

## **Appendix Four – Outline of Westcott Village Forum Member Responsibilities**

Given the Forum is a formally constituted body under the Act, and has a finite duration of no longer than five years from its formal designation, by agreeing to be a member of the Forum the commitments are:

1. To attend the Forum meetings regularly
2. To read and consider the papers and other such information (the “Material”) circulated for each Forum meeting in advance of that meeting
3. To discuss, or consult on, the content of the Material with others such as neighbours, friends, relatives and local groups as seems appropriate to help in informing and guiding the discussions and decisions in the Forum
4. To take an active part in Forum discussions, by speaking at the meetings or by submitting views beforehand in writing
5. To participate in Forum decisions by voting on proposals as and when presented

The Forum's success and effectiveness will depend on it being - and continuing to be – properly representative of our community. Continuity is important therefore Members are required to advise the Secretary in advance if they are not able to attend any particular meeting and are considered to have resigned from the Forum if failing to attend three consecutive meetings, unless providing to the Chairperson a written reason for non-attendance which is acceptable to him/her.

Members of the Forum must live, and/or work in a business based in Westcott. If both of these criteria cease to apply they must advise the Secretary in writing within one month, and immediately resign from the Forum.

Further, should Members change their address within Westcott, they must immediately notify the Secretary in writing.

### Conflict of Interest:

Any member who has a personal interest - financial or otherwise - in any matters being discussed by the Forum must declare this interest immediately and not vote on any such issue. Failure to do so will lead to the person's membership of the Forum being withdrawn instantly and without appeal.

END of Appendix 4