

Constitution for Tonbridge & Malling Crime Prevention Panel

1. Name

- (i) The name of the group shall be the Tonbridge & Malling Crime Prevention Panel.

2. Objects

- (i) To play an important and meaningful role in combating crime and the fear of crime and promoting the use of crime prevention measures by involving residents and statutory bodies in the community.
- (ii) To compliment and support the Police and Local Authority with their respective crime reduction/prevention strategies.
- (iii) To design local initiatives to address local problems.

3. Membership

- (i) Membership is open to volunteers from the community with a common cause to reduce crime and the fear of crime. No previous experience will be necessary.
- (ii) Invited residents/ statutory may join the Panel if they have indicated a willingness to do so.
- (iii) Membership will be free.
- (iv) Any member not attending a meeting without apology for six months will be deemed to have resigned.

4. Officers

- (i) The officers of the Group shall be a Chair, who shall chair the meeting and a Secretary, who shall be responsible for the taking of minutes and the distribution of all papers. The Chair and Secretary will also be responsible for maintaining the accounts. A Deputy Chair shall also be appointed.

5. Meetings

- (i) Meetings of the Panel will be held at least every three months.
- (ii) All members will be reminded of the date of the next meeting at least one week before the date.
- (iii) Items for the agenda must be given to the Secretary of the meeting no less than one week before the meeting date.
- (iv) The quorum for a Meeting will be 5 members. In the event of the meeting failing to achieve a quorum business may be discussed and proposals put to the next meeting for ratification.
- (v) The secretary shall keep a full record of proceedings at every meeting.

6. Rules of Procedure

- (i) With the exception of changes to the constitution all questions that arise at any meeting will be decided by a simple majority of those present and entitled to vote.
- (ii) If the number of votes cast on each side are equal the chair of the meeting shall have an additional casting vote.

7. Finances

- (i) An account will be maintained on behalf of the Group at Nationwide Building Society in West Malling. Signatories to the account will be the Chair and Secretary of the Panel. Each cheque will require two signatures.
- (ii) The Chair and Secretary will maintain records of income and expenditure and a report will be given to the Panel at least once a year.
- (iii) All money raised by the Group will be spent solely on the objects laid out above.

8. Amendments to the Constitution

- (i) Any proposal to amend the constitution must be given to the Secretary in writing at least a week before the notice of the next meeting at which it is to be discussed is due to be circulated. The proposal must then be circulated with the notice of meeting.
- (ii) Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

9. Dissolution

- (i) If a meeting, by simple majority, decides that it is necessary to close down the Panel it may call a special meeting to do so. The sole business of this meeting will be to dissolve the Group.
- (ii) If it is agreed to dissolve the Group all remaining money, once outstanding debts have been paid, will be used to finance crime and disorder initiatives in the Tonbridge and Malling Borough Council area.

Signed:

Date:.....

Position: