

Cradley and Storrige Parish Plan

This is adapted from the model contained in S1.6 of the guidance pack available at http://www.comfirst.org.uk/files/community_planning_guidance_herefordshire.pdf

1. The name of the organisation shall be **The Cradley Parish Plan Steering Group (PPSG)**.
2. The **purpose of the PPSG** shall be to work in partnership with the parish council and, with regard to model guidance, to carry out the following tasks and other related tasks that may be assigned to the PPSG from time to time:
 - a. Investigate and identify support for the Parish Plan.
 - b. Identify sources of funding.
 - c. Plan, budget and monitor expenditure and report back to the parish council.
 - d. Liaise with relevant authorities and organisations to make the plan as effective as possible.
 - e. Identify ways of involving the whole community and gather views and opinions of as many groups in the community as possible.
 - f. Determine the types of survey and information gathering to be used.
 - g. Analyse the survey and information gathered.
 - h. Identify priorities and timescale for local action in the action plan, including relevant lead organisations and potential sources of funding.
 - i. Produce and distribute the final plan.
 - j. Report back to the Parish Council on progress, issues arising and outcomes from the exercise.
 - k. Review the plan from time to time using the above process.
3. **Membership, officers and internal communications**
 - a. The PPSG will consist of up to 15 members,
 - b. No more than 3 members will be members of the parish council.
 - c. Communication within the PPSG shall make full use of electronic means.
 - d. Members of the PPSG shall have access to a central record of PPSG documents held electronically.
 - e. The PPSG will elect a chairperson, a treasurer and a co-ordinator from amongst its members.

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- f. Responsibilities of these, other members and groups will be assigned from time to time at the discretion of the PPSG.
- g. A person shall cease to be a member of the PPSG having notified the chairman or co-ordinator of his/her wish to resign.

4. Meetings

- a. The PPSG shall meet every 2 months as a minimum.
- b. The co-ordinator will provide each member with at least 3 clear days notice of meetings specifying the business to be discussed.
- c. Where a matter cannot be resolved by consensus, it will be determined by a majority vote of the PPSG members present and voting. In the event of an equality of votes, the chairperson shall have a casting vote.
- d. The quorum shall be 5.
- e. The co-ordinator will record the minutes of meetings for circulation within 14 days.

5. Working Groups

- a. The PPSG may appoint from time to time such working groups as it feels necessary to undertake tasks specified by the PPSG.
- b. The PPSG will nominate the chairperson for each working group.
- c. Chairs of working groups will normally be members of the PPSG.
- d. Chairs of working groups will provide the PPSG with timely reports of individual group activities for central recording.
- e. Working groups may not authorise expenditure.

6. Finance

- a. The treasurer shall keep a clear record of expenditure supported by receipted invoices and receipts.
- b. Two of four PPSG member signatories shall be required for cheques and other movements from any account held by the PPSG.
- c. The treasurer will report at least half yearly to the PPSG and parish council on planned and actual expenditure.
- d. Members of the community who are involved as volunteers in the parish plan project, as members of the PPSG and/or its working groups, may

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claim back any expenditure necessarily incurred in the process, such as postage, stationery, telephone and travel.

- e. The treasurer will draft, for PPSG approval, a protocol for volunteers' claims and rates.

7. Changes to these terms of reference and dissolution

- a. These terms of reference may be amended from time to time at the discretion of the PPSG.
- b. Upon dissolution of the PPSG, any remaining funds held by the PPSG, having settled all liabilities, shall be disposed of by the PPSG in a way that furthers the aims of the parish plan. No individual member of the PPSG shall benefit from this disposal.