

DRAKES BROUGHTON, WADBOROUGH WITH PIRTON NEIGHBOURHOOD PLAN STEERING Group:

CONSTITUTION

Date of Issue: 28th August 2014

Name

The name of the organisation shall be the Drakes Broughton, Wadborough with Pirton Neighbourhood Plan Steering group, hereafter referred to as 'The DBWP Steering Group'.

Purpose

The purpose of The DBWP Steering Group' shall be to work in partnership with the Parish Council to carry out the following tasks:-

1. Investigate and identify support for the Neighbourhood Plan
2. Identify sources of funding
3. Take responsibility for planning, budgeting and monitoring expenditure on the plan and report back to the Parish Council on these matters
4. Liaise with relevant authorities and organisations to make the plan as effective as possible
5. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible
6. Determine the types of survey and information gathering to be used
7. Be responsible for the analysis of the survey, the production and distribution of the final report
8. Identify priorities and timescale for local action in the action plan including lead organisations and potential sources of project funding
9. To report back to the Parish Council on progress, issues arising and outcomes from the exercise.

Membership

1. The DBWP Steering Group will include up to 12 members.
2. No more than 4 of these members will be members of the Parish Council.
3. The DBWP Steering Group may co-opt additional members at its discretion
4. A person shall cease to be a member of The DBWP Steering Group having notified the chair or secretary in writing of his or her wish to resign.
5. Except by prior arrangement with the any person not attending three consecutive meetings shall automatically cease to be a member The DBWP Steering Group

Officers

Within 3 meetings The DBWP Steering Group will elect: a chairperson, a Vice –Chair, a secretary and a treasurer. All other steering group members should have a specific role, to be agreed by The DBWP Steering Group. The steering group and its officers time in office is for the specific period until the neighbourhood plan becomes part of Wychavon's District Council's own development plan.

Meetings

The DBWP Steering Group shall meet every two months as a minimum, or as may be required. At least five clear days notice of meetings shall be given to members by written notices left at, or sent by post to the member's last known address. All notices of The DBWP Steering Group meetings must detail the matters to be discussed. Every matter shall be

determined by a majority of votes of The DBWP Steering Group members present (including co-opted members) and voting. In the case of equality of votes, the chair of the meeting shall have a casting vote. The DBWP Steering Group may decide the quorum necessary to transact business - with a minimum of five members. The secretary shall keep a record of meetings in a minute book, and circulate minutes to members of The DBWP Steering Group not more than 14 days after each meeting.

Public Attending Meetings

Persons wishing to observe The DBWP Steering Group's progress in developing the neighbourhood plan can do so via regular public consultation events and meetings provided that the business of the meeting is not disrupted. *Note: Observers may write or e-mail at any time via the The DBWP Steering Group web site.*

The DBWP Steering Group has a commitment to ensure representation across the parish community.

Working Groups

The DBWP Steering Group may appoint such working groups, as it considers necessary to carry out the functions specified by The DBWP Steering Group. Each working group should have a nominated chair and deputy, but this person does not have to become a member of the steering group. Working groups do not have the power to authorize expenditure on behalf of the DBWP Steering Group. Working groups will be bound by the terms of reference set out for them by the DBWP Steering Group.

Finance

1. The treasurer shall keep a clear record of expenditure, where necessary, supported by receipted invoices.
2. Members of the community who are involved as volunteers with any of the working groups may claim back any expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. This could include postage and stationery, telephone calls, travel costs, childcare costs. For expenditure within a limit of £50, expenditure may be authorised by any two of the following: Chair / Vice Chair / Treasurer. In the case of expenditure above £50, at least one quotation shall be provided, and purchasing arrangements shall be made between the Treasurer and Parish Council.
3. The treasurer will draw up and agree with The DBWP Steering Group procedures for volunteers who wish to claim expenses and the rates they may claim. The treasurer will report back to The DBWP Steering Group and the Parish Council on planned and actual expenditure for the project, and liaise with the parish clerk to set up a petty cash system and enable cash withdrawals and payment of invoices to be made as required.

Changes to the Constitution

This constitution may be altered and additional clauses may be added with the consent of two thirds of the committee present.

Dissolution of the Committee

Upon dissolution of The DBWP Steering Group any remaining funds shall be disposed of by the Steering Group, in accordance with the decisions reached at an Extraordinary Meeting open to the public in the area of benefit called for that purpose. No individual member of The DBWP Steering Group shall benefit from the dispersal. The return of any unused funding given as grants to The DBWP Steering Group may need to be considered if this was part of the condition of the grant.

End