

# **COLDEAN NEIGHBOURHOOD PLANNING FORUM**

## **AMENDMENT TO THE CONSITUTION**

**Agreed by the Special General  
meeting of the Forum on the First Day of September 2022**

### **Section 16.**

#### **Delegation.**

(1) The Forum shall delegate all financial operations of the Forum to Coldean Neighbourhood Planning Forum Ltd. ("CNPF LTD") for each operational year.

(2) The delegated powers will cease if the membership of the Forum remains less than 21 members for more than three months. In this event CNPF LTD will return to Neighbourhood Planning.org all surplus funds beneficial to the Forum derived from grant funding.

(3) The Treasurer of the Forum will be a Director of CNPF LTD

#### **Financial operations**

(4) The CNPF Ltd acts as the accountable body on behalf of the Forum

(5) CNPF LTD takes responsibility for the legal and financial management of a grant given to a particular project. The accountable body will receive the funding from the Neighbourhood Planning programme, will hold and administer grant funds on behalf of the unincorporated Coldean Neighbourhood Planning Forum and are legally responsible for the proper use and management of those funds.

(6) CNPF LTD will conform to the principles of the administration of grant funds as directed by "Groundworks"

#### **Financial year**

The financial year of CNPF LTD is specified in the Schedule.

#### **Funds and accounts**

(7) CNPF LTD must open an account with a financial institution from

which all expenditure of the Forum is made and into which all of the Forum's revenue is deposited.

(8) Subject to any restrictions imposed by the Forum at a general meeting, the CNPF LTD may approve expenditure on behalf of the Forum within the limits of the budget.

(9) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 CNPF LTD members.

(10) All funds of the Forum must be deposited into the financial account of CNPF LTD no later than 5 working days after receipt or as soon as practicable after that day.

(11) With the approval of the CNPF LTD, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

(12) Accounts and audits

The responsibility of the CNPF LTD under clause 34(2) for ensuring compliance with the Act includes meeting the requirements of Part 5 of the Act and regulations made for that Part relating to:

(a) the keeping of accounting records;

(b) the preparation and presentation of the Forum's annual statement of accounts;

and

(c) the auditing of the Forum's accounts

(13) CNPF LTD will indemnify the Forum and its members against all financial claims arising from the operation of these delegated powers.

#### Assets

(14) CNPF LTD is constrained from any real estate transactions or holding real estate assets on behalf of the Forum.

#### SCHEDULE

1. "The Act" refers to the Companies Act 2006

2. The Financial Year will commence on receipt of the first grant from Neighbourhood Planning.org

Chairperson..... *C. Lowe* ..... (Patrick Lowe)

Date..... *1/9/22* .....