

Falkirk & District Community Safety Panel

CONSTITUTION

Author: Falkirk & District Community Safety Panel

Date: 10th May 2011

Proposed by Chris McNaught of Falkirk & District Safety Panel at AGM 14th June 2011

Seconded by Alasdhair Wedderspoon of Braes Safety Group

1. NAME OF THE COMMUNITY SAFETY PANEL

“The Falkirk & District Community Safety Panel”

2. AREA OF RESPONSIBILITY

The area served by the Panel shall be that area served by Falkirk Council.

3. AIMS AND OBJECTIVES

- a) Reduce Crime and Fear of Crime
- b) Promote a Safe and Healthy Environment
- c) Create an Effective working partnership with voluntary, statutory and commercial agencies.
- d) Encourage all members of the community to become more aware of their local areas needs and to ensure that the safety of the community is given the highest priority
- e) To encourage the activities of local bodies in reducing crime, increasing community safety and improving the quality of life throughout the District.
- f) To educate and encourage the local youth in the reduction of crime and improving the environment

4. MEMBERSHIP OF THE COMMUNITY SAFETY PANEL

Membership of the panel shall be drawn from groups interested in the

- a) Safety of the Community, the prevention of crime and increasing the Quality of life within Falkirk Council Area
- b) Members of Statutory Agencies who attend panel meetings as representatives of their organisation(s) who are not members in their own right but will act as advisors to the panel.
- c) Membership of the Panel shall be limited to a maximum of **TWENTY** representatives. Each member organisation can nominate members to attend the Community Safety Panel meetings with a maximum of 2 only to vote.
- d) Subject to agreement by the panel, experts with particular knowledge may be co-opted on the panel for specific assistance, without voting rights and subject to re- appointment annually.
- e) A quorum shall consist of at least 5 members of the numbers serving provided that at least 2 of the Office Bearers are in attendance
- f) Only members of the panel and not the statutory Agencies can vote with a simple majority deciding the vote. The chair will have the casting vote if no majority exists.
- g) Members not attending (without due cause) for three consecutive Panel meetings shall have been deemed to have resigned. The local organisation that they represent will be notified of the need to appoint another member from the group to attend the next panel meeting.
- h) A current list of members will be maintained by the Secretary.
- i) Whilst valuing the work of every member, only members up to 80 years old can be covered by the Panel’s insurance and will be permitted to attend outside Panel events.

IN ALL CASES, INDIVIDUALS MUST BE WILLING TO ACTIVELY PARTICIPATE IN THE PANELS ACTIVITIES.

5. ANNUAL GENERAL MEETING / EGM

The Annual General Meeting will be held in either May or June each Year. An extraordinary General Meeting can be called with the agreement of the Office Bearers and giving members 21 days notice.

6. APPOINTMENT OF OFFICE BEARERS

The appointment of Chairperson, Vice Chairperson, Secretary, Treasurer and any other position deemed necessary shall be appointed by the panel for a period of **one** year and shall be elected by a simple majority of the members present at the panel meeting following the Annual General Meeting. All may stand for re-election. Statutory Agency representatives are not eligible to stand as office bearers. The position of Secretary can be from out with panel members if deemed necessary.

In the event of a post being vacated prematurely during this period, the panel may appoint a member to the vacant post until re-election at the next agm.

7. FINANCE

- a) A dedicated Bank account(s) shall be opened for all monies donated to or income raised by the panel through sponsorship or fund raising.
- b) A separate account must be held for all monies in relation to grant funds to be distributed by the panel.
- c) A minimum of two signatures will be required as a mandate for the withdrawals of cash, issuing of cheques from this account and should comprise any two of the following; the Chairperson, Vice Chairperson, Treasurer or Secretary.
- d) The financial year shall extend from April 1st to March 31st and the accounts will be subject to examination by an independent external examiner prior to the AGM.

8. EXPENDITURE APPROVAL PROCEDURES

- a) Expenditure on projects may be sanctioned only after ratification by a Quorum of at least 5 members of the panel. In exceptional circumstances, expenditure may be approved after consultation between Chairperson, Secretary and Treasurer to a maximum of £200.
- b) Any expenditure approved in exceptional circumstances must be ratified by the full panel at the next panel meeting.

9. SUB-COMMITTEES

Sub- committees may be formed at the discretion of the panel to tackle specific projects. Such sub – committees may co-opt other individuals (non members) subject to the approval of the Chairperson.

10 FREQUENCIES OF MEETINGS

The panel members shall decide how often meetings are held but must be at least every 2 calendar months, including the Annual General Meeting. Meetings of sub committees may take place as and when required.

11. AGENDA AND MINUTES OF MEETINGS

- a) Minutes of all meetings will be issued as soon as possible after meeting.
- b) Reports from all member groups/ organisations will be made available at each meeting and replicated in the minutes.

12. ALTERATIONS TO THE CONSTITUTION

Proposals to Amend or change the constitution of the Falkirk & District Community Safety Panel, must be agreed at the Annual General Meeting or a properly convened Extra – Ordinary General Meeting.

13. DISSOLUTION OF THE PANEL

- a) In the event of members of the Panel deciding that the Panel should be dissolved, the Area Commander of Central Scotland Police and the Council Chief Executive will be notified in writing by the Chairperson.
- b) A special E.G.M. subject to 21 days notice will be called to discuss the issue.
- c) In the event of dissolution of the panel, any assets remaining after the satisfaction of all debts and liabilities shall be given or transferred to a recognised community body with objectives similar to those of the Panel

The constitution was passed at AGM on 14th June 2011
Amendment: 4i added at EGM Wednesday 29th October 2014

Signed G M Forster

Signed M Heeps

Dated 20th September 2011