

# **We Love SE25 – The South Norwood Town Team**

## **Our Constitution:**

This constitution was adopted on 7 February 2018

### **Clause 1: Who we are:**

The organisation has developed as a collaboration between We Love SE25 and Croydon Council.

We Love SE25 is a group of individuals, representatives of local community groups and key stakeholders that formed in 2016 to develop a Community Economic Development Plan (CEDP) for South Norwood following a successful bid to the DCLG by People for Portland Road (PPR) for inclusion in a programme to support the development of CEDP's in local communities. The group produced 'Taking Control of Our Own Destiny – South Norwood's Community Economic Development Plan (CEDP)' dated May 2017. This plan sets out a series of 9 projects to be undertaken in the SE25 area that were developed following extensive consultation with the local community and businesses. 'Project 1' was defined as "Formally establishing We Love SE25 – Create a new community forum that brings together representatives, organisations and inspirational individuals and key stakeholders in SE25.

In 2016 Croydon Council resolved to establish 3 pilot schemes devolving responsibilities to local communities. One of the pilot areas selected was South Norwood.

Following consultation between the members of the un-constituted We Love SE25 group at its meeting on 20<sup>th</sup> September 2017, the local Councillors and the Council, it was agreed to combine the two initiatives to create 'We Love SE25 – The South Norwood Town Team' (The Group).

### **Clause 2: Our Aims and Purpose:**

Our core aims are summarised as:

- Developing We Love SE25 to Deliver Change;
- Reconnecting Our Community with Our Local Businesses;
- Strengthening Our Community through Learning, Working and Playing;
- Bringing Empty Property Back in Use through Community Ownership or Management;
- Increasing local employment, business ownership and successful business in SE25;
- Re-creating a Pleasant Modern Market Town Environment – encouraging locals and visitors to spend time and money in SE25;
- Involving the Whole Community in 'Our Community';
- Embracing local heritage and environment.

These aims reflect the 'proposed outcomes' as set out on page 3 of 'Taking Control of Our Own Destiny – South Norwood's CEDP'.

We will work to deliver these aims through:

1. Delivering the projects set out in 'Taking Control of Our Own Destiny – South Norwood's CEDP';
2. Regular consultation with the local community, including residents, community groups, businesses and other key stakeholders;

3. Working closely with the London Borough of Croydon whilst maintaining our independence;
4. Liaison with the GLA, Central Government, the Metropolitan Police, Health Authorities and other bodies representing the local area and responsible for providing services for the local community.

### **Clause 3: Membership**

The membership of the Town Team will strive to achieve a minimum of 24 and comprise a maximum of 50. The Group will seek to ensure that the maximum membership is achieved whenever possible

Each member organisation does not have to have a named delegate. However, any delegate can only represent one organisation at any given meeting. Each delegate will have a single vote.

The membership shall be made up of the following:

- The 6 Councillors representing the South Norwood and Woodside wards;
- The local GLA member;
- The local MP or MPs representing the part or parts of the SE25 postcode area;
- A nominated delegate from the following community and local organisations, subject to the said organisations agreeing to be members of the Group and to abide by this constitution:

#### Community Groups and Organisations:

- People for Portland Road
- South Norwood Net
- South Norwood Community Festival (SNCF)
- Stanley Halls - The STANLEY People's Initiative
- The Norwood Society
- South Norwood Community Kitchen
- Croydon Domino Club
- Screen25
- Yalla Hub
- All Heads Recognized
- South Norwood Tourist Board
- South Norwood and Woodside Community Association
- Clocktower Market
- Wheels for Wellbeing
- South Norwood Business and Social Enterprise Network (SESB)
- The Shift Collective

#### Clubs and Community Centres:

- Klub Polonia South Norwood
- The Victory Club
- South Norwood and Woodside Social Club
- Sukyo Mahikari

Residents Associations – Any constituted RA with a membership of 50+ and that holds annual AGMs, including:

- The Elm Park Estate Residents Association (TEPRA)
- South Norwood Residents Association

- Norhyrst Householders Association
- Holmesdale Residents Association

Schools:

- Harris Academy South Norwood
- Oasis Academy Trust
- St Mark's C of E Primary Academy

Youth Organisations:

- Samuel Coleridge Taylor Youth Centre
- Croydon Youth Theatre Organisation
- Reaching Higher
- Palace for Life Foundation

Parks and Open Spaces:

- Lakes Playground Action Group
- Friends of South Norwood Country Park
- Sensible Garden

Churches & Faith Groups:

- South Norwood Baptist Church
- South Norwood Islamic Community Centre
- Holy Innocents
- St Mark's
- St Chad's
- St Luke's
- South Norwood Methodist Church
- Radha Krishna ISKCON South London Temple
- New Destiny Christian Church

- 3 representatives of the local businesses within the SE25 postcode area – either nominated by a recognised local business forum or if no such forum is active, then by invitation by the other members;
- Up to 6 local individuals living or working in the local area who are nominated by the other members of the Group;
- 1 Croydon Council officer nominated by the London Borough of Croydon.

Any existing or newly constituted groups in the SE25 area will be entitled to join.

In addition the following representatives will be invited to attend and take part in the meetings, but without voting rights:

- Senior Police Officer members of the local safer neighbourhood teams and/or their superiors;
- Cabinet members of the Council, their deputies and supporting officers where issues relating to their portfolio are under consideration (on the relevant issues only);
- Individuals or groups raising matters on the agenda (on the relevant issues only).

Members must declare any conflict of interest, for example where a member would benefit personally from an initiative under discussion. A register of member interests will be maintained.

Membership term to be three years.

#### **Clause 4: Equalities Statement**

We Love SE25 strives to reflect the diversity of South Norwood in its broadest sense, for example, in terms of age, disability, ethnicity, gender, gender identity, religion, sexual orientation and socio-economic background. We Love SE25 will work towards a 50:50 gender balance.

#### **Clause 5: Confidentiality**

We will ensure that we comply with current data protection legislation.

#### **Clause 6: Democracy and Accountability:**

The Group shall be governed by a democratically elected body of Officers consisting of Chair, Vice-Chair, Secretary and Treasurer. Given the partnership relationship with the Council and the expectation of delegated responsibilities from the Council, the Chair and Vice-Chair will be elected by the membership of the Group from the 6 Councillors representing the area.

Decisions will be taken by the Group through open votes at meetings. Secret ballots will be taken where the majority of members indicate there should be one. Generally these will be restricted to matters that relate to individuals.

Where matters relate to the use of resources that are the responsibility of Croydon Council and where the decision on their use is delegated to the Group and the Council requires, all members will consider any decisions to be made, but the actual decision will be made by the Councillors, having taken account of the debate. In these circumstances, this should be made clear in advance and will be limited to those instances where the Council specifically requires a decision to be made by elected members. This will ensure public accountability by the elected representatives.

With the agreement of the Chair, decisions can be made remotely via email on minor matters. Members will be given a minimum of 72 hours to respond to an e-vote.

One third of the Group, including the Chair or Vice Chair, shall be considered a quorum for meetings of the Group, with the Chair retaining the casting vote when necessary.

An executive group shall be responsible for the practical management arrangements for the organisation. This executive group will comprise the Officers and two other members of the wider Group elected at the AGM.

Their responsibilities will include:

- Organisation of meeting venues;
- Agendas for regular meetings;
- The AGM;
- Day to day matters.

If two or more members of the executive agree that a matter should be brought to the attention of the whole group, then this will be done through the Chair.

Once in each calendar year, an Annual General Meeting shall be held at such time and place as the Executive Group shall determine, being not more than fifteen months after the adoption of this constitution and thereafter the holding of the preceding Annual General Meeting. At least twenty-one clear days' notice shall be given to members of the Group and all delegated bodies. Notice of the meeting will also be announced publicly, and organisations and individuals will be invited to nominate themselves for consideration for inclusion on the Town Team.

The business of each Annual General Meeting shall be:

- To receive the Annual Report of the Chair and other officers, which shall incorporate an account of the work of the Group and its activities during the preceding year;
- To receive a report on the progress of delivery of 'Taking Control of Our Own Destiny – South Norwood's CEDP';
- To receive the reports of any working groups;
- To receive the accounts of the Association for the preceding financial year;
- To confirm the membership of the Group for the coming year, including elections where there are more applicants for open positions than there are spaces available. Election terms will be two years and shall be staggered in the interests of continuity;
- To agree a strategy with defined key aims for the coming year.

The Group will meet at least quarterly to discuss matters of local importance as identified by members of the Group and the bodies they represent, and as raised by local residents, business and other stakeholders. The executive body will be responsible for deciding what matters will be received by the Group at these meetings.

For the purpose of considering a wide range and quantity of issues, the Group may establish 'Working Groups' of 3+ members with a Chair or facilitator to consider any matter brought before it, within a scope and terms of reference agreed by the Group. These Working Groups will report to each full meeting of the Group.

The Chair, at their discretion, may call a Special General Meeting at any time. A group of at least one third of members may also call a Special General Meeting. In either case, the Secretary must be notified and will then circulate notice to the membership with 7 working days' notice of the meeting, giving reasons for the request. They will call a Special General Meeting of the Association to consider the business specified on the notice of the meeting and for no other purpose. At least fourteen clear days' notice shall be notified directly to all members of the Group.

A consultation meeting or workshop event for the local community will be held at least quarterly. Where practical, all significant matters for consideration by the Group will be considered following a consultation with the local community. When practical, the full meetings of the Group will follow a consultation event. Key points will be recorded and reported to relevant bodies, such as the Council.

Any member of the Town Team who does not attend three consecutive meetings without good reason accepted by the Chair is deemed to have resigned from that position and may be replaced.

Membership of the Group will confirm acceptance of statements, policies and procedures adopted by the Group, including but not restricted to: health and safety, grievance, equality and diversity and communications.

Any member of the Town Team may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the Secretary or the Chair written notice to that effect.

The dissolution of the Group shall be on the basis of a two thirds vote at an AGM.

### **Clause 7: Accounts**

Funds shall be held in a bank account under the signatures of any two of the Officers.

No member shall pledge the credit of the Association without the consent of the Officers.

The individual personal liability for members of the organisation is limited to £1.

On the dissolution of the Group any assets shall be realised and surplus funds shall be donated to local community organisations to be agreed by the closing meeting of the Group.

### **Clause 8: Alterations to the Constitution**

The constitution shall be altered only by a two-thirds majority of members voting at either an Annual General or Special Meeting.

The notification of such meetings shall make clear that such a vote is to take place and the proposed alterations set out in full in such notifications.