

Stanton St Quintin Neighbourhood Development Plan

Steering Group Constitution

1.0 Name of the Group

- 1.1 The name of the organisation shall be Stanton St Quintin Neighbourhood Development Plan Steering Group, also referred to as Stanton St Quintin NDP Group ('The Group').

2.0 Purpose

- 2.1 The purpose of the Group is to undertake, progress, complete and guide towards the adoption by the Stanton St Quintin community of a Neighbourhood Plan (the 'Plan') under the provisions of the Localism Act 2011 and in the process promote the social, economic and environmental well-being of the area (the 'Project')

3.0 Method

- The Group will
- 3.1. investigate and take into consideration the views, wishes, needs and assets of the whole community, using a variety of methods making every effort to include all residents and organisations located or operating within the Parish.
 - 3.2. liaise with the relevant authorities and organisations to make the plan as effective as possible.
 - 3.3. identify sources of funding.
 - 3.4. report back to the Parish Council on progress and issues arising from the exercise.
 - 3.5. publicise the process and progress of the Project to the whole community and work collaboratively with individuals, local authorities and organisations to complete the Project.
 - 3.6. produce, launch and make available the final Plan.

4.0 Membership of the Group

- 4.1 The first Members of the Group were those people recorded to be the Committee Members at the initial meeting on the 13th of February 2017 ('Members')
- 4.2 The Group shall comprise a minimum of 10 Members who are either resident or work in the Parish or have some other close and regular connection with the Parish.
- 4.3 A Chair, Secretary and Treasurer shall be elected from within the Group.
- 4.4 Not more than 4 Members should be members of Stanton St Quintin Parish Council.
- 4.5 The Group may admit such additional Members from time to time as it considers necessary.
- 4.7 The Group may co-opt individuals who fall outside the categories in 4.2 or whom the Group wishes to consult but who do not wish themselves to be Members. Co-opted Members have no voting rights.
- 4.7 Members of the Group shall be allocated specific roles as agreed by the Group.
- 4.8 Any member may resign from the Group by notifying the Chair or Secretary of the resignation in writing.
- 4.9 All Members will notify any Conflict of Interest at the beginning of each meeting. These will be considered and any further action needed will be agreed by Members present.

5.0 Frequency and Conduct of Meetings

- 5.1 The Group shall meet at least every four to six weeks or as required.
- 5.2 Members shall be given five days written notice of meetings sent by email.
- 5.3 All notices of meetings will include a brief agenda of items for discussion at the meeting.
- 5.4 Decisions of the Group shall be made by a majority of Members present and voting at the meeting, with the Chair holding a casting vote in the event that there is a tie.
- 5.5 The quorum for meetings of the Group shall be one third of voting Members including the Chair or Vice Chair, with a minimum of 5 individuals.
- 5.6 The Secretary shall minute all meetings and circulate minutes to Members as soon as reasonably practicable and in any event no later than 14 days after the meeting.

6.0 Working Groups

- 6.1 The Group may delegate to defined working groups such tasks as it considers necessary to assist it in carrying out the purposes outlined in section 2.0 above.
- 6.2 Each working group will investigate their area, report on progress as and when necessary and make recommendations to the wider Group.
- 6.3 Any expenditure that has been agreed in advance may be authorised for payment by the chairman of the working group.
- 6.4 No working group shall be entitled to authorise or commit the Group to any expenditure that has not been agreed in relation to the Project.

7.0 Financial Management

- 7.1 The Treasurer of the Group shall keep proper accounts and records of all income and expenditure of the Group, including receipted invoices and receipts.
- 7.2 The Treasurer will monitor income and expenditure and report back to the Group at regular intervals on planned and actual expenditure.
- 7.3 The Treasurer will also report to the Parish Council, if requested, on planned and actual expenditure for the Project and will liaise with the Parish Council in relation to cash withdrawals and payment of invoices and accounts where the Parish Council is holding the funds for the Project.
- 7.4 The Treasurer will devise and agree with the Group a procedure for handling volunteers' expenses incurred in connection with the Project and the rates to be paid and put such a procedure in place.
- 7.5 In exceptional circumstances, previously unapproved expenditure may be authorised and payments made up to £100 with the prior agreement of the Group Chair and Treasurer.

8.0 Amendments to the Constitution

- 8.1 This constitution may be amended by agreement of two thirds of the Members.

9.0 Winding Up of the Group

- 9.1 When the Group has completed the Project, the Group shall be wound up and any grant monies remaining unspent shall be disposed of in accordance with the terms and conditions of the relevant grant agreement.
- 9.2 In relation to any non-grant monies that remain unspent, these shall be applied towards implementation of the Neighbourhood Plan or such other purposes as the Group decides at the final meeting which shall be open to the public. No individual Member of the Group shall in any way benefit from any dispersal of funds.