

NORTH LANARKSHIRE COUNCIL

REPORT
AGENDA ITEM No.3.....

To: Shotts & Harthill Area Committee	Subject: COMMUNITY FORUM - UPDATE	
From: Liaison Director Director of Administration		
Date: 02 February, 1999	Ref: SC/CEO12/023	

1.0 Introduction

1.1 The second meeting of the Shotts and Harthill Community Forum took place on Monday 07 December at 7.00pm in the Community Education Centre, Kirk Road, Shotts. The agenda for that meeting is attached for information.

2.0 Key Issue

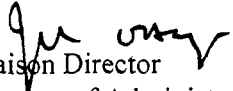
2.1 Details of those attending together with a note of the business of the meeting are outlined in Appendix One.

2.2 As can be seen from the agenda the main item for discussion at this meeting was the development of a constitution . The sub-group having met as agreed, a draft constitution was submitted for consideration at the meeting. The constitution was discussed in detail and a number of alterations were agreed. The main area of discussion centred around the name of the Forum and discussion resulted in the name being agreed as 'Allanton, Harthill, Hartwood and Shotts Community Forum'. A copy of the final constitution is attached as Appendix Two for your information.

2.3 The date for the next Forum meeting was set as Monday 18 January 1999 at 7.00pm in Community Education Centre, Kirk Road, Shotts.

3.0 Recommendations

3.1 It is recommended that the Area Committee approve the attached constitution and otherwise note the content of this report.


Liaison Director
Director of Administration

APPENDIX ONE

SHOTTS & HARTHILL AREA COMMITTEE
COMMUNITY FORUM MEETING
MONDAY 07 DECEMBER, 1998 AT 7.00 P.M.
COMMUNITY EDUCATION CENTRE
KIRK ROAD, SHOTTS

AGENDA

1. Welcome
2. Constitution (see attached)
3. Agenda for Future Meetings
4. Any Other Business
5. Date of Next Meeting

SHOTTS & HARTHILL COMMUNITY FORUM

Note of Meeting of Monday 7 December 1998 at
7.00 p.m. in Community Education Centre, Kirk Road, Shotts

Present:	E Williams	M Alexander
	W Dixon	J Farnell
	A Farnell	F Fallon
	J McGrath	M Watson
	G Murphy	S Cloke
Apologies:	R McCulloch	B Lewis
	W Griffith	G Terris

1.0 Welcome

Susan Cloke welcomed everyone to the meeting and outlined the business for the evening. A note of the meeting of 7 November 1998 had been circulated and the meeting was asked if they wished to propose any alterations or changes. J McGrath asked for an explanation of the consultation process for the Leisure Plan and this was duly given.

2.0 Constitution

The meeting was then informed of the progress to date on the drafting of a constitution. As agreed at the meeting of the 7 November 1998, the sub-group had met on the 23 November and pulled together a draft constitution for consideration at this meeting.

It was then agreed that the meeting would discuss the constitution in detail and make an alteration in detail and make any alterations and adjustments. There then followed a detailed discussion around the name of the Community Forum with a number of views being expressed as follows:

- The Name proposed was an accurate reflection of the Forum Area i.e. Allanton, Harthill and Shotts Community Forum;
- The name if it was to include Allanton should also include the individual areas of Shotts and Harthill e.g. Stane, Dykehead and Eastfield etc.;
- That the name should include Hartwood which was a separately defined village.

The meeting then voted on these matters:

On the motion that the name of the Forum should be Allanton, Harthill and Shotts Community Forum:

4 voted for the motion
5 voted against the motion

On the motion that the name of the Forum should be Allanton, Harthill, Hartwood and Shotts Community Forum:

6 voted for the motion
3 abstained

It was determined that the name of the Community Forum should be '**Allanton, Harthill, Hartwood and Shotts Community Forum**'.

The meeting then proceeded to discuss the remainder of the Constitution and where minor alterations were suggested it was indicated that these would be incorporated within the document. It was indicated that the Constitution and Notes of the meeting would also be passed to the Liaison Director for consideration, and if appropriate, to the Area Committee.

3 Agenda for Future Meetings

Susan Cloke asked the meeting if there were any matters which those in attendance would wish to put on the Agenda for consideration by the Forum. The general view of the meeting was that they would wish to have more information on the business of the Area Committee prior to setting an Agenda. Susan Cloke outlined briefly the matters that had been discussed at the two previous Committees and agreed to provide copies of the papers. She indicated that one of the items of business which would be coming before the Area Committee in the near future would be the Area Profile. The purpose of this profile being to provide a picture of the area including among other things information on Council services.

It was anticipated that the Community Forum would have an input to this process and she would keep the Forum updated on these matters.

4 Date of Next Meeting

Community Forum Meeting, Monday 18 January 1999 at 7.00 p.m. in Community Education Centre, Kirk Road, Shotts.

ALLANTON, HARTHILL, HARTWOOD AND SHOTTS COMMUNITY FORUM**FINALISED CONSTITUTION****1. NAME**

The organisation shall be known as the Allanton, Harthill, Hartwood and Shotts Community Forum (hereinafter referred to as 'the Forum').

2. OBJECTIVES

The objectives of the Forum shall be:

- to ascertain, co-ordinate and express to North Lanarkshire Council, Statutory Boards and other Bodies, the views of the community which it represents in relation to matters for which those Authorities and/or Bodies are responsible
- to take such action in the interests of the community as appears to its members to be desirable and practicable
- to promote and develop communication links between member organisations and other relevant bodies
- to encourage and promote initiatives within the community and voluntary sector.

The Forum will not displace existing liaison arrangements and will avoid duplication of efforts already in place

3. MEMBERSHIP

Membership of the Forum shall consist of:

- (a) Two representatives from each Community Council operating within the area
- (b) One representative from an organisation representing each of the six subject groups detailed below:
 - Young People
 - Elderly
 - Pre-5's
 - Hobby/Special Interest-including art and music societies, sports clubs
 - Self Help Groups will include for example lone parents groups or groups organised around a health issue
 - Community Development refers to groups who have identified a local need or organised around a particular issue e.g. housing and tenant organisations, credit unions, food co-operatives, environmental groups etc.

- (c) Three local individuals who are local interested people not associated with any particular group or organisation.

Additionally the Forum may invite local, central government and other agencies to nominate one or more representatives to serve as advisers to the Forum and /or invite persons having special knowledge or experience to join the Forum but such co-opted members shall have no voting rights.

4. MANAGEMENT

- a) The Forum shall elect office bearers either at the Annual General Meeting or at its first meeting after the Annual General Meeting
- b) The Office Bearers shall consist of the Chairperson, Vice Chairperson, Secretary and Treasurer and any others as required.
- c) The Forum will have the powers to enlist the services of any person(s) who will be of any benefit to the Forum for any specific purpose. Such persons will not become voting members of the Forum.
- d) The Forum will have the powers to appoint a Sub Group for any specific purpose which will be of benefit to the Forum
- e) The Forum shall meet not less than 4 times per year, in addition to the Annual General Meeting
- f) The Quorum at any meeting of the Forum shall be 5 including at least one office bearer.
- g) If vacancies occur amongst the office bearers the Forum shall have the powers to co-opt them from amongst its members
- h) If vacancies occur amongst the members of the Forum, the Forum shall have the powers to co-opt additional members from eligible organisations.
- i) Should any Forum member fail to attend three consecutive meetings without tendering apologies, the Forum may, at its discretion, terminate that persons Forum membership. The Forum may also terminate the membership of any Forum member(s) if he/she is deemed to be acting in a way which is detrimental to the work and/or objectives of the Forum. This will require a majority vote.
- j) Decisions shall be made by a simple majority vote. In the event of a tie, the Chairperson shall have one casting vote.

5. ELECTION TO THE FORUM

- a) The election of members to the Forum, in the format outlined in Section 3 of this document, shall take place at the Annual General Meeting which will be held by 30 June in any one year
- b) Nominations for election to the Forum must be submitted to the Secretary 14 days in advance of the meeting and each nomination must be seconded in the usual manner.
- c) The term of Office for Community Forum members shall not exceed two year after which the members must seek re-election.

- d) Fifty per cent of Forum members shall stand down following the report of activities at the Annual General Meeting but may submit nominations to be re-elected in the manner described above in section 5 (b)
- e) Member organisations may not make more than 2 nominations for election to the Forum.
- f) In the event of the number of nominations within the nomination group described in Section 3 (b) - themed sub-groups exceeding 6, the Forum shall have the ability to accept additional representatives up to a total representation of 12, subject to no member organisation having more than 2 representatives.
- g) In the event of the number of nominations received being less than or equal to the number required in Section 3, the person or persons shall be deemed to be elected as appropriate.

6. ANNUAL GENERAL MEETING

There shall be an Annual General Meeting in June of each year at which time the existing Forum members shall make a report of its activities over the previous year and fifty per cent of Forum members shall stand down. The Annual General Meeting shall then proceed to elect a new Forum in the manner outlined in Section 5 of this document.

The Secretary shall notify all members and advertise in the local press details of the AGM not less than 21 days before the meeting.

The Quorum for the AGM shall be five including an office bearer.

7. SPECIAL GENERAL MEETING

A Special General Meeting of the Forum may be called by submission of a written request signed by one third of the members of the Forum. At least 14 days notice of such meetings shall be given publicly to the Forum members and such notice shall specify the nature of the business to be transacted at the meeting.

8. FORUM MEETINGS

The regular Forum meetings shall take place on a six weekly basis as detailed in the Schedule of Meetings.

Voting All questions arising at any meeting shall be decided by a majority of those present and entitled to vote. In the case of equality of votes the Chairman shall have one casting vote.

Quorum The Quorum at any meeting of the Forum shall be 5 including at least one office bearer.

Chairing of Meetings The meeting shall be chaired by the Chairperson. If the Chairperson is absent from any meetings, the Vice Chairperson shall preside or in his/her absence any other office bearer. If no office bearer is in attendance the meeting shall be declared 'inquorate'.

Council Representation

The Forum shall request the attendance of at least one elected member at their meetings.

Attendance

The Forum meetings will be open meetings which members of the public can attend and can speak if invited to by the Chairperson but they shall have no voting rights.

9. AMENDMENTS TO THE CONSTITUTION

The Constitution may only be altered at a Special Meeting called for that purpose.

Proposed changes must be submitted to the Secretary in writing not less than 7 days before the Special Meeting called for that purpose.

Changes must be agreed by two thirds of the Forum members present at the meeting.

10. DISSOLUTION OF THE FORUM

The Forum may only be dissolved by a Special Meeting called for that purpose. Such a meeting shall come about following a proposal in writing, signed by a minimum of two thirds of the members of the Forum being submitted to the Secretary.

All members shall be informed of such a meeting at least 14 days before the date of the meeting

Dissolution of the Forum shall only take effect if agreed by two thirds of the members of the Forum present at the meeting

Any assets remaining will be returned to the relevant funding bodies, and all other monies will be distributed to an nominated charity.

On dissolution any documents belonging to the Forum shall be returned to North Lanarkshire Council for archiving in the appropriate manner.

This Constitution was adopted as the constitution of the Allanton, Harthill, Hartwood and Shotts Community Forum at a meeting duly convened in

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on the Day of 19.....

Signed Chairperson
Signed Vice Chairperson
Signed Secretary