

HENBURY AND BRENTRY COMMUNITY COUNCIL
CONSTITUTION

NAME The name of the organisation shall be The Henbury and Brentry Community Council, herein after to be referred to as "the Community Council".

AREA The area served by the Community Council shall be Henbury and Brentry.

AIMS AND OBJECTS of the Community Council shall be as follows

To promote the benefit of the inhabitants of the said area without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

The Council shall be non-party on politics and non-sectarian in religion.

The Council shall have power to affiliate to the community associations, other organisations and groups with similar charitable objects.

EQUAL OPPORTUNITIES STATEMENT

The Community Council will carry out its purpose without distinction of race, colour, nationality, ethnic or national origin, gender, marital status, caring responsibility, sexuality, age, physical or mental disability, mental illness, political belief, religion, culture, class, employment status or unrelated criminal convictions.

MEMBERSHIP

a) Trustees

Trustees will be elected at the Annual General Meeting by the voting members present to serve for a period of three years. The maximum number of trustees will be four and the minimum two.

Trustees will work to the guidelines established by the Charity Commission.

b) Voting Members

- i) All community / voluntary organisations, schools, tenants', residents' and traders' associations based in Henbury and Brentry, which support the aims of the Community Council. No one organisation can be represented by more than one voting member.
- ii) Individual residents of Henbury and Brentry.

c) Non-voting Members

Ward members of Bristol City Council, officers of Bristol City Council and other statutory and professional agencies working in the area, including Avon and Somerset Police Constabulary.

OFFICERS AND EXECUTIVE COMMITTEE

There shall be an Community Council Committee consisting of the Chairman, Vice chairman, secretary, treasurer and two other persons who shall be appointed at the Annual General Meeting of the Council with power to act as the Council may determine.

VOTING

All decisions of the public meeting of the Council and the executive committee to be by a simple majority on a show of hands of voting members except that in the event of equality of votes, the Chairman shall have a second or casting vote. Voting members must sign the attendance register of the meeting

SUB-COMMITTEES

The Community Council may establish sub-committees and groups, as it requires on either a permanent or temporary basis. The terms of reference and delegated authority of each sub-committee and group shall be determined when it is set up.

MEETINGS - FREQUENCY & NOTICE

The Community Council shall meet at least every three months, including an Annual General Meeting in, at which representatives and officers will be elected and a draft Annual Report and audited accounts will be presented.

The Community Council shall meet on such days and at such times as it may decide. Notice of the date, time and place of a meeting shall be given to members at least seven days beforehand, specifying the items for discussion on an Agenda. Urgent business which arises after the dispatch of the notice may be raised, providing that a majority of those present and entitled to vote agree to its discussion. However elections will not take place unless notified on the Agenda.

A Special Meeting of the Community Council may take place with the agreement of the Chair and another officer or upon receipt of a written request from ten voting members setting out the reasons for urgency. The Special Meeting shall take place as soon as practicable but within fourteen days of the receipt of the request. Notice of the Special Meeting shall be despatched to members at least four days before the meeting. Any member of the community or of the Community Council may request an item to be placed on the Agenda of a scheduled meeting; indeed they are to be encouraged to do so. Written details of the item must be forwarded to the Executive Committee at least fourteen days before the meeting.

MEETING PROCEDURES AND RULES

a) A quorum of the Community Council shall be ten voting members, of the Executive Committee three members and of sub-committees three members.

If a quorum is not present within half an hour of the notified start time, the meeting shall not take place.

b) All members present will have their views respected and considered. All members are equal and shall be treated as such.

c) Any remark contravening the previously stated Equal Opportunities Statement will not be tolerated.

d) Minutes shall be kept to record all proceedings and resolutions. Minutes of the previous meeting must be read and approved at the start of each meeting.

e) All issues arising at any meeting shall be decided by a simple majority of those present and entitled to vote. The Chair will have the casting vote where necessary.

g) Every effort will be made to make Community Council meetings accessible. Special Needs will be met if possible.

h) Every effort will be made to publicise meetings of the Community Council and to make proceedings known to the general public. Confirmed minutes will be displayed the Community Council web site.

i) Members will be responsible for reporting back to the organisations they represent.

FINANCE

The Community Council's financial year shall end on 31st March each year.

The Treasurer will be responsible for maintaining proper accounts and for presenting audited accounts to members at each Annual General Meeting. All money raised shall be applied to further the objects of the Community Council. There may be an annual subscription of member organisations and individuals, the amount to be determined by the Community Council from time to time.

ALTERATIONS TO THE CONSTITUTION

Any alteration to this constitution may only be made by a resolution of the voting members at the Annual General Meeting or at a Special Meeting. Such a resolution will require the approval of a two-thirds majority of those present and eligible to vote. Proposed alterations to the constitution shall be clearly notified on the Agenda of the AGM or Special Meeting.

Constitution adopted on

signed E. J. Marshall (position) TRUSTEE

signed [Signature] (position) TREASURER