

## HIGHAM FERRERS NEIGHBOURHOOD PLAN Steering Group Constitution

### **Purpose**

The purpose of the Steering Group is to carry out the following tasks on behalf of Higham Ferrers residents:

1. Investigate and identify support for the Plan
2. Identify potential sources of funding
3. Plan, budget, manage and implement the production of the Plan
4. Liaise with relevant authorities and organisations in the production of the Plan
5. Identify ways of involving the whole community and gather the opinions of as many groups and organisations in the community as possible
6. Comply with the guidelines for the preparation of a Neighbourhood Plan issued by the relevant authorities
7. Be responsible for the collection and analysis of information and data. Prepare reports, proposals and policies and the final Plan
8. Identify community issues and an action plan to resolve those issues as part of the Plan
9. Report annually to Council on progress, issues and outcomes

### **Membership**

The Steering Group will include the Clerk to the Council a Project Manager and up to 14 nominated members to ensure the Group remains manageable. For the Group to represent the community not more than 50% of the nominated members should be Councillors.

The Steering Group will hold a public meeting within 3 months of its inaugural meeting where membership, scope and governance will be reviewed and confirmed.

Resignation from the Steering Group will be by formal letter or email to the Chair.

Project Teams may be formed within the Steering Group to carry out the tasks and these Project Teams may consist of additional co-opted members who do not attend Steering Group meetings unless invited for a specific purpose. Project Teams will not have the power to authorise expenditure on behalf of the Steering Group. Project Teams will be bound by the scope of work set out for them by the Steering Group.

### **Officers**

At the inaugural meeting the Steering Group will elect a Chair who will remain in place until a change is proposed and agreed at a Steering Group meeting. A Project Manager will also be elected to manage all aspects of the project. All other Steering Group members may have a specific role allocated to them to be agreed from time to time at a Steering Group meeting.

### **Meetings**

The Steering Group will meet monthly initially and then as determined at subsequent Steering Group meetings. Notice of meetings shall be given by the Clerk by email including an Agenda and any supporting material at least 3 working days before the meeting date. The minimum number for a quorum will be agreed by the Steering Group and recorded in the minutes. Every matter shall be determined by voting majority of those present with the Chair having a casting vote.

The Clerk to the Council shall keep a record of meetings and distribute minutes by email to Steering Group members.

**Finance**

The Clerk to the Council shall keep a clear record of any expenditure and have responsibility for the financial aspects of the production of the Plan. The Clerk will report to both the Steering Group and Council on planned and actual expenditure and will set up systems and facilities in order to transact finances as and when required.

**Changes to the Constitution**

The Steering Group will determine any changes and amendments to this constitution.

**Dissolution of the Steering Group**

This will be determined by the Steering Group. Any remaining monies will be dispersed back to other appropriate bodies.