



BRAMSHOTT & LIPHOOK PARISH PLAN

STEERING GROUP CONSTITUTION

Name

The name of the organisation shall be the Bramshott and Liphook Parish Plan. It will be run by the Steering Group, hereafter referred to as the Committee.

Purpose

The purpose of the Committee shall be to:

1. Investigate and identify support for the Parish Plan.
2. Identify sources of funding.
3. Take responsibility for planning, budgeting and monitoring expenditure on the plan and advise on these matters.
4. Liaise with relevant authorities and organisations to make the plan as effective as possible.
5. Identify ways of including 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. The Parish Council shall nominate one member to be their representative on the Committee to advise them on the progress being made.

Membership

10. The Committee may include up to 15 members and co-opt additional members at its discretion so long as the total number of members does not exceed 15.
11. 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

12. At the first meeting, the Committee will elect: a chairperson, secretary, treasurer, publicity officer and volunteer co-ordinator. All other committee members should have a specific role, to be agreed by the committee.

Meetings

13. The Committee shall meet every two months as a minimum or as may be required.
14. At least five clear days notice of meetings shall be given to members by email or written notice left at or sent by post to the member's last known address. All notices of committee meetings must detail the matters to be discussed.
15. 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.
16. The Committee may decide the quorum necessary to transact business – with a minimum of five members.

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17. 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

18. 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 leader, but this person does not have to become a member of the Committee. However a nominated representative is to be appointed to the Committee.
19. Working groups are required to abide by the Terms of Reference set out for them below by the Committee.

Finance

20. All planned expenditure must first be authorised by either the chairman or secretary before any firm commitments are made. All claims for reimbursement will be paid by the treasurer upon production of authorised and valid receipts.
21. The treasurer shall keep a clear record of expenditure, where necessary, supported by receipted invoices.
22. Members of the community who are involved as volunteers with any of the working groups may claim back any authorised expenditure that was necessarily incurred during the process of producing the Parish Plan. This could include postage and stationery, telephone calls, travel costs.
23. The treasurer will draw up and agree with the committee, procedures for volunteers who wish to claim expenses and the rates they may claim.
24. The treasurer will report back to the committee on planned and actual expenditure for the project and set up a petty cash system and enable cash withdrawals and payment of invoices to be made as required.

Changes to the constitution

25. This constitution may be altered and additional clauses may be added with the consent of two-thirds of the Committee present.

Dissolution of the Committee

26. Upon dissolution of the Committee, any remaining funds shall be disposed of by the Committee in accordance with the decisions reached at an Extraordinary General 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.
27. The return of any unused funding given as grants may need to be considered if this was part of the condition of the grant.

**BRAMSHOTT & LIPHOOK PARISH PLAN COMMITTEE:
TERMS OF REFERENCE FOR WORKING GROUPS**

The purpose of each working group is to assist the Parish Plan Committee to prepare an action plan for the community. Each working group will tackle a specific issue, or set of issues, or the needs and opportunities facing a specific group of people within the community.

Each working group should:

1. Clearly set out its purpose e.g. “To help young people (under 18 years) in the community identify their needs, ideas and concerns and to develop an action plan to meet these needs.”
2. Outline how it will gather information and carry out consultations.
3. Set out the timescale and estimated costs of gathering information and carrying out consultations.
4. Produce a short action plan setting out:
 - (a) What is proposed? Aims, Objectives and Scope.
 - (b) Why the action is needed?
 - (c) Who will be responsible for taking the action?
 - (d) When will the action be taken forward?
 - (e) How the action will be implemented and how much it will cost?
5. The working group must be able to demonstrate that projects it has identified have the support of the local community and show that they have, where relevant, discussed projects with other organisations that will be able to assist in carrying out the action.
6. Each working group will appoint at least one member to attend the regular Committee meetings (that person may already be members of the Committee).
7. Each working group will be responsible for organising its own meetings and must provide a summary progress report to Committee meetings.
8. Working groups:
 - a. Do not have the power to authorise expenditure on behalf of the Committee.
 - b. Are obliged, for insurance purposes, to record the full name and address of all its members and any additional volunteers acting on their behalf.
 - c. Will be required to report the number of hours involved in their meetings etc.
9. All planned expenditure must first be authorised by either the chairman or secretary before any firm commitments are made. All claims for reimbursement will be paid by the treasurer upon production of authorised and valid receipts.