

# Cradley and Storrige Parish Plan Steering Group

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[www.cradleyandstorridgepp.org.uk](http://www.cradleyandstorridgepp.org.uk)

## **The Steering Group: Job Descriptions**

### **Chairman: Peter Diamond**

To lead the Steering Group through consultation and consensus to a formulation of strategy and policy both in the process ('The Living Plan') and towards the completion and publication of the framework document, 'The Cradley Parish Plan'.

### **Coordinator: Sue Ronan**

To keep full and accurate records of all the proceedings of the Steering Group, to monitor and record the activities of the separate theme groups and to supervise and maintain a comprehensive archive of the processes of the Plan throughout each of the stages of its development. To keep a register of and ensure communications with volunteers.

### **Minutes Secretary: Rosemary Diamond**

To take and to distribute an account of the minutes of Steering Group Meetings; to ensure that actions as discussed are clearly identified and that they are carried out promptly and effectively by those who have agreed to undertake them.

### **Treasurer: Pat Edwards**

To draw up and to maintain a detailed budget account; to monitor scrupulously income and expenditure and to report regularly to the committee on its financial affairs.

### **Communications: Wiki – Sue Ronan**

The Wiki web pages are for the exclusive use of the Parish Plan Group. Group members are invited to publish all the details of their own meetings and concerns here; editing and posting to be effected through Sue who is designated as the coordinator of the site on the group's behalf.

### **Communications: Pat Edwards**

[www.cradleyandstorridgepp.org.uk](http://www.cradleyandstorridgepp.org.uk) is the official website of the Plan. All the business of theme groups, public meetings, consultations and publicity should be available there. Regular editing will ensure that progress and the development of policy is kept up to date and in the public consciousness. Pat is coordinator of this process with the cooperation of a website manager (currently Jonathan Tudor and to become Ken Nason in Spring 2010).

### **Publication: Nils Purser**

To manage an editorial team to oversee the preparation, design and publication of both the 'framework' Parish Plan document and to define a policy and practice for the occasional production of interim reports in the process of making, reviewing and implementing the 'living' plan