

Sutton Cum Lound Parish Plan Steering Committee CONSTITUTION

Name

The name of the organisation shall be the Sutton Cum Lound Parish Plan Steering Committee, referred to as the committee.

Purpose

The purpose of the committee shall be to work in partnership with the Parish Council to:

1. Try to get local support for the Parish Plan
2. Look at ways to get funding
3. Plan, budget and monitor expenditure on the plan and report this back to the Parish Council
4. Liaise with relevant authorities and organisations
5. Look at how to involve the whole community and get the views and opinions of as many groups and organisations as possible
6. Decide on how to gather information
7. Be responsible for analysing questionnaires and information
8. Be responsible for producing and sending out the final report
9. Look at priorities and timescales for actions
10. Report back to the Parish Council on progress made, and on any issues arising.
11. Complete Parish Document in Action Plan

Membership

- The committee will include up to 20 members
- No more than 4 of these will be members of the Parish Council
- The committee may co-opt additional members, so long as the number of co-opted members is not more than the committee members.
- People no longer wishing to be a member of the committee should notify the Secretary in writing
- If members do not attend 3 consecutive meetings then they will be removed from mailing list and membership will be cancelled

Officers

There should be election of a Chairperson, Secretary and Treasurer.

Meetings

- The committee shall meet at least every 2 months, or as and when required.
- 5 days notice of meetings should be given where possible
- The committee shall have a quorum of 5 members.
- The secretary shall keep a record of minutes and circulate minutes as soon after each meeting as possible.

Working groups

- The committee may appoint working groups where necessary.
- Working groups do not have the power to authorise expenditure on behalf of the committee

Finance

- The treasurer will keep a record of expenditure, supported by receipts/invoices
- Volunteers from the community, involved in the working groups, may claim back expenses to do with producing the Parish Plan eg postage, stationary, telephone calls, travel costs.

- The treasurer will agree an expenses form/claim procedure with the committee
- The treasurer will report to the committee and the Parish Council on planned and actual expenditure and set up necessary systems with the clerk to enable payments to be made.

Changes to the constitution

This constitution may be changed with the consent of two-thirds of the committee present.

Dissolution.

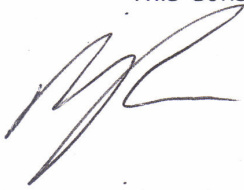
If the Committee, by a two-thirds majority, decide at any time to dissolve the group they shall give at least 21 days notice of a General meeting to all those eligible for membership. If such a decision is confirmed by a two-thirds majority of those present and voting at the General Meeting, the committee shall then dissolve the group.

On dissolution, any assets remaining after all debts have been paid shall be given to another Group with a similar aim.

Adoption of the Constitution.

The persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Committee referred to in this constitution.

This Constitution was adopted on2-11-07..... by



M Rees.

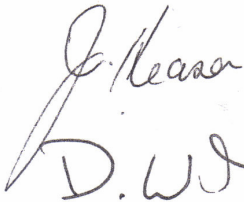
J Richards - JOAN RICHARDSON
 Mark Pick - MARK PICK



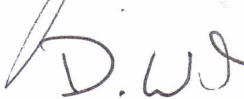
T. Rees.

John Gough - JOHN GOUGH.

I Rees



JEAN HEASON



DAVID WILSON



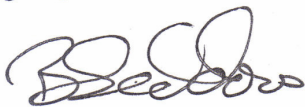
ANDY CLOSE



CAROLE HEAD



ANGELA CLOSE



BRIAN SEDDONS



KATHRYN SEDDONS