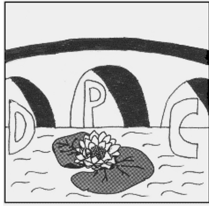


# DOGMERSFIELD PARISH COUNCIL



## Dogmersfield Neighbourhood Plan Steering Group Terms of Reference

### Aims and Objectives

The objective of the Dogmersfield Neighbourhood Plan Steering Group is to generate a Neighbourhood Plan (NHP) for the Parish of Dogmersfield that covers the period from now until 2032.

To this end the Steering Group will:

- Undertake the process steps for producing the NHP in a democratic, transparent and accountable fashion.
- Involve the whole community and gather the views and opinions of as many residents, groups and organisations in the community as possible giving consideration to the opinions and views of all members of the community that wish to contribute.
- Work with the Parish Council to ensure that it is fully informed throughout the process with decisions referred to it when applicable or appropriate.
- Produce a project programme within which the Neighbourhood Plan will be completed to focus activity, planning and report progress.
- Plan, budget and monitor expenditure on the NHP and provide regular financial status reports to the Parish Council.
- Liaise with relevant authorities and organisations that can contribute to the Plan or need to be consulted.

### Composition

- The NHP Steering Group will be made up of a minimum of 5 members representing a good cross-section of the community and at least one parish councillor member nominated by the Parish Council.
- The Steering Group shall cease to be quorate if less than 3 members are present
- The Steering Group will elect a Chairperson and a Finance Co-ordinator and make arrangements for producing a record of each meeting and recording decisions.
- The Steering Group may co-opt additional members on a permanent or temporary basis or use the services of specialist advisors when necessary

# **DOGMERSFIELD PARISH COUNCIL**

- Parish Council insurance will cover the previously agreed activities of the Steering Group but Steering Group members, in liaison with the Parish Clerk, need to ensure that the terms of the insurance are not breached.
- All Steering Group members shall abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

## **Meetings**

- The Steering Group shall meet as required but every two months as a minimum.
- At least five clear days' notice of meetings shall be sent to members and made available to the public via notice boards and websites.
- Whenever possible, notices of meetings should detail the matters to be discussed.
- It is recommended that an annual rolling schedule of Steering Group meetings is set in place.
- All Steering Group meetings shall be held in public and be open to the public
- The Steering Group shall keep a record of all meetings, and circulate the minutes of each meeting to the Parish Council and publicise them via notice boards and websites in a timely fashion.
- The Steering Group shall report progress and activities to the meetings of the Parish Council

## **Working groups**

- The Steering Group may establish such working groups as it considers necessary to carry out the functions specified by the Steering Group.

## **Finance**

- All grants and funding will be applied for and held by the Parish Council, which will ring-fence the funds for Neighbourhood Plan purposes only.
- Expenditure shall be agreed by majority decision of the Steering Group and all decisions with financial implications must be recorded in the minutes.
- The Steering Group may authorised expenditure amounts up to £100
- All planned expenditure for amounts above £100 shall be forwarded to the Parish Council for approval before actual costs are incurred.
- The Finance Coordinator shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the Parish Clerk/Responsible Finance Officer.
- Invoices will be made out in the name of the Parish Council which will authorise them at the next scheduled Parish Council meeting.