



# Woodford Community Council

## Constitution

### 1 Purpose and Objectives

- 1.1 Woodford Community Council (hereafter referred to as WCC) was established in 1974 to promote the interests of the residents of Woodford, Cheshire, by addressing issues that affect the community. It is a non-political organisation run entirely by volunteers.
- 1.2 WCC shall provide liaison between Woodford residents, and statutory authorities, in particular Stockport MBC, and other relevant bodies, over any matters falling within its remit, including, but not limited to, planning applications and local developments, environmental concerns, such as roads and litter, public footpaths and rights of way, and local amenities, such as the Woodford War Memorial Community Centre and major businesses.
- 1.3 WCC shall facilitate liaison with developers and promote integration between communities in the old village and large new developments in Woodford.
- 1.4 Following appropriate discussion and consultation, WCC shall take such action as appears to be expedient and practicable in the interests of the Community.
- 1.5 WCC was empowered to propose or work towards the formation and establishment of a Neighbourhood Forum. This was achieved with the formation of Woodford Neighbourhood Forum in 2013 as an independent organisation. The Woodford Neighbourhood Forum prepared the Woodford Neighbourhood Plan, which was adopted by Stockport Council following a majority vote in favour by residents at a referendum on 12<sup>th</sup> September 2019 and thereafter became part of the Stockport Development Plan.
- 1.6 In conjunction with Woodford Neighbourhood Forum, WCC shall promote implementation of the policies in the Woodford Neighbourhood Plan and the Aspirations in the supplementary document, Woodford Village Aspirations.
- 1.7 In harmony with Woodford Neighbourhood Forum, WCC shall promote and improve the social, economic and environmental well-being of Woodford by:
  - Actively encouraging all the Members to participate in the activities of WCC for the improvement of Woodford.
  - Encouraging the goodwill and involvement of the wider community.
  - Fostering community spirit and encouraging civic pride.

## **2 Composition**

- 2.1 All residents of Woodford aged 18 years or over are automatically members of WCC. They are eligible to vote at General Meetings and stand for election for a place on the Management Committee.
- 2.2 The Management Committee shall be composed of up to 15 elected members, who shall reside within Woodford.
- 2.3 Members of the Management Committee shall be elected at the Annual General Meeting and shall serve until the next AGM.
- 2.4 All members of the Management Committee shall retire at the AGM and may stand for re-election.
- 2.5 WCC may co-opt additional members on an ad hoc basis to provide advice, guidance or assistance on specific matters of interest or relevance to the Community.

## **3 Office Bearers**

- 3.1 A Chairman, Secretary and Treasurer shall be nominated by the Management Committee from amongst its membership. Where there is more than one nomination for a position, the appointment shall be determined by majority vote taken at a committee meeting.
- 3.2 Each officer shall serve for a maximum term of three years, after which period he or she shall be eligible to seek re-appointment.

## **4 Meetings**

- 4.1 The Management Committee shall meet on a regular basis, generally at least four times a year, with a provisional timetable for meetings being agreed at the beginning of each year.
- 4.2 The Calling notice/agenda for each meeting shall be prepared by the Secretary, in consultation with the Chairman, and circulated to all Management Committee members at least two weeks beforehand.
- 4.3 The quorum for any meeting of the Management Committee shall be six.
- 4.4 The Secretary shall prepare the Minutes of each meeting and circulate them to all members of the Management Committee. The Minutes shall be confirmed at the next meeting and then made available on the Woodford Community website.

## **5 Finances**

- 5.1 All funds received by WCC, from any source, shall be used solely for the purposes outlined in clause 1.
- 5.2 WCC shall maintain a bank account for all funds, with two specified signatures (in general those of the Chairman and Treasurer) required for any transaction.

5.3 The Treasurer shall keep proper financial records of all income received, arrange for payment of expenditure duly authorised by WCC and prepare annual accounts for presentation at the Annual General Meeting.

5.4 The financial year end shall be 31 October.

## **6 Communication**

6.1 WCC shall communicate with residents by any appropriate means, which may include:

- the WCC Notice board;
- the WCC website;
- e-newsletters;
- flyers delivered to households;
- brief annual report

6.2 Contact details for the Chairman and Secretary shall be provided to facilitate and encourage communications and comments from residents.

## **7 Annual General Meetings**

7.1 An AGM shall be held no later than three months after the end of the financial year. The agreed date shall be publicised as early in the year as possible and full details including the agenda circulated to all residents at least three weeks beforehand.

7.2 The business of the AGM shall include

- the Chairman's report;
- the presentation of the annual Accounts by the Treasurer;
- the election of members of the Management Committee.

In addition, guest speakers may be invited to give presentations on issues of interest and relevance to the Community.

## **8 Extraordinary General Meetings**

8.1 The Management Committee may at any time call for an Extraordinary General Meeting (EGM) if it is deemed necessary to do so, supported by a formal written resolution. The rules and voting rights shall apply as defined within an AGM.

8.2 The Management Committee shall call an EGM if a written request to do so, signed by at least 25 members, is submitted. The reason for the EGM shall be supported by a formal resolution and notified to the Secretary or in his/her absence to a Management Committee member, allowing four clear weeks' notice.

8.3 The notice calling the meeting shall state the object of the proposed meeting and shall be notified to residents at least three weeks beforehand.

## **9 Amendments to the Constitution**

- 9.1 Any proposed amendments to the constitution shall be submitted in writing to the Secretary at least three weeks before the date of the next Management Committee meeting.
- 9.2 Such amendments shall be posted on the WCC notice board and circulated to Management Committee members with the agenda for consideration and discussion at the meeting.
- 9.3 Changes to the constitution agreed by the Management Committee shall be put forward for approval by members at the next AGM.

## **10 Dissolution**

- 10.1 If it is considered necessary or advisable to dissolve WCC (for example, if insufficient numbers of residents are willing to serve as office bearers or members of the Council), an appropriate resolution shall be proposed for consideration at the next AGM or at a specially convened EGM. At least four weeks' notice of the proposed resolution shall be given to all members. The resolution shall be carried if supported by a majority of those members present at that meeting.
- 10.2 In the event of dissolution, all outstanding debts and liabilities shall be settled and any remaining assets used for charitable purposes within the Community.