

5) Structure, Status and Management

Operational decisions are made by the coordinator with reference to the partnership chairman if necessary. More significant decisions involving the budget, large expenditure, legal matters or high level priorities are referred to the board, which meets every 2 months.

Originally board members were invited to become part of the partnership with the aim of getting a good representation of different members, particularly at parish, town and district level. Re-elections took place in 2009 and 2010 as follows:

As a private limited company and outlined in our Articles of Association (which is a legally binding document) there is the need to re elect board members.

This usually takes place at the companies AGM. It is a requirement to have an AGM no longer than 18 months after incorporation, thus held in Spring 2008 and 2009, then annually thereafter - May 2010.

At the first AGM and subsequent ones a third (4) or the nearest number to a third shall retire. If everyone is of equal seniority (length of service) members can volunteer or it can be done by lot.

When a member retires another person can be elected, **or the retiring member can be re-elected** or a resolution can be passed not to fill the vacancy.

Representation from the district, town and parishes is vital.

Should anyone not wish to be re-elected and we decide to fill the vacancy, rather than select a replacement ourselves, we have a transparent and reasonably democratic process for electing new board members.

As follows:

- Determine which board members, if any, wish to retire (letter from Chair) and then advertise the vacancies in local publications (Holt Times and Holt Chronicle) in the two months before AGM. These adverts request nominations from Parish Councils and community. These nominees are then contacted for CVs of relevant experience required by a deadline before the AGM and then voted in at AGM. If more nominees than vacancies on Board then this is resolved with same voting of stakeholders and Board at AGM.
- The AGM also serves the purpose of an open meeting to update people on what the partnership is doing. A keynote speaker is invited.
- Two months before the AGM is advertised and invitations sent to parishes and stakeholders
- Each AGM will include brief review of partnership work for last year and accounts, election (stakeholders have a vote), key note speaker and Q & A's
- The nominees with the most votes on the night are elected (organisations have one vote)

- In this way it is the stakeholders and HAP Board who choose who should stand.
- New details are provided to Companies House

List of members involved with the partnership

Parish Councils	other
Aldborough and Thurgarton	North Norfolk Community Partnership
Baconsthorpe	North Norfolk District Council
Bodham	Briston Community Centre
Briston	Norwich and Norfolk Voluntary Services
Corpusty and Saxthorpe	Citizens Advice Bureau – Holt
Edgefield	Holt Playing Fields Association
Gunthorpe and Bale	Holt Society
Hempstead	Holt Youth Project
High Kelling	Norfolk Police Holt SNT
Holt Town Council	Holt Chamber of Trade
Itteringham	North Norfolk Business Forum
Letheringsett and Glandford	Holt Day Services
Little Barningham	Holt Hall, NCC Field Studies Centre
Matlaske	Holt Area Patient's Group
Melton Constable	Kelling Hospital
Plumstead	North East Norfolk Scouts (Holt)
Sharrington and Brinton	Hunworth Village Hall
Stody and Hunworth	Melton Constable Community Association
Thornage	Sharrington Village Hall
Wickmere	

There has not been a formal agreement in place to become a member of HAP but the above organisations are part of the HAP network for communications about its activities and other locally relevant information. They are also invited to participate in its decision making through the HAP annual open meetings and encouraged to work with the partnership on selected projects, as well as being able to access support for grant searches and applications from the partnership.

HAP are in the process of introducing a stakeholder's membership fee (hope to start from January 2011) which will request that organisations pay an annual fee of £10. This will entitle them to access support from HAP with funding applications, regular updates from HAP, invite to and voting at AGM as well as links from website if applicable. This fee will be held in Community Chest to be given out as grants to community projects.