

Annex 3: Neighbourhood Plan: Constitution

Darley Dale Neighbourhood Plan Steering Committee: Constitution.

Date of Issue: 12th June 2013.

Name: The name of the organisation shall be the Darley Dale Neighbourhood Plan Steering Committee, hereafter referred to as the Committee.

Purpose: The purpose of the committee shall be to work in partnership with the Parish Council to carry out the following tasks :

1. Investigate and identify support for the Neighbourhood Plan.
2. Identify sources of funding.
3. Take responsibility for planning, budgeting and monitoring expenditure on the plan and report back to the Parish Council on these matters.
4. Liaise with the relevant authorities and organisations to make the plan as effective 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 survey and information gathering to be used.
7. Be responsible for the analysis of the survey and the production and distribution of the final report.
8. Identify priorities and time-scale for local action including lead organisations and potential sources of funding.
9. To report back to the Parish Council on progress, issues arising and outcomes from the exercise.

Membership: Membership of the Committee is open to, and restricted to, all residents of Darley Dale Parish.

- The Committee will include up to 21 member's.
- No more than 4 of these members will be member's of the Parish Council.
- The Committee may co-opt additional member's at it's discretion, so long as the total number of co-opted members does not exceed 4.
- A person shall cease to be a member of the committee having notified the chair or secretary in writing of his or her wish to resign.
- Except by prior arrangement with the Committee, any person not attending three consecutive meeting's shall automatically cease to be a member of the Committee.

Officers: At the first meeting the Committee will elect: a chairperson, a secretary, a treasurer, a publicity officer and volunteer coordinator. All other Committee member's should have a specific role, to be agreed by the Committee.

Meetings: The Committee shall meet every two month's as a minimum, or as may be required.

At least five clear days notice of meeting's shall be given to member's by written notices left at, or sent by post to the member's last known address. All notice's of the Committee meetings must detail the matters to be discussed.

Every matter shall be determined by a majority of votes of the Committee member's present (including co-opted member's) and voting. In the case of equality of votes, the chair of the meeting shall have a casting vote.

The committee may decide the quorum necessary to transact business – with a

minimum of five members.

The secretary shall keep a record of the meetings in a minute book, and circulate minutes to the members of the Committee not more than 14 days after each meeting.

Non Committee persons attending meeting's: Persons wishing to observe Committee meetings may do so providing the business of the meeting is not disrupted. Each Committee meeting shall include a total of 3 minutes opportunity for the observer to speak. The maximum speaking time shall be 12 minutes.

Note: Observers may write or e-mail Darley Dale Town Council at any time.

Working Groups: The Committee may appoint such working groups as it considers necessary to carry out the functions specified by the Committee. Each working group should have a nominated chair and deputy, but this person does not have to become a member of the steering Committee.

Working groups do not have the power to authorize expenditure on behalf of the Committee. Working groups will be bound by the terms of reference set out for them by the Committee.

Finance: The treasurer shall keep a clear record of expenditure, where necessary supported by receipted invoices. Member's of the Committee who are involved as volunteers with any of the working groups may claim back any expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. This could be postage and stationery, telephone calls, travel costs, childcare costs. For expenditure within a limit of £50, expenditure may be authorised by any two of the following: Chair / Deputy Chair / Treasurer.

In the case of expenditure above £50, at least one quotation shall be provided, and purchasing arrangements shall be made between the Treasurer and Darley Dale Parish Council.

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 back to the Committee 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 payment 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 Committee present.

Dissolution of the Committee: Upon dissolution of the Committee any remaining funds shall be disposed of by the Committee, in accordance with the decisions reached at an Extraordinary Meeting open to the public in the area of benefit called for that purpose. No individual member of the Committee shall benefit from the dispersal. The return of any unused funding given as grants to the Committee may need to be considered if this was part of the condition of the grant.

End.

ITW 12/6/13