



Bursledon Parish Plan Steering Committee Constitution

NAME

The name of the organisation shall be the Bursledon Parish Plan Steering Committee, hereafter referred to as the steering group.

PURPOSE

The purpose of the steering group is to oversee and coordinate the production of a Community Led Plan for Bursledon; working with members of the community, working groups, the parish council and local authorities to achieve this aim.

CARRYING OUT THE PURPOSE

In order to carry out the purpose, the steering group will have the power to:

- i.* Develop a strategy, budget and programme for delivering the Community Led Plan
- ii.* Coordinate community consultation activities
- iii.* Use evidence from the consultation to prioritise and plan future actions that will benefit the community
- iv.* Oversee the drafting and the finalising of the Community Led Plan
- v.* Work with partners identified in the action plan to
 - a.* coordinate the implementation of action specified in the Community Led Plan
 - b.* Take responsibility for monitoring and reviewing progress

MEMBERSHIP

The committee will include between 8 and 10 members from the community to be elected by attendees at the first public meeting or co-opted thereafter.

No more than 4 parish members being the maximum allowed will have a formal connection to the Parish council.

RESPONSIBLE PERSONS

At the first meeting, the steering group will elect the following persons whose responsibilities will be defined in writing:

- i.* Chairperson
- ii.* Secretary
- iii.* Treasurer
- iv.* Publicity Officer

- v. Volunteering Co-ordinator
- vi. Community Co-ordinator

MEETINGS:

- A. Steering group shall meet every month as a minimum.
- B. Members may act by majority decision. At least 5 members must be present at the meeting to be able to take decisions.
- C. Minutes shall be kept for every meeting.
- D. If Members have a conflict of interest they must declare it on the grounds of financial interests and leave the meeting while this matter is being discussed or decided.
- E. Members may make additional rules to help run the steering group. These rules must not conflict with this constitution or the law.

FINANCE:

- A. Money and property must only be used for the purpose of the steering group's purposes.
- B. Members must keep accounts. Accounts can be seen by anybody on request.
- C. Members cannot receive any money or property from the steering group, except to refund reasonable out of pocket expenses.
- D. The Steering Group decided that for the present time the Parish Plan funds should be kept and managed by Bursledon Parish Council under a separate cost centre. The Clerk advised the Steering Group that the £750 grant had so far been used for the Echo advertisement for the initial Steering Group meeting, but had been used for very little else. The Clerk and Assistant Clerk's time spent to date had been funded by Bursledon Parish Council, but the Clerk advised she would have to refer this matter to council to ensure Council are happy for this arrangement to continue long term, if the Clerk/Assistant Clerk are to act as Secretary.

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.

Constitution accepted at a meeting on...*****date *****

(The original signed and dated copy of this constitution is kept at Bursledon Parish Council office)

Signed..... *****Chairman

Witnessed.....*****Treasurer