

## FRADLEY NEIGHBOURHOOD PLAN STEERING GROUP

### CONSTITUTION

Date of re-issue: 10<sup>th</sup> August 2015

#### **Name**

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

#### **Purpose**

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

- 1 Investigate and identify support for the Neighbourhood Plan, covering the Parish of Fradley.
- 2 Identify sources of funding.
- 3 Take responsibility for the preparation, development and implementation of the Plan up to it being 'made'.
- 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, opinions and evidence base of as many groups, organisations and individuals in the community as possible.
- 6 Determine the type of survey, data and information gathering to be used.
- 7 Be responsible for the analysis of the survey, the production and implementation of the final report.
- 8 To report back to the Parish Council on progress, issues arising and outcomes from the exercise.

#### **Membership**

**Membership of the Steering Group is open to, and restricted to, all residents of Fradley Parish**

The Steering Group will comprise between 6 – 15 members.

No more than 2 of these members will be members of the Parish Council.

The Steering Group may invite additional members to join the Steering Group at its discretion, so long as the total number of such invited members does not exceed three.

A person will cease to be a member of the Steering Group having notified the Chair or Secretary in writing of his or her wish to resign via the Outlook email account.

Except by prior arrangement with the Steering Group, any person not attending three consecutive meetings will automatically cease to be a member of the Steering Group.

## **Officers**

The Steering Group will elect a Chairman, Vice Chairman, a Secretary and a Treasurer. All other Steering Group members will have a specific role, to be agreed by the Steering Group.

If an Officer resigns, then the position should be filled as soon as possible, but must be agreed by the majority of the Steering Group at a standard or extraordinary meeting.

If it becomes necessary to replace an Officer, for whatever reason, then the replacement must be discussed and agreed by the majority of the Steering Group at a standard or extraordinary meeting.

## **Meetings**

The Steering Group will meet every month or as required. Extraordinary meetings can be called at any time to discuss specific issues.

The Group will aim to meet every second Wednesday of the month and an Agenda/reminder will be forwarded by email to all members of the group at least one week prior to the meeting.

Every matter will be determined by a majority of votes of the Steering Group members present (including invited members). In the case of equality of votes, the Chair of the meeting will have a casting vote.

The Steering Group must have a minimum of 5 members present at a meeting to be quorate.

The Secretary will keep a record of meetings and circulate minutes to members via email before the next Parish Council meeting which takes place on the third Tuesday of the month.

## **Non-Steering Group persons attending meetings**

Persons wishing to observe Steering Group meetings may do so, provided that the business of the meeting is not disrupted. The Steering Group may invite any person or organisation/representative to attend a meeting if it sees fit. Persons wishing to attend a meeting should advise the Chairman/Secretary in advance. The Group reserves the right to close the meeting to the public temporarily to discuss confidential or sensitive issues.

## **Task Groups**

The Steering Group may appoint such Task Groups as it considers necessary to carry out the functions specified by the Steering Group. Each Task Group should have a nominated Chair and Deputy, but these people do not have to be members of the Steering Group. One member of the Steering Group will sit on each Task Group.

The Chair and Vice Chair of the Steering Group will be ex-officio members of each Task Group.

Task Groups do not have the power to authorise expenditure on behalf of the Steering Group.

Members of the Steering Group and Task Groups will be expected to carry out their duties in an open and balance manner. Any potential conflicts of interest, pecuniary or other involvement which would impair any individual's ability to take a balanced and unbiased view of any chosen task, should be advised in advance to the Task or Steering Group Chairman.

## **Finance**

The Treasurer will keep a clear record of expenditure, supported by invoices.

For expenditure within a limit of £50, expenditure may be authorised by any two of the following: Chair/Deputy/Treasurer.

In the case of expenditure above £50, authorisation will be required by the Steering Group. At least one quotation will be provided and purchasing arrangements will be made between the Treasurer and Chair.

All expenditure must be validated by invoices/receipts.

## **Changes/disputes to the Constitution**

This constitution may be altered and additional clauses may be added with the consent of the officers of the Steering Group plus at least two thirds of the remaining members present.

If a dispute or query arises that is not covered by the Constitution, then the Fradley & Streethay Parish Council Standing Orders should be consulted, in order to resolve the issue and/or resolve the position of the Group.

## **Dissolution of the Steering Group**

Upon dissolution of the Steering Group, any remaining funds will 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 Steering Group will benefit from the dispersal.

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

**Principal Officers:**

Chairman - Mr. Simon Roberts

Vice-Chairman - Mr. Greg Jones

Treasurer - Mr. Chris Harrington

Secretary - Mrs. Sandy Carruthers