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# BURTON PEDWARDINE PARISH MEETING

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## BURTON PEDWARDINE PARISH PLAN CONSTITUTION OF THE STEERING COMMITTEE

The name of the organisation shall be the Burton Pedwardine Parish Plan Steering Committee, hereafter referred to as the committee.

### Purpose

The purpose of the committee shall be to act on behalf of the Parish Meeting to carry out the following tasks:

- a) Investigate and identify support for the Parish Plan.
- b) Identify sources of financial or benefit in kind funding for the Parish Plan.
- c) Take responsibility for planning, budgeting and monitoring expenditure of the plan and report back to the Parish Meeting on these matters.
- d) Liaise with relevant authorities and organisations to make the plan as effective as possible.
- e) Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- f) Determine the types of survey and information gathered to be used.
- g) Be responsible for the analysis of the survey, and the production and distribution of the final report.
- h) Identify priorities and a timescale for local action in the action plan including lead organisations and potential sources of project funding.
- i) To report back to the Parish Meeting on progress, issues arising and outcomes from the exercise.

### Membership

The committee will be made up of volunteers from the Parish. The committee may co-opt additional members at its discretion, so long as the total number of co-opted members does not exceed the number of volunteer members. A person shall cease to be a member of the committee having notified the Chairman in writing of their wish to resign.

### Officers

At the first meeting the committee will elect a Chairman, who will be responsible for organising and chairing meetings of the committee, taking and distributing minutes and following up on actions. All other committee members will have specific roles, to be determined by the committee as it feels appropriate.

### Meetings

The committee will meet as required. At least five clear days notice of meetings shall be given to members by written notice sent via eMail. All notices of committee meetings must detail the matters to be discussed.

Every matter shall be determined by a majority of votes of the committee members present and voting. In the case of equality of votes, the chairman of the meeting shall have an additional, casting vote, which may be used at the sole discretion of the chairman. The committee may decide the quorum necessary to transact business, with a minimum of three members present.

The chairman shall keep a record of the meeting and circulate minutes to members of the committee as soon as is practicable after the meeting. Such minutes will be considered draft until approved by the committee at the subsequent meeting.

### **Working Groups**

The committee may appoint such working groups as it considers necessary to carry out functions specified by the committee. Each working group shall have a nominated chair, but this person does not have to be a member of the steering committee.

Working groups will be bound by the terms of reference set out for them by the steering committee and do not have the power to authorise expenditure unless specifically authorised to do so by the committee.

### **Finance**

The Chairman will keep a clear record of expenditure, where necessary, supported by receipted invoices. Expenses associated with the production of the Parish Plan may be paid, but only on approval by the committee, following agreement in principle by the Parish Meeting. Such reimbursement rates will be determined by those approved by HM Revenue and Customs (where applicable).

### **Changes to the Constitution**

This constitution may be altered or amended at any time with the consent of two-thirds of the committee present and voting.

### **Dissolution of the Committee**

Upon dissolution of the committee, any remaining funds shall be returned to the Parish Meeting as general funds.

### **Approval**

This constitution is approved on the XXX Day of XXX 2008 by a vote of the Burton Pedwardine Parish Plan Steering Committee.