

FARINGDON JOINT ECONOMIC FORUM

CONSTITUTION – Issue 1 : draft written in July 1999. Issue 2 : as altered and adopted by the meeting of 10 February 2000 (minute 08/00). Issue 3a : changes passed on 23rd September 2004 applied to the version (issue 2) which had been lodged with VWHDC and FTC on 28 February 2000 by F F G Roberts the then Forum Chairman; **Issue 4a : Including all changes agreed at a Special Meeting held on Thursday 12th January 2006 – Note : these changes will take effect from the 2006 Annual Meeting. Further revised following 2011 AGM.**

TITLE

Faringdon Joint Economic Forum

AREA OF BENEFIT

Faringdon and the adjoining parishes

MEMBERSHIP

Voting members

5 nominated Members from the Vale of White Horse District Council

5 nominated Members from Faringdon Town Council

5 nominated Members from Faringdon's "Other" organisations as agreed by the JEF at the Annual General Meeting.

Non-Voting Members

The Chairman of the Vale of White Horse District Council (unless nominated above)

The Mayor of Faringdon (unless nominated above)

The President of the Chamber of Commerce (unless nominated above)

County Councillor for the Faringdon

Observers

The Town Clerk of Faringdon Town Council and the Chief Executive of the Vale of White Horse District Council shall be entitled to nominate a representative to attend all meetings of the Forum as observers.

Other organisations may be invited to send observers as and when considered appropriate by the Forum.

Substitutes

Each nominating organisation may appoint substitutes (who should be a member of the nominating body **and ideally reside or work in the locality of Faringdon**) who can deputise for nominees in their absence. Each nominee shall be responsible for arranging a substitute if required, and notifying the **Chairman at least 24 hours before the start of the meeting**. A substitute shall have the same rights and duties as the member for whom they deputise.

Co-opted Members

The 15 voting members shall have the power to co-opt not more than 4 persons from appropriate bodies, as they think fit, without voting rights. The period of co-option shall be one year ending immediately before the next Annual Meeting of the Forum.

Term of Office

Unless otherwise specified, the term of office for each Member shall be a period of one year effective from the Annual Meetings of the Constituent Bodies.

Code of conduct

Members shall be obliged to declare any personal or prejudicial interests

Quorum

A Quorum for meetings of the Forum shall be 5 Nominated voting members **including at least one member from each nominating organisation (or group of organisations).**

TERMS OF REFERENCE

The Terms of Reference adopted is attached as Appendix A to this Constitution.

OPERATION

1. The Forum is comprised of representatives of Faringdon Town Council, the Vale of White Horse District Council and "Other" organisations within Faringdon **as specified in the constitution** and is required to submit an annual report in September of each year to their Bodies.
2. The Chairman and a nominated Secretary will service the Forum. Meeting arrangements, including the taking of minutes, shall be the responsibility of the Secretary. **The Forum may resolve to pay the Secretary and the Treasurer an annual honorarium**
3. The Forum shall hold an annual meeting as soon as possible after the **Councils'** annual meeting at which the Chairman and Vice Chairman shall be elected on a rotating basis from each of the three **nominating** groups but not both filled from the same group.
4. A member of the Forum shall be elected at the annual meeting to undertake the duties of Treasurer. The Treasurer will handle the financial transactions of the Forum, arrange for its funds to be held in a bank account under its name and control, will report to the Forum on its financial position and will arrange an annual audit. So long as the member concerned is nominated to the Forum, and elected annually by it, the post can continue to be held from year to year by one member.
5. **The Financial year of Forum will run from 1 April to 31 March**
6. **Resolutions and recommendations of the Forum shall be made by a simple majority of those voting members present at the meeting.** Each voting member, or nominated deputy, shall have one vote. The Chairman, or in his or her absence the Vice-Chairman, may exercise a second or casting vote.

7. Ordinary Meetings of the Forum shall take place at **least quarterly – the dates for the year being agreed at the Annual Meeting.**

8. For each meeting of the Forum a notice of the meeting, specifying the business proposed to be transacted and signed by the Secretary for the meeting arrangements, shall be delivered to every member so as to be available to that member at least 5 clear days before the meeting.

9. Provided that the Chairman or the Secretary receives notification of an item of business by the tenth working day prior to the meeting and the subject matter is consistent with the terms of reference of the forum, a nominated member may submit agenda items.

10. All meetings of the forum shall be open to the Press and public except when the Forum otherwise resolve within the terms of the Local Government (Access to Information) Act 1985 as if that applied to the proceedings of the Forum, or where it is necessary to exclude the Press or public because of disruption or similar reason. The other provisions of that Act, such as access to minutes, notice of meetings, etc. shall apply to the forum as if it were a Local Authority Committee.

11. The Chairman and Secretary shall arrange for the annual report and the minutes of Forum meetings to be made available to the public

FUNDING

1. The Vale of White Horse District Council and Faringdon Town Council shall each make an annual allocation to the Forum of a sum to be mutually agreed.

2. Financial contributions to be welcomed from individuals and groups subject to the approval of the Forum.

3. The Forum shall prepare a forward plan for possible projects for submission to its constituent Bodies alongside its annual report.

4. Any expenses incurred by members in attending meetings of the Forum or otherwise conducting the business of the Forum, shall be borne by their nominating organisations according to their own rules for such expenses.

5. The Vale of White Horse District Council and Faringdon Town Council shall share the cost of holding meetings, as well as other administrative costs.

6. Costs of projects, or grants to third parties, in pursuit of the Forum's objectives as set out in the Terms of Reference shall be met from the funds allocated for such projects or allocations by the Forum.

7. On winding up of the Forum, any residual funds shall be returned to **Vale of White Horse District Council and Faringdon Town Council** in direct proportion to the grants made, and any private donation not expended shall likewise be returned.

AMENDMENTS TO THIS CONSTITUTION

1. Amendments to this constitution may be submitted for debate at the annual meeting or at a special meeting called for this purpose only.

2. If an annual meeting agenda includes such an item, or if a special meeting is called, then notice of that meeting shall be given to all persons entitled to receive notice of annual meetings at least 28 clear days before the date of the meeting.

3. Any amendments, if agreed, shall take effect **immediately**.

4. A special meeting of the Forum will be quorate with 5 voting members of the Forum, including at least one member from each nominating organisation (or group of organisations).

DISSOLUTION

The Forum may only be wound up at a Special Meeting specifically convened for that purpose.

TERMS OF REFERENCE

Aims/Objectives

To revitalise the town centre and increase commercial investment in Faringdon by bringing together all users of the town centre and surrounding area to achieve better facilities and a better environment for those who live, work or shop there by seeking -

- To maintain and improve the viability of the town centre as a shopping centre by promoting the range and quality of shops, services and other attractions in the town centre and secure the economic viability and success of all activities located there.
- To improve the quality of the environment in the town centre and surrounding area.
- To improve and promote the quality of visits to the town centre for people using the centre's attractions.
- To improve pedestrian, cycle and vehicular access and movement in the town centre.

To achieve the above by -

- Recommending proposals, work programmes and policies to constituent bodies for their consideration.
- Seeking to identify linkages and co-ordinate existing work programmes of public and other agencies operating within the town centre and surrounding area.
- Acting as a pressure group to achieve the agreed aims/objectives.
- **Utilising the Forum's budget**

How to achieve the objectives

Working with others - Town Council, District Council, County Council, Chamber of Commerce and others as appropriate.

Involving Stakeholders - to be consulted as required.

- Residents of Faringdon and surrounding area
- Commercial owners/tenants
- Shoppers
- Councils – Parish, Town, District, County
- Other Agencies
- Police
- Others as appropriate

Frequency of meetings – **at least quarterly - the dates for the year to be agreed at the annual meeting**