



## Compton & Shawford Parish Plan Committee

# Steering Committee Constitution

### Name

**The name of the organisation shall be the *Compton & Shawford 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 Council to carry out the following tasks:

1. Investigate and identify support for the Parish Plan.
2. Consider preparation of a Village Design Statement in conjunction with the Parish Plan
3. Identify sources of funding in addition to the DEFRA grant.
4. Take responsibility for planning, budgeting and monitoring expenditure on the Parish Plan (including the Village Design Statement, as applicable) and report back to the parish council on these matters.
5. Liaise with relevant authorities and organisations to make the plan as effective as possible (including adoption of the plan and/or the Village Design Statement as Supplementary Planning Documents).
6. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
7. Determine the types of survey and information gathering to be used.
8. Be responsible for the analysis of the survey, the production and distribution of the final report(s) (Parish Plan and Village Design Statement, as applicable).
9. Identify priorities and timescale for local action in the action plan including lead organisations and potential sources of project funding.
10. Report back to the Parish Council on progress, issues arising and outcomes from the exercise.

### Membership

The committee will include up to 14 elected or nominated members.

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

Election to the committee will take place at a meeting open to the public. Any resident, particularly those representing a local group, may stand for election to the committee. The Parish Council, Residents and Residents’ Associations may also nominate representatives for election to the committee.

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

At the first meeting the committee will elect: a chairperson, a vice-chair, a secretary and deputy secretary, a treasurer and deputy treasurer, a publicity officer, and a volunteer coordinator. All other committee members should have a specific role, to be agreed by the committee.

### Meetings

The committee 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 left at, or sent by post or email to the member's last known address. 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 chair of the meeting shall have a casting vote.

The committee may decide the quorum necessary to transact business — with a minimum of seven members of whom at least three should be officers. The secretary shall keep a record of meetings in a minute book, 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 functions specified by the committee. Each working group should have a nominated chair but this person does not have to be a member of the steering committee.

Working groups do not have 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, and for invoices above £500, evidence of three competitive quotations.

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 Parish Plan (and Village Design Statement). This could include postage and stationary, telephone calls, travel costs, childcare costs.

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 be responsible for setting up the committee's own banking arrangements and will operate any bank accounts on the basis of a minimum two authorised signatories who will also be committee members.

The treasurer will report back to the committee and the parish council on planned and actual expenditure for the project.

### Changes to the constitution

This constitution may be altered and additional clauses may be added with the consent of two-thirds of the committee present. Changes to the Purpose or Finance sections additionally must be agreed with the Parish Council.

### Dissolution of the committee

Upon dissolution of the committee any remaining funds held for the purpose(s) for which the committee was established shall be disposed of by the committee. Any remaining funds shall be distributed to any other charitable (or non-profit making) organisation(s) whose aims and objectives are similar to those for which the committee was established. In determining the identity of such an organisation the committee where practicably possible will have regard to such charitable (or non-profit making) organisation(s) within the locality of Winchester. The committee will convene an Extraordinary Meeting open to the public within the Parish for the purpose of identifying and, as appropriate, ratifying the distribution of those funds accordingly. No individual member of the committee shall benefit from the distribution of any such funds.