

Minster Precinct Neighbourhood Forum – Constitution

1. Name and Area

- 1.1. The name of the Neighbourhood Forum shall be ‘The Minster Precinct Neighbourhood Forum’, referred to thereafter as ‘the Forum’.
- 1.2. The Form shall pursue its Objectives in the area outlined in the attached Minster Precinct Neighbourhood Area map, which forms part of this Constitution. This may be adjusted by the Forum or the City of York Council under its statutory powers.
- 1.3. This is the area designated by the Forum for the purpose of the preparation of a Neighbourhood Plan under the Neighbourhood Planning (General) Regulations 2012 and the Amended Regulations 2015 and 2016.

2. Forum Objectives

- 2.1. The objectives of the Forum shall be:
 - 2.1.1. To have the express purpose of promoting or improving the social, economic and environmental well-being of the Minster Precinct Neighbourhood Area.
 - 2.1.2. To prepare a Neighbourhood Plan for the Minster Precinct Neighbourhood Area, and to guide this Plan through to adoption, on the basis of the following vision:
“In 2038, York Minster Precinct continues to be a welcoming and special place loved and used by the local community and visitors from around the world. It is acknowledged as a lynchpin in the cultural identity and daily life of the City of York and reaches out to engage the community in discovering God’s love.”
 - 2.1.3. To identify ways, in consultation with relevant authorities and organisations, of involving the whole community in the preparation of the Plan; and to gather, analyse and present the views and opinions in such a way as to ensure that the Plan is as comprehensive and inclusive as reasonably possible.
 - 2.1.4. To work in partnership with the City of York Council in the preparation and submission of the Neighbourhood Plan.

Meetings and can be nominated and stand for re-election at the Forum's Annual General Meeting.

- 4.3. As well as the Executive Members, the Steering Group shall include, *ex officio*, the following employees of the Chapter of York:
 - 4.3.1. The Chapter Steward
 - 4.3.2. The Director of Works and Precinct
- 4.4. Members of the Forum may join the Steering Group by one or another of the following means:
 - 4.4.1. By volunteering their services and being accepted by the Steering Group.
 - 4.4.2. By being voted on by the other members of the Steering Group, in case of competition for a place. In the event of more than two members wishing to join, a preferential voting system shall be used.
 - 4.4.3. By being invited to join by the Steering Group due to their knowledge and expertise.
- 4.5. The Steering Group may delegate powers to such persons and groups as required.
- 4.6. The Steering Group may delegate powers on specific matters to such persons and groups as are agreed at their meetings and recorded in the minutes.
- 4.7. The Steering Group will meet at least six (6) times per calendar year.
- 4.8. No member of the Steering Group shall use their position for financial or personal gain.

5. Membership

- 5.1. Membership of the Forum shall be open to all residents living in the Area defined in Section 1.2, all those who work or carry out business in the area, and elected members for the Guildhall Ward.
- 5.2. There shall be no less than 21 members of the Forum drawn from the following:
 - 5.2.1. Individuals who live in the Minster Precinct Neighbourhood Area boundary;
 - 5.2.2. Individuals who work in the Minster Precinct Neighbourhood Area boundary;
 - 5.2.3. Individuals who are elected members of the City Council for the Guildhall Ward.

6.2.4. Special Meetings may be called from time to time by the Steering Group to consider amendments to the Constitution, to dissolve the Forum, or where deemed necessary due to developments in the Neighbourhood Planning process. These shall be subject to the same rules as the conduct of the AGM.

7. Conduct at Meetings

7.1. The following rule shall apply to all meetings, including General Forum meetings, Steering Group meetings and the Annual General Meeting:

7.1.1. Each meeting shall have a Chair, who shall ensure that the business of the meeting is transacted in an orderly and respectful way.

7.1.2. The Forum shall endeavour to make decisions by consensus. Where a vote is required, decisions shall be made by a simple majority of those present and entitled to vote. When the vote is tied, the chair of the meeting shall have a second, casting vote.

7.1.3. All members shall be entitled to speak at meetings and, at Open Meetings, all members of the public are entitled to speak. The Chair shall have the power to impose time limits on speeches.

8. Forum Administration

8.1. The Forum shall be administered by the Chapter of York.

8.2. The role of the Chapter shall be to develop a Masterplan for the future care of York Minster and of its Precinct.

8.3. The Chapter of York may delegate powers to such persons and groups as required.

8.4. The Chapter of York may delegate powers on specific matter to such persons and groups as are agreed at their meetings and recorded in the minutes.

8.5. The Chapter of York shall meet at least 9 times per calendar year.

9. Executive Roles

9.1. The following members of the Steering Group shall have additional roles and responsibilities:

9.2. Chair

- 10.1. Forum members may from time to time be asked to form small groups to address particular issues. These Working Groups shall have specific Terms of Reference set out by the Steering Group.
- 10.2. These Groups will be able to investigate, discuss and make recommendations but, specifically authorised by the Steering Group, will not have the power to make decisions on behalf of the Forum.
- 10.3. The locations, recording and frequency of meetings shall be the responsibility of the Working Groups.

11. Constitutional Amendments

- 11.1. Any amendment to this Constitution shall be proposed in writing to the Secretary. The Steering Group shall then decide whether to put the proposed amendment/s to a Special General or Annual General Meeting of the Forum.
- 11.2. Any amendment must receive a majority vote in favour to be carried.

12. Dissolution and Winding Up

- 12.1. The Forum is designated for a period of five (5) years. The Forum may apply to have the designation renewed.
- 12.2. The Forum may be dissolved if deemed necessary by the members at a Special General Meeting or Annual General Meeting. A two-thirds majority vote shall be required to enact this dissolution.
- 12.3. In the event of the Forum being dissolved, the assets (after payments of debts due) will be returned to their providers or transferred to local charities at the discretion of the Steering Group.

13. Conflict Resolution

- 13.1 Any complaints about the Steering Group, General Forum or Working Groups, in relation to the work undertaken; shall be made in confidence, in writing to the Secretary – unless the complaint is about the Secretary in which case it shall be made to the Chair.
- 13.2 The Elected Officers of the Steering Group will investigate the complaint and decide on action as appropriate. If the complaint concerns the officers themselves, other members of the Forum will be appointed in their place.

The Minster Precinct Neighbourhood Forum
Minutes of the Inaugural Annual General Meeting
Meeting held 27th November, 2018

The inaugural Annual General Meeting of the Minster Precinct Neighbourhood Forum was held in the Deanery, Minster Yard, York. All residents and businesses in the Precinct Area were invited by letter or email to attend or send representatives.

1. Introduction
 - a. The meeting was welcomed by Alexander McCallion, Director of Works and Precinct at York Minster.
2. Adoption of Constitution
 - a. The Constitution was presented and accepted by the Forum, subject to a number of minor amendments entrusted to the Chair.
3. Nomination to Executive Roles
 - a. Chair
 - i. Mark Calvert was nominated to the position of Chair. Mr Calvert has extensive experience in planning and especially flood mitigation, and has served as HRH's Ambassador to Yorkshire and the Humber.
 - b. Vice-Chair
 - i. Jamie Search was nominated to the position of Vice Chair. Mr Search is a resident of the Purey Cust and runs a business in Leeds.
 - c. Treasurer
 - i. Ian Melia was nominated to the position of Treasurer. Mr Melia is a retired Chartered Accountant who now serves in a number of charitable and advisory positions.
 - d. Secretary
 - i. Timothy Stead was nominated to the position of Secretary. Mr Stead is the Major Projects Officer at the York Minster Stoneyard, and will continue to handle the administrative affairs of the Forum.
 - e. All others present were asked if they wished to stand for any of the positions. There were no further nominations.
 - f. All of the nominations were approved unanimously.