

# **DIDDLEBURY PARISH PLAN STEERING GROUP CONSTITUTION**

## **Name**

The name of the organisation shall be the Diddlebury Parish Plan Steering Group (the committee).

## **Purpose**

The purpose of the committee shall be to act on the instruction of Diddlebury Parish Council (the parish council) to carry out the following tasks:

1. To act as the parish council's facilitator and coordinator in preparing, updating and implementing the parish plan
2. To review the implementation of the proposals of the parish plan in accordance with the instructions and priorities determined by the parish council
3. To identify sources of funding
4. To report back to the parish council on planning, budgeting, and monitoring expenditure
5. Liaise and involve relevant organisations, authorities and the community to make the plan as effective and inclusive as possible
6. Organise the survey and information gathering process, the analysis and presentation of findings
7. Prepare the production and distribution of plans and reports
8. Identify priorities and timescales for local action
9. To liaise with the parish council periodically on progress, issues and outcomes arising

## **Membership**

The Committee will include up to 12 members. At least one but no more than two members will be members of the parish council. Members must be residents of the parish or represent a local organisation operating within the parish. (Members will be sought by nominations from the parish council, residents, advertisement in the Corvedale News and approaches to local organisations). The Committee may co-opt additional members at its discretion, so long as the total number of co-opted members does not exceed 12. A person shall cease to be a member of the committee having notified the chair or secretary in writing of his or her wish to resign.

## **Officers**

The committee will elect: a chairman; a secretary; a treasurer; and other posts as required.

## **Meetings**

The committee shall meet as required. At least five days notice shall be given to members by written notice or emails sent to members. Every matter shall be determined by a majority of votes of committee members present, with the chairman having the casting vote in the event of an equality of votes. A quorum will be a minimum of three members. The secretary shall keep a record of meetings, and circulate to members of the committee at the following meeting, if not earlier.

### Working Groups

The committee may appoint such working groups as it considers necessary to carry out functions specified by the committee. Working groups do not have authorisation to execute budgets and expenditure on behalf of the committee. Working groups will be bound by the terms of reference given them by the committee.

### Finance

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

Members of the community who are volunteers with any working group may claim back any expenditure that was necessarily incurred during the process of producing the parish plan. This could include postage stationery, telephone calls, travel costs & child care costs.

The Treasurer will draw up and agree with the committee procedures for volunteers who wish to claim expenses and the rates they may claim.

The Treasurer will report back to the committee and the parish council on planned and actual expenditure for the project.

### Changes to the Constitution

The Constitution may be altered and additional clauses may be added with the consent of two-thirds of the committee present and endorsement by the parish Council.

### Dissolution of the Committee

Upon dissolution of the committee any remaining funds shall be disposed of by the committee 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 members of the committee shall benefit from the dispersal.

Signed..........Chairman of Diddlebury Parish Council

Date.....23rd April 2014.....

Signed..........Chairman of Diddlebury Parish Plan Steering Group

Date.....12.5.14.....