an annual basis no more than 15 months apart.

(b) The quorum for Annual General Meetings will be at least eight (8) persons of which no more than four (4) will be Committee Members

(c) All Annual General Meetings will be minuted and the minutes will be available to any interested party.

(d) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the Annual General Meeting in at least five (5) public places giving at least fourteen (14) days' notice of the Annual General Meeting.

(e) The business of the Annual General Meeting shall include:

- i. Receiving a report from the Chairperson of the WSLF’s activities over the year.
- ii. Receiving a report and presentation of the last financial year’s accounts from the Treasurer on the finances of the group.
- iii. Electing a new Management Committee.
- iv. Considering any other matters as may be appropriate at such a meeting.

**11. Alteration of the Constitution**

(a) Proposals for amendments to this constitution, or dissolution (see Clause 11) must be delivered to the Secretary in writing. The Secretary in conjunction with all other Officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.

(b) Any changes to this Constitution must be agreed by at least two thirds of those Members present and voting at any General Public meeting.

**12. Dissolution**

The WSLF may be wound up at any time if agreed by two thirds of those Members present and voting at any General Public meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

**13. Adoption of the Constitution**

This constitution was adopted by the members present at the Public Meeting held on:

March 23 2022

Signed:

.....

(Chair)

..... (Secretary)

..... (Treasurer)

..... (Member)

..... (Member)

..... (Member)

## West St Leonards Neighbourhood Area Map



### Roads included in the neighbourhood area:

- 1 Bexleigh Avenue, Hythe Avenue, Abbey Drive, Bexhill Road to the end of Filsham Road, Lovat Mead, Amsterdam Road, Bridge Way, Bulverhythe Road, with Cliftonville Road and Way, Arnside Road, Arnbury Mews
2. West side of Harley Shute Road to railway, Haven Road, Asten Close, Field Way, Reedswood Road, Kite Close, Bunting Close, Warren Close, Heron Close, Magpie Close
3. Harley Shute Road north of railway and Darwell Close, The Spaldings, Rushmere Rise, Bullrush Place, The Sedges, Fen Court, Newts Way, Meadowsweet Close, Watermint Close, Wishing Tree Lane
4. East side of Harley Shute Road to railway, Harley Way, Edinburgh Road, William Road, Conqueror Road
5. Bexhill Road from Filsham Road to Bo Peep Pub, Filsham Road to the railway, St Saviours Road, Keymer Close, Finley Close, St Vincents Road, West Hill Road to St Vincents Road, Keats Close, Railway Cottages, Grosvenor Gardens, Seaside Road, Cinque Ports Way
6. West Hill Road from St Vincents Road to Archery Road and steps to Saint Leonards Church, Essenden Road, Welbeck Avenue, Cavendish Avenue, Knoll Rise, Tudor Avenue, Boscobel Road (including North), and Collinswood Drive: Grosvenor Crescent, Sea Road, Marina to St Leonards Church, Caves Road, Sussex Road.

Minute of the meeting of September 13 2022 approving the amendment of the Constitution

Minute of the Special General Meeting of West Saint Leonards Forum  
Held on Tuesday September 13 2022

The meeting having been opened and being quorate

It was proposed under article 11 of the constitution that:

The constitution of West Saint Leonards Forum be amended to redefine the neighbourhood area and define the local areas in accordance with the amended page annexed.

Proposed by     and seconded by

Passed unanimously

Minute approved the 28 September 2022

signed

Chair of West St Leonards Forum

Minute of the meeting of May 17 2023 approving the amendment of the Constitution

Extract of the Minutes of the Annual General Meeting of West Saint Leonards Forum  
Held on Wednesday May 17 2023

The meeting having been opened and being quorate

The following resolution was proposed, seconded and passed unanimously

"That the constitution of West Saint Leonards Forum be amended as follows

i. Clause 6(b) to read as follows

*In electing members to the committee priority will be given to having at least one representative from up to 6 sub-areas which together cover the entire neighbourhood area and are defined by the Management Committee. The representative for each sub-area will be responsible for communicating between the Management Committee and their area.*

ii. to extend the neighbourhood area to include Collinswood Drive, as shown on the map annexed, which also contains a list of all the roads within the neighbourhood area."

**Proposed by Redacted and seconded by Redacted**

Minute approved June 28 2023

signed

Chair of West St Leonards Forum

The map and list of roads is on page 5 above