

CONSTITUTION OF RESPONSIBLE PLANNING IN BURFORD - A RESIDENTS' ASSOCIATION

CONSTITUTION

1. Name

The organisation is to be known as **RESPONSIBLE PLANNING IN BURFORD (RPIB)**.

2. Aims of the Association

The specific, short-term objective of RPIB is to prevent any significant build on Cole's Field in Burford by (i) campaigning for the removal of this site from WODC's Draft Local Plan and (ii) providing a robust voice against any related applications for planning permission on the site.

RPIB's broader aims and underpinning principles are to coordinate action by Burford residents to ensure that any housing and related developments within the town and its surrounds:

1. contribute towards actual housing or other community needs in West Oxfordshire whilst being appropriate in their scope and location
2. do not detract from Burford's heritage and the aesthetics of the town and surrounding countryside
3. are feasible in respect of local highways, sewerage and drainage infrastructure
4. are sustainable in their demands on local education, medical and other facilities
5. reflect the diversity of need across Burford's community.

In responding to these aims, RPIB will seek to take account of:

- (a) the needs of different demographic and income groups within our community
- (b) the interests of residents and of local voluntary and commercial organisations.

3. Membership

- (a) Membership is to be open to all adult residents and owners of properties within Burford.
- (b) Membership is to be free and a membership list is to be maintained.

4. Management Committee

- (a) The management of the Association is to be vested in the following officers:
 - CHAIRPERSON
 - VICE CHAIRPERSON
 - TREASURER
 - SECRETARY
- (b) All officers are to be elected for a period of one year, but may be re-elected to the same office or another office for future years.

- (c) A Committee is to be responsible for considering the ongoing business of the Association. It will consist of the 4 officers and 2 ordinary members, making a total of 6 voting members. Decisions of the Committee are to be made on the basis of a simple majority – except that any decisions involving expending funds are to require at least 5 Committee members voting in favour.
- (d) The Committee is to be able to co-opt up to 4 further members who will serve until the next AGM. Co-opted members will also be entitled to vote at meetings of the Committee, except on decisions on financial expenditure.
- (e) A quorum for Committee meetings is to be 4, excluding co-opted members. Members may, however, attend online e.g. via Skype or Facetime.
- (f) The Committee is to meet at least twice per year.

5. Annual General Meetings (AGM)

- (a) An AGM is to be held once each year in April.
- (b) The AGM will receive reports by the Association's officers on the activities and accounts for the previous year. The election/re-election of officers and other Committee members is also to be considered.
- (c) All members are to be given 14 days' notice of the AGM date, together with an agenda for the meeting. The agenda is to include:
 - An annual report by the Committee
 - Financial accounts to the end of the previous December with a report by an independent examiner duly appointed by the AGM
 - Nominations for election of officers and for the Committee
 - Any proposed changes to the Constitution.
- (d) The quorum for an AGM is to be 12 members. In the absence of a quorum, the meeting is to be adjourned for 14 days and all members are to be notified. At the adjourned meeting, AGM business is to be undertaken even if no quorum is present.
- (e) Voting at an AGM is to be on one member/one vote basis, either by a show of hands or by ballot.

6. Finance

- (a) The Association is to have the authority to seek financial contributions from members and from other organisations to further its aims.
- (b) The Association will only commit to spending that is covered by actual funds held.

- (c) The Association is to maintain a specific bank account in its name. There are to be 3 signatories on the account for payment purposes, being the Treasurer and 2 other members of the Committee. All payments from the account are to be authorised by any 2 of these 3 signatories. The Association
- (d) The Association is to compile annual financial accounts which will be subject to examination by an independent person and which will be submitted to the AGM each year.

7. Alterations to the Constitution

- (a) The Constitution is only to be amended at an AGM or at a Special General Meeting (SGM) called for that purpose
- (b) All proposed changes must be submitted to the Secretary at least 14 days before the AGM or SGM - a copy of which must be included with the notice of the meeting.
- (b) Any changes to the Constitution must be agreed by at least two thirds of the members present who are eligible to vote.

8. Dissolution Clause

- (a) The Association may only be dissolved at a SGM called for that purpose.
- (b) A proposal to dissolve the Association must be submitted to the Secretary at least 14 days before the SGM - a copy of which must be included with the notice of the meeting.
- (c) A proposal to dissolve the Association must be agreed by two thirds of the members present who are eligible to vote.
- (d) Any assets remaining after the payment of all debts and liabilities will be given to charitable purposes according to the wishes of members at the meeting.

Agreed at the Committee meeting of the:

RESPONSIBLE PLANNING IN BURFORD (RESIDENTS' ASSOCIATION)

Signed: Chairperson _____

Secretary _____

Dated: _____