

## **Ockley Village Plan Steering Group**

### **Constitution**

#### **Purpose**

To act on behalf of the village and the Parish Council to produce a village plan based on whole community input and Parish needs, including:

- A vision and an action plan covering social, economic and environment issues
- Identifying lead groups, responsibilities and timescales in the action plan
- Gathering views and opinions from as many parts of the community as possible
- Agreeing the types and scope of any questionnaire(s)
- Planning, budgeting and monitoring expenditure
- Analysis of results, prioritising, draft and finalise
- Liaise with and Identify funding/support from County, Surrey Community Action, other relevant authorities and village plans
- Reporting back to the Parish Council on progress, issues arising and outcomes

#### **Membership**

The group can comprise up to 12 elected or nominated members with no more than 2 from the Parish Council. If more than 12 people wish to be members, an election will take place at an open meeting. Any parish resident, representative of a local group, or resident nomination may be a member of the group. The group may co-opt additional members at its discretion as long as co-opted members do not outnumber elected members. Any member can resign from the group in writing to the chairperson or secretary.

#### **Officers**

The group will elect a Chairperson, Vice Chair and Treasurer. All members should have a specific role agreed by the group.

#### **Meetings**

These should take place every two months at a minimum. At least 5 days written notice of meetings must be given to members. This notice should include matters to be discussed.

All matters are to be agreed by majority vote of members present with the chairperson holding the casting vote. The group is quorate with 5 members present.

Meetings will be minuted, with these minutes to be circulated to the group within 2 weeks of each meeting. Minutes will be agreed at the following meeting.

#### **Work Groups**

These can be set up by the group to carry out specified work for the group. These groups cannot authorise expenditure and will be bound by terms of reference agreed by the full group.

#### **Finance**

The treasurer will keep a clear record of expenditure including receipts as appropriate.

Members of the group and other volunteers may claim back expenditure necessarily incurred as a result of the plan process. Examples of expenditure could include postage, stationery, telephone calls, travel costs as agreed by the group.

The treasurer will draw up and agree with the group, procedures and rates for expense claims.

The treasurer will report to the group and the parish council on the actual and planned expenditure.

### **Changes to the Constitution**

These can be made by agreement if two-thirds of the group are present.

### **Dissolution of the group**

Any remaining funds will be disposed of in accordance with decisions taken at an Extraordinary meeting open to the public, called for this purpose. No individual members shall benefit from this dispersal.