

LANDULPH PARISH NEIGHBOURHOOD PLAN

STEERING GROUP CONSTITUTION

14 September 2015

Name

The name of the organisation shall be the Landulph Parish Neighbourhood Plan Steering Group, hereafter referred to as The Steering Group.

Purpose

The purpose of the Steering Group shall be to act on behalf of the community of Landulph Parish to carry out the following tasks:

- 1 To establish the objectives and policies of a neighbourhood plan for the parish.
- 2 To identify sources of funding and apply for such grants as may be available.
- 3 To communicate continuously, and to consult, with all categories of stakeholders in the parish, i.e. parishioners, farms, landowners, businesses, schools, and churches.
- 4 To liaise with the Parish Council on a monthly basis.
- 5 To carry out such research as may be necessary in establishing the views of the community.
- 6 To liaise with the designated planning authority, Cornwall Council, on the development of the neighbourhood plan.
- 7 To create a neighbourhood plan which meets the needs of the parish for approval by residents in a referendum.

Membership

The Steering Group will include up to 30 nominated members. At least two of these members shall be nominated by the Parish Council. The Steering Group may co-opt additional members at its discretion. A person shall cease to be a member of the Steering Group by submitting his or her resignation to the chairman or secretary in writing.

Officers

At its first meeting, the Steering Group will elect a Chairman, a Vice-Chairman, a Secretary and a Treasurer. Other members may be given specific roles as agreed by the Steering Group.

Meetings

The Steering Group shall meet as often as required, at the discretion of the Chairman. At least five clear days' notice of a meeting will be given by e-mail.

Matters shall be determined by a majority of votes of Steering Group present and voting. The Chairman shall have a casting vote. The Steering Group shall decide the number of members forming a quorum.

The Secretary shall keep a record of meetings and circulate minutes not more than fourteen days after each meeting.

Finance

The Treasurer shall open a bank account in the name of Landulph Parish Neighbourhood Plan.

The Treasurer will keep a clear record of all income and expenditure.

Members of the community involved may claim necessary expenditure incurred in the development and preparation of the neighbourhood plan. The Treasurer shall establish and agree with the Steering group on procedures for claiming expenses.

The Treasurer shall report to each Steering Group Meeting on planned and actual expenditure and receipts and liaise with and inform the Parish Council.

The accounts shall be examined annually

Changes to the Constitution

The Constitution may be altered and additional clauses added with the consent of the majority of the Steering Group present.

Winding Up

Upon dissolution of the Steering Group, any remaining funds shall be passed to the Parish Council