

Constitution of CT5 People's Forum

The name of the organisation is the CT5 People's Forum ("CT5 Forum").

The CT5 Forum's scope of work is within the CT5 postcode area, Whitstable, England.

The CT5 Forum is an unincorporated, not-for-profit and independent organisation.

Aims and Operations

The primary aims of the CT5 Forum are:

- to promote local democracy and active citizenship
- to improve community life and foster a sense of community in the CT5 area

These objectives are mainly but not exclusively pursued by:

- holding public meetings with relevant speakers and local councillors so that people can engage with local government and other bodies on issues, resources and development that affect the CT5 area.
- providing a platform, meetings, website and social media accounts to facilitate the exchange of knowledge and ideas between all those with a stake in the well-being of the community: individuals who live and/or work in CT5, voluntary groups and societies, charities, businesses, and other local organisations.
- advocating for citizen participation in decisions that impact the CT5 area and working with like-minded organisations in the local area and beyond.
- setting up and supporting dedicated sub-groups to monitor issues and improve specific aspects of the community such as but not limited to: traffic and active travel; the natural environment and biodiversity; accessibility and community safety; monitoring and enhancing local democratic participation.
- acting as a hub by managing a community website and holding an annual Community Day for local groups to showcase what they do and attract new members.
- partnering with other organisations to support events and activities aligned with the aims of the CT5 Forum.

Membership

Membership of the CT5 Forum is open and free to all individuals over the age of 16 who live and/or work in the CT5 area and who are interested in furthering the objectives of the CT5 Forum.

All persons who apply to join the CT5 Forum's email list and give their name, postcode, email address and any sub-group interests become members of the CT5 Forum once accepted and added to that email list.

Should the trustees decide it is in the best interests of the CT5 Forum either not to accept an application for membership or to revoke membership, that person shall be informed of the reason and has the right to appeal within 21 days. The trustees must consider any appeal but their decision regarding the outcome of an appeal will be final.

Members ceasing to live or work in the CT5 area must inform the trustees and their membership will be terminated by removing them from the email list.

Trustees

Trustees must be members of the CT5 Forum. There shall be a minimum of four trustees.

Trustees are nominated and seconded by at least two members and elected at an Annual General Meeting (AGM) by a majority vote of members attending the AGM.

Trustees are elected for a term of three years and may be re-elected for a maximum of three consecutive terms. A former trustee may stand again after a break of two years.

All trustees must comply with the constitution and policies of the CT5 Forum.

The trustees collectively:

- manage the general affairs and finances of the CT5 Forum
- arrange and run meetings of the CT5 Forum
- promote the activities and achievements of the CT5 Forum
- support the sub-groups of the CT5 Forum
- initiate new activities and sub-groups, and agree whether to accept ideas and new sub-groups proposed by other members or partner organisations
- designate one or more trustees to take on given responsibilities as required
- conduct any other business that furthers the aims of the CT5 Forum

Trustee meetings and decisions:

- The trustees shall elect a chair.
- The trustees shall meet as necessary either in person or online but at least six times a year. A quorum for decisions shall be at least half the trustees.
- The trustees will aim to reach decisions by consensus. If required, the final decision will be made by majority vote with the chair having an additional vote in the event of a tie.
- A written record of meetings and decisions will be made, circulated to all trustees, and preserved for future reference.
- Any conflict of interest must be declared by a trustee. If a trustee declares a conflict of interest, the other trustees shall decide if that trustee is still eligible to participate in any related discussions and decisions.
- Between meetings, decisions can be agreed by a majority of trustees via email or other electronic means.

Meetings

The trustees will hold a minimum of four public meetings a year which are open to both members and non-members.

The trustees will hold an AGM each year. Notice of at least 14 days shall be given to members together with the agenda and supporting material. The agenda shall include but is not restricted to an annual trustees' report, an annual financial statement, any resolutions and, if required, the election or re-election of trustees. Resolutions must be submitted at least 14 days before the AGM and can be proposed by the trustees, or by a majority of members of a given sub-group, or by seven or more general members. All members attending the AGM are eligible to vote and decisions shall be taken by majority vote with the chair having an additional vote in the event of a tie. Members unable to attend the AGM but wishing to vote may appoint a proxy whose name must be submitted to the chair in advance.

Trustees or a quorum of 5% of the membership may call an Extraordinary General Meeting (EGM). Notice of the date and agenda of any EGM shall be circulated not less than 14 days before the meeting.

Finances

The CT5 Forum will maintain a positive financial balance.

All income will be used to further the objectives of the CT5 Forum.

The trustees shall designate one trustee to be the treasurer of the CT5 Forum. The treasurer manages payments, ensures the relevant insurance is in place, maintains the accounts and conducts any other required financial business. The treasurer will present a summary of the financial position of the CT5 Forum at each trustee meeting and prepare the annual financial statement to be submitted to the AGM.

There shall be at least two signatories to the CT5 Forum bank account. These shall be the treasurer and another trustee.

An independent review of the CT5 Forum's accounts will be conducted each year by a competent person approved by the trustees, who is not a trustee but can be a member of the CT5 Forum.

Sub-groups of the CT5 Forum

Sub-groups are composed of CT5 Forum members. Each sub-group shall have a designated chair (or co-chairs) and shall include at least one trustee. The trustee ensures that the sub-group complies with the CT5 Forum's constitution and policies.

Sub-groups are eligible to use the CT5 Forum's public meetings, website and social media accounts to promote their achievements and activities.

Sub-groups are responsible for managing their own finances and must maintain a positive financial balance, but may operate using the CT5 Forum's bank account.

All income will be used to further the objectives of the sub-group.

Amendments to the Constitution

Any alterations to this constitution must be approved by two-thirds of attendees at an AGM or EGM. Members shall be provided with the wording of the proposed alteration at least 14 days in advance.

Dissolution

If the trustees or a quorum of 5% of the membership consider that it is necessary or advisable to dissolve the CT5 Forum, a resolution shall be presented to an AGM or EGM to be approved by a majority of those attending. Any such resolution must include a provision of how the CT5 Forum's assets should be disbursed.

Appendix 1

CT5 People's Forum Safeguarding Policy

Purpose and Aim of the Policy

The policy covers all the activities of the CT5 People's Forum ("CT5 Forum"), a group supporting the promotion of local democracy and citizen participation in community life in the CT5 postcode. It also covers all the sub-groups of the CT5 Forum and each group agrees to be bound by its terms and all subsequent revisions.

The purpose of the policy is to establish the safeguarding procedures in place to protect vulnerable people, whether children or adults in our core and subsidiary undertakings. It applies to our internal meetings, our public meetings and any activities sponsored directly by the CT5 Forum or sub-groups.

Equality Statement

We hold that all participants in our activities will be treated equally and fairly. All, including all vulnerable groups will have the same right to be protected, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We are aware that vulnerable people from minority groups can face barriers of discrimination or equal access. We are committed to non-discrimination and to facilitate the full participation of all groups of society in our activities. We seek to comply with all terms of legislation and associated regulations including the Equality Act of 2010, the Children Act of 2004 and the Care Act of 2014 where relevant.

Scope of the Policy and our commitments

- We are committed in all parts of our activities to treat people with respect, consideration and courtesy, regardless of whether we share their opinions;
- We are committed to helping all who suffer from any disability or any restrictions in their capacities to speak their minds and participate equally and will do what is feasible to facilitate their participation and provide space and where needed, equipment to allow this;
- Everyone involved in the activities of the CT5 Forum and its sub-groups will be mindful of safeguarding members and participants, whether their abuser is a member or participant or third party. Any safeguarding concerns should be brought to the attention of the trustees or the chair of any of the sub-groups who will in turn report to the trustees. Members should follow their own common sense and not keep any concerns to themselves;
- Where the trustees become aware of any form of abuse or neglect, they aim to respond in a prompt and efficient manner to any situation where there might be a risk to participants in the CT5 Forum or where the reputation of the CT5 Forum might be at risk;
- We recognise that there are various forms of abuse that might be perpetrated by trustees, members of the CT5 Forum, members of sub-groups and volunteers associated with our activities. We will not tolerate abuse or neglect as we believe that all people should be able to live in an environment that is safe and free from harm;
- Where the trustees find that there have been events of abuse in our activities, where relevant, and after due process where the participants have the right to a confidential and impartial review of matters by the trustees, the CT5 Forum reserves the right to exclude those found to have failed to safeguard the rights of vulnerable people from membership and future activities. This is in addition to any obligations required to report such matters under law;
- Where activities are held that involve children, before such an event is held, the CT5 Forum and the sub-groups should specifically identify the risks to participants. They are to follow our culture of listening to children, respond immediately to any whistleblowing or

registry of concern, pass information of any event in a confidential form to the trustees, or relevant sub-group chair to report to the trustees, and designate a person to be responsible for safeguarding;

- All reports of abuse or breach of safeguarding policies will be treated confidentially and will be responded to immediately on receipt. Any actions taken will respect the rights and dignity of those involved and be proportionate to the risk of harm;
- We do not hold any statutory authority. Matters of concern will be reported to the relevant safeguarding authorities as appropriate. This may include the local authority, the local multi-agency safeguarding hub (MASH) or the police in an emergency.

This policy was adopted in June 2024 and will be reviewed either when the need arises or every three years.

Appendix 2

CT5 People's Forum Data Protection Policy

This policy sets out the basis on which the CT5 People's Forum ("CT5 Forum") and its sub-groups collect and use personal data. The legal basis for holding personal data is that it is necessary for the pursuit of the CT5 Forum's legitimate interests. There is no statutory or contractual requirement for participants to provide any personal data.

Responsibility for collecting and using personal data

The trustees of the CT5 Forum and the chairs of each of the CT5 Forum's sub-groups collect and store personal data for the purpose of informing participants of activities and meetings, conducting surveys, fund-raising and any other communication connected with achieving the objectives of the CT5 Forum and its sub-groups.

Personal data includes, but may not be limited to, the name and email address of participants.

All personal data will be protected by the trustees and the chairs of each of the CT5 Forum's sub-groups. It will not be disclosed to other participants in the CT5 Forum and its sub-groups or to any third parties without obtaining prior authorisation to do so.

The CT5 Forum does not track personal data from people accessing the website or social media accounts.

Personal data will be kept until the trustees of the CT5 Forum receive a request to remove such data or until the CT5 Forum ceases to operate.

Participants' Rights

Participants who share any personal data with the CT5 Forum and its sub-groups have the following rights:

- to ask what data is held about them
- to request that incorrect information be amended
- to withdraw consent for their data to be used
- to ask for their personal data to be deleted

This policy was adopted in August 2024 and will be reviewed either when the need arises or every three years.