

## **CONSTITUTION FOR WESTFIELD NEIGHBOURHOOD PLAN MANAGEMENT GROUP**

**Name:** The name of the organisation shall be the Neighbourhood Plan Management Group

**Aim:** To produce a Neighbourhood Plan in accordance with the aspirations of the people of Westfield.

**Purpose:**

The purpose of the Group shall be to carry out the following tasks on behalf of the Parish Council:-

1. Undertake the preparation of a neighbourhood plan and any associated tasks
2. Identify sources of funding
3. Take responsibility for planning, budgeting and monitoring expenditure on the production of the Neighbourhood Plan
4. Liaise with relevant authorities and organisations to ensure the Plan is as comprehensive and inclusive as possible
5. Identify ways of involving 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 consultation and information gathering to be used
7. Be responsible for the analysis arising from such consultation and the production and distribution of the final report
8. To work closely with Parish Council and with B&NES
9. To report back regularly to the Parish Council on progress and major issues arising and outcomes from the exercise.
10. To present the draft Neighbourhood Plan for consultation with the Parish Council, local residents and B&NES.

**Membership:**

The Group shall include not less than 3 and up to 15 members to be nominated by the Chairman of the Group. No more than 6 of these members shall be from the Parish Council. The Group may co-opt additional members at its discretion. A person shall cease to be a member of the Group having notified the Chairman or Secretary in writing of their wish to resign.

**Officer:**

The Chair is Cllr Ron Hopkins who is a parish councillor. At or shortly after its first formal meeting the Group will elect a vice-Chairman, a secretary and a treasurer. All other Group members will have a specific role to be agreed by the Group.

**Meetings:**

The Group shall meet at least once every two months or as may be required. At least five clear days' notice of meetings shall be given to members in writing or by email and such notice shall detail the matters to be discussed. Every matter shall be determined by a majority of votes of the Group present. In the case of equality of votes the Chairperson of the meeting shall have a casting vote. The Group shall decide the quorum necessary to transact business but shall be a minimum of 3 members. The secretary shall keep a record of meetings in a minutes book and circulate minutes to Group members not more than 14 days after each meeting.

**Working Groups:**

The Group may appoint such working teams as it considers necessary to carry out functions specified by the Group. Each working team should have a nominated chair but this person does not have to be a member of the Group. Working teams do not have the power to authorise expenditure on behalf of the Group. Working teams shall be bound by the terms of reference set out for them by the Group.

**Finance:**

The treasurer shall keep a clear record of expenditure where necessary supported by receipted invoices. Members of the community who are involved as volunteers with any of the working teams and Group members may claim back any expenditure properly and necessarily incurred during the process of producing the Neighbourhood Plan. This could include printing, postage, stationary, travel and childcare costs. The treasurer will draw up and agree with the Group procedures for anyone wishing to claim expenses including the rates they may claim. The treasurer will report back to the Group and the Parish Council on planned and actual expenditure for the project and liaise with the parish clerk to set up a petty cash system and enable cash withdrawals and payments of invoices to be made as required.

**Changes to the constitution:**

The constitution may be altered and additional clauses may be added with the consent of two thirds of the Group present. These changes must then be ratified by the Parish Council.

**General conduct of members of the Group:**

All members are expected to conduct themselves when working on the Plan in a manner consistent with the Nolan principles of conduct for those in public life which are selflessness; integrity; objectivity; accountability; openness; honesty and leadership. There are also provisions applying to the registration and disclosure of both pecuniary interests and non-pecuniary interests.

**Dissolution of the Group:**

Upon dissolution of the Group any remaining funds shall be disposed of by the Group in accordance with the decisions reached at an extraordinary Meeting called for that purpose and open to the public. No individual member of the Group shall benefit from the dispersal.

**Adoption:**

This constitution was adopted at the meeting on: 6<sup>th</sup> November 2015

Signed:.....

Signed .....(Chairperson)

Signed..... (V Chairperson)

Signed:.....(Secretary)

Date: