

HUNTON PARISH PLAN STEERING COMMITTEE

CONSTITUTION (REVISED JULY 2011)

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

Purpose

The purpose of the Committee shall be to work in partnership with the Parish Council, working groups and their sub groups and all community groups to assist with the development and instigation of the Actions from the Hunton Parish Plan.

The overarching remit will be to act as:

1. The communication link with the Parish Council, working group's community groups and all villagers in matters relating to the progress on the actions from the plan.
2. Take responsibility for planning, budgeting and monitoring expenditure on the Action Plan in relation to its own funds and report back to the Parish Council on these matters.
3. Identify ways of involving the whole community and community groups in support of addressing the actions in the plan.
4. Provide regular updates and yearly reports to the Parish Council
5. To receive regular reports from the working groups on progress of actions against the plan
6. To assist the working groups with:
 - a. Identifying sources of funding.
 - b. To assist the working groups in liaising with relevant authorities and organisations to make the Action Plan as effective as possible.
 - c. To assist the working groups in determining the types of survey and information gathering to be used if necessary.
 - d. To assist the working groups in identifying priorities and timescale for local action in the Action plan including lead organisations and potential sources of project funding.

Membership

- The committee will include up to 15 elected members.
- No more than three of these members will be members of the Parish Council.
- 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 elected members.
- 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 Chairperson, a Secretary, a Treasurer, a Communications officer, a Fundraiser. Other specific roles within the Committee to be agreed by the Committee.

Meetings

- The committee shall meet every 2 months, or as may be required.
- At least 5 clear days notice of meetings shall be given to members by written notices left at, or sent by post to the members' last known address. All notice 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 chair of the meeting shall have a casting vote.
- The committee may decide the quorum necessary to transact business – with a minimum of 3 members (one of whom needs to be a member of the Parish Council).
- The secretary shall keep a record of meetings and circulate minutes to members of the committee not more than 14 days after each meeting.

Working Groups

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

- Working groups do not have the power to authorise expenditure on behalf of the committee.
- Working groups will be bound by the terms of reference set out for them by the steering group.

Finance

- The Treasurer shall keep a clear record of expenditure, where necessary, supported by receipted invoices.
- Members of the community who are involved as volunteers with any of the working groups may claim back expenditure that was necessarily incurred on the actions in the Action Plan. This could include postage and stationery, telephone calls, travel costs, childcare costs. Members would need to get approval first before incurring costs (greater than £5).
- 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, 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

- The constitution may be altered and additional clauses may be added with the consents of two-thirds of the committee present.

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 member of the committee shall benefit from the dispersal.
- The return of any unused funding given as grants to the committee may need to be considered if this was part of the condition of the grant.