

# Quarndon Neighbourhood Plan Steering Group Constitution

Date of Issue: June 2016

## Name

The name of the organisation shall be the Quarndon Neighbourhood Plan Steering Group, hereafter referred to as the Group.

## Authorisation

Quarndon Parish Council is the relevant body to undertake neighbourhood planning in the parish. At the Quarndon Parish Council's meeting on 25th April 2016 a motion to develop a neighbourhood plan was passed unanimously (minute 16/087).

## Purpose

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

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

## Membership

Membership of the Group is open to, and restricted to, all residents of Quarndon Parish.

- There is no limit to the size of the Group.
- The Group may co-opt additional members at its discretion.
- A person shall cease to be a member of the Group having notified the chair or secretary in writing of his or her wish to resign.
- Any person, not attending four consecutive meetings without good reason, at the discretion of the Chair shall cease to be a member of the Group.

## Officers

At the first meeting the Group will elect: a chair, a vice chair, secretary and a treasurer.

The Group shall meet every month, or as may be required.

At least five clear days notice of meetings shall be given to members usually by email and on the parish notice board. All notices of Group meetings will include an agenda.

Every matter shall be determined by a majority of votes of the Group members present, including co-opted members. In the case of equality of votes, the chair of the meeting shall have a casting vote.

The Group may decide the quorum necessary to transact business - with a minimum of five members.

The secretary shall keep a record of meetings and circulate minutes to members of the Group not more than 14 days after each meeting.

## Non Group persons attending meetings

Any resident of the parishes may attend Group meetings and voice their opinions, and may write or e-mail the Group at any time.

### **Working Groups**

The Group may appoint such working groups, as it considers necessary to carry out the functions specified by the Group. Any resident of the parishes may be invited to join a working group. Each working group should have a nominated chair.

Working groups do not have the power to authorize expenditure on behalf of the Group. Working groups will be bound by the terms of reference set out for them by the Group.

### **Finance**

The treasurer shall keep a clear record of expenditure, where necessary, supported by receipted invoices.

For expenditure £20 or below, expenditure may be authorised by any two of the following: Chair / Vice Chair / Treasurer / Secretary.

In the case of expenditure above £20, purchasing arrangements shall be made between the Treasurer and Parish Council Clerk.

The treasurer will report back to the Group and the Parish Council on planned and actual expenditure for the project, and liaise with the parish clerk to enable 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 Group present.

### **Dissolution of the Group**

The Group shall be dissolved on completion and adoption of the Neighbourhood Plan.

Upon dissolution of the Group any remaining funds shall be returned to the Parish Council to be used for the benefit of residents of the parishes.

The return of any unused funding given as grants to the Group may need to be considered if this was part of the condition of the grant.

End