

## LITLINGTON COMMUNITY PLAN

### STEERING GROUP CONSTITUTION

#### Name

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

#### Purpose

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

1. Investigate, identify and monitor support for the Community Plan.
2. Identify sources of funding.
3. Take responsibility for planning, budgeting and monitoring expenditure on the plan and report back to the Parish Council on these matters.
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 and opinions of as many groups and organisations in the community as possible.
6. Determine the types of survey and information gathering to be used.
7. Be responsible for the analysis of the survey, the production and distribution of the final report.
8. Identify priorities and timescale for local action in the action plan including lead organisations and potential sources of project funding.
9. Report back to the Parish Council on progress, issues arising and outcomes from the exercise.

#### Membership

- The Steering Group will include a minimum of 4 and a maximum of 15 members.
- No more than half of these members will be members of the Parish Council.
- The Steering Group 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 Steering Group having notified the chair or secretary in writing of his or her wish to resign.

#### Officers

- At the first meeting the Steering Group will elect: a chairperson, a secretary, [a treasurer], a publicity officers and a volunteer co-ordinator. All other Steering Group members should have a specific role, to be agreed by the Steering Group as necessary.

## **Meetings**

- The Steering Group shall meet every two months as a minimum, or as may be required.
- At least five clear days notice of meetings shall be given to members by written notices posted or emailed to the member's last known address. All notices of Steering Group meetings should detail the matters to be discussed.
- Every matter shall be determined by a majority of votes of the Steering Group members present and voting. In the case of equality of votes, the chair of the meeting shall have the casting vote.
- The Steering Group may decide the quorum necessary to transact business – with a minimum of four members.
- The secretary shall keep a record of meetings, and circulate minutes to members of the Steering Group not more than 21 days after each meeting.

## **Working groups**

- The Steering Group may appoint such working groups as it considers necessary to carry out the functions specified by the Steering Group. Each working group should have a nominated chair, but this person does not have to become a member of the Steering Group.
- Working groups do not have the power to authorise expenditure on behalf of the Steering Group.
- 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 any expenditure that was necessarily incurred during the process of producing the Community Plan. This could include postage and stationery, telephone calls, travel costs.
- The treasurer will draw up, and agree with the Steering Group, procedures for volunteers who wish to claim expenses and the rates they may claim.
- The treasurer will report back to the Steering Group 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 the 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 Steering Group present.

## **Dissolution of the Steering Group**

- Upon dissolution of the Steering Group, any remaining funds shall be disposed of by the Steering Group, in accordance with the decisions reached at an Extraordinary meeting open to the public in the areas of benefit called for that purpose. No individual member of the Steering Group shall 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.