

# Constitution for the Great Bealings, Little Bealings and Playford Parish Plan Steering Group

## *Introduction*

At a public meeting on 2nd April, 2007 held to consider the development of a Parish Plan, Little Bealings, Great Bealings and Playford voted separately to set up one joint steering group to carry out consultation with all members of the communities and to present their findings with a view to creating a Parish Plan. It was decided to await the outcome of these consultations before deciding whether one joint plan or separate plans should be produced. This document describes how the Joint Parish Plan Steering Group (JPPSG) will be organised in order to meet that aim of creating one or more Parish Plan(s).

The JPPSG will comprise 15 members, 5 from each Parish. The 5 members from each Parish will include 2 representatives from that Parish Council. Members of the JPPSG will be volunteers endorsed by their Parish Council.

Meetings of the JPPSG will be held at least monthly, and more frequently at the start of the process. All members of the JPPSG will be invited to each full meeting. A minute secretary may also attend.

Declarations of Interest will be a required item on each Steering Group meeting Agenda:

- Members are required to make a Declaration of Interest in respect of any matter under discussion and/or relevant to the Plan(s) in which they have an interest that is above that to be reasonably expected of them as a resident.
- Relevant interests to be declared may be (but are not limited to) financial or personal interests, e.g. due to a member's ownership of land, involvement with a company/organisation etc.
- It is the responsibility of each member to make appropriate declarations.
- A declaration of interest in a matter need only be made once and will be recorded in the Steering Group meeting minutes

The JPPSG will carry out its tasks in a way that achieves a fair representation of issues and concerns across the whole community that is balanced, objective and transparent to all stakeholders.

- Individual/Group representations at JPPSG meetings will not be accepted in person.
- However, written submissions may be considered in the light of other individual/group input via the normal consultation process. Where the issue is already under consideration the writer will be informed. Where it does not exist the plan may be amended and the writer informed of the decision of the JPPSG.

The JPPSG will appoint a secretary and treasurer from its members. The position of Chairman of each meeting will rotate around nominees of each Parish.

Where a matter cannot be decided by consensus, then a vote shall be taken and a simple majority will decide. In the event of a tied vote, the Chairman shall have a casting vote.

All decisions and actions of the JPPSG shall be minuted, and circulated to all members of the group within 14 days of the meeting. The minutes will be posted on the websites of each Parish Council, in order to allow members of the parish to read them.

The JPPSG may establish working groups in order to progress the work of creating a Parish Plan. Working groups will have Terms of Reference established by the JPPSG.

## ***Purpose***

The purpose of the JPPSG shall be to act on behalf of the parishes to carry out the following tasks:

1. Investigate and identify support for the Parish Plan.
2. Identify stake holders in all the parishes and determine a method of consulting them about issues of interest and concern, establishing which are common and which parish-specific. It will endeavour to do this in a way which is fair, objective and transparent.
3. Set out a timescale and estimated costs of gathering information in order to prepare a budget.
4. Identify sources of funding in addition to the DEFRA grant.
5. Take responsibility for planning, budgeting and monitoring expenditure on the plan and report back to the parish councils on these matters.
6. Liaise with relevant authorities and organisations to make the plan as effective as possible.
7. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
8. Determine the types of survey and information gathering to be used.
9. Be responsible for the analysis of the survey, the production and distribution of the final report.
10. Identify priorities and timescale for local action in the action plan including lead organisations and potential sources of project funding.
11. To report back to the parish council on progress, issues arising and outcomes from the exercise.

## ***Finance***

The treasurer shall keep a clear record of expenditure supported by receipted invoices and must ensure that all expenditure remains within the agreed budget.

Members of the community who are involved as volunteers may claim back any expenditure that was necessarily incurred during the process of producing the Parish Plan, providing the

expenditure is within budget. Expenditure in excess of £10 per person must be pre-authorised by the JPPSG.

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 to the JPPSG on planned and actual expenditure for the project.

Funding for the Parish Plan will be held by Playford Parish Council, and the JPPSG Treasurer will liaise with the Playford Parish Council Treasurer to ensure that expenditure can be made and accounted for.

### ***Dissolution***

The JPPSG may be dissolved by resolution of itself or by an appropriate Extraordinary Parish Meeting. In the event of this happening, any remaining funds shall be disposed of by the committee in accordance with the decisions reached at the Extraordinary Meeting. No individual member of the committee shall benefit from the dispersal.

### **This CONSTITUTION adopted by the JOINT PARISH PLAN STEERING GROUP on 15 August 2007**

Signed .....Date .....

Robin Sadler (Chairman – Great Bealings)

Signed .....Date .....

Sarah Wilson (Chairman – Little Bealings)

Signed .....Date .....

Anne Seward (Chairman – Playford)