

BURGHFIELD AND MORTIMER NEIGHBOURHOOD ACTION GROUP

CONSTITUTION

Purpose, area and membership

- 1 The Burghfield and Mortimer Neighbourhood Action Group (“BMNAG”) is a multi-agency problem solving group dealing primarily with police-related issues within its area (see below). Whilst not having statutory recognition, it is expected that BMNAG will have enough standing such that the bodies and organisations it deals with will engage with it in a meaningful manner.
- 2 The area covered by BMNAG comprises the parishes of Beech Hill, Burghfield, Padworth, Stratfield Mortimer, Sulhamstead, Ufton Nervet and Wokefield.
- 3 The members of BMNAG are:
 - 3.1 two members appointed by each of the Burghfield and Stratfield Mortimer Parish Councils;
 - 3.2 one member appointed by each of the Beech Hill, Padworth, Sulhamstead, Ufton Nervet and Wokefield Parish Councils;
 - 3.3 the West Berkshire Council District Councillors for the wards that include the parishes listed above (Aldermaston [1], Burghfield and Mortimer [3] and Bradfield [1]);
 - 3.4 up to three representatives of Thames Valley Police (for the avoidance of doubt BMNAG does not require the same police representatives to attend each time BMNAG meets);
 - 3.5 such other individuals as may be co-opted from time to time as representatives of local interest groups or organisations (for example, but not limited to, representatives of local Neighbourhood Watch groups, residents associations, voluntary groups, schools and housing associations) or local residents.

Meetings

- 4 An annual meeting shall be held each year in May or June and the items of business shall include the election of:
 - 4.1 a Chairperson;
 - 4.2 a Vice-Chairperson; and
 - 4.3 a Secretary.
- 5 Ordinary meetings shall be held every six to eight weeks.
- 6 At least 14 days’ notice shall be given for the annual and ordinary meetings (and will usually be given verbally at the previous meeting).
- 7 The Chairperson may call an extraordinary meeting at any time with less than 14 days’ notice.
- 8 Meetings shall be chaired by the Chairperson, or the Vice-Chairperson if the Chairperson is absent, or (if both are absent) a member selected by motion at the meeting. Whoever chairs the meeting shall undertake the duties of Chairperson for the duration of the meeting.
- 9 The Secretary, or in their absence a member selected by motion at the meeting, shall take the minutes of any meeting. Such draft minutes shall be distributed prior to the next ordinary meeting and, subject to any agreed amendment(s), shall be agreed at that meeting (except in the case of

the annual meeting where the draft minutes shall not be formally agreed until the next annual meeting), and signed by the Chairperson as a true record.

- 10 The quorum for any meeting shall be nine members, or one third of the total membership, whichever is less. If a meeting is inquorate the members present may choose to meet as an informal discussion group, but no formal decisions may be made.
- 11 Members of the public may attend any meeting and may be permitted by the Chairperson to speak (however any member may propose a motion to exclude the public on grounds that the particular item for discussion is confidential).

Conduct and interests

- 12 By accepting a nomination by a nominating body or a co-option each BMNAG member shall also agree to abide by this Constitution.
- 13 In all matters pertaining to their membership of BMNAG members shall abide by the (Nolan) principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership, and:
 - 13.1 behave in a way that a reasonable person would regard as respectful;
 - 13.2 behave in a way that is consistent with the purpose of the group as being focussed on identifying and progressing problem solving initiatives;
 - 13.3 not act in a way which a reasonable person would regard as bullying or intimidatory;
 - 13.4 not seek to improperly confer an advantage or disadvantage on any person;
 - 13.5 not disclose information which is confidential or where disclosure is prohibited by law.
- 14 Members must declare any interests relevant to an item under discussion, either at the commencement of the meeting or as soon as the interest becomes apparent. The Chairperson shall decide (unless it is the Chairperson making the declaration in which case the other members present shall decide on a motion) whether the member making the declaration may:
 - 14.1 remain in the meeting room for the duration of discussion upon the item in question; and/or
 - 14.2 take part in any debate upon the item in question; and/or
 - 14.3 vote upon any motion regarding the item in question.