Weobley Parish Council (PC)

Terms of reference for Neighbourhood Development Plan Steering Group (SG)

Purpose

The purpose of the SG shall be to support the Weobley PC to carry out the following tasks:

- Investigate and identify support for the Neighbourhood Development Plan
- Produce a Project Plan which identifies priorities, costs and a timescale
- Identify sources of, and secure necessary funding
- Take responsibility for planning, budgeting and monitoring expenditure on the NDP and report back to the PC on these matters
- Liaise with relevant authorities and organisations to make the NDP as effective as possible
- Identify ways to ensure that as many villagers and those within the wider parish are involved in the project, and gather as many views and opinions from as many groups and organisations as possible
- Determine the types of survey and information gathering to be used
- Be responsible for ensuring the analysis of all the survey data collected
- Regularly report back to the PC on progress, issues arising and outcomes from the exercise
- Oversee the production of the Neighbourhood Development Plan

Membership and Roles

- **Chairperson** – the Chairperson of the Parish Council – to guide the SG and provide a link between the PC and SG
- **Treasurer** – clerk of PC – to manage the incoming and outgoing finances in a separate bank account established for this purpose
- **Secretary** – to be co-opted onto the SG to prepare records of meetings and to ensure that material is available for the web site for wider distribution and assist with promotional materials
- **Finance and Budget Manager** – to be co-opted onto the Steering Group – to help prepare budgets as required to enable the plan to be financed, to prepare applications for funding as required and monitor expenditure
- **Communication and Publicity Manager** – a member of the Parish Council to be the link person between the PC, SG and the villagers and those living in the wider parish, to circulate notices of meetings, adverts for events and together with the secretary to prepare information for the Parish newsletter and Magpie.
- **Other members –** co-opted as required by the SG according to needs

Insurance

- The PC insurance will cover the previously agreed activities of the SG and volunteers
- The members of the SG will ensure that the terms of reference are not breached

Meetings

- The PC will provide the opportunity for the endorsement of regular reports from the SG via its meeting agenda
- It is expected that all members of the SG will abide by the principles and practices of the PC Code of Conduct including Declarations of Interest.
- The SG shall meet as required and at least once a month
- At least 3 clear days' notice of meetings shall be sent to members via the communication methods agreed with, and appropriate to each individual member
- Wherever possible, notices of meetings should detail the matters to be discussed
- The secretary shall keep a record of meetings and circulate notes to SG members and to the PC in a timely fashion
- The notes to be published on the Weobley NDP web site (after endorsement by PC)
- All meeting should be open to the public
- Copies of the PC's code of conduct will be available at all NDP meetings

Working groups

The SG may establish such working groups as it considers necessary to carry out the functions specified by the SG and arising from the project plan

Finance

- All grants and funding will be applied for by and held by the PC which will ring fence the funds for ND purposes only
- Notification of all planned expenditure, in accordance with the budget allocation, will be given to the PC before actual costs are incurred
- The Finance and Budget Manager will keep a clear record of expenditure, which is supported by receipted invoices and will regularly review and update the budget in liaison with the SG especially the Treasurer
- If needed the Treasurer will draw up and agree with the SG procedures for volunteers who wish to claim expenses
- The Finance and Funding Manager will report back to the SG and the PC on planned and actual expenditure for the project
- Invoices will be made out in the name of the PC (Weobley Parish Council) which will sanction their payment as soon as possible, usually at the next PC meeting.

Dissolving the Steering Group

At the conclusion of the NDP project the PC and SG should discuss the future working of the SG. If the SG wishes to dissolve it must notify the PC.