

Neighbourhood Plan Steering Group Constitution

This document confirms the processes and procedures to be followed for meetings convened by the Steering Group. It may be subject to change to ensure efficient implementation of its remit. Any changes will require a straight majority of members including the Chair. There will be no casting vote; in the event of a tied vote the change will not be allowed.

The remit of the Group is to formulate a Neighbourhood Plan in accordance with the rules and regulations laid down by government. The completed plan once approved in a referendum marks the conclusion of the Group's activities.

Meeting and Voting: -

- 1) The officers of the group are the Chair and Secretary elected by straight majority vote. There is no officer in charge of finance as the Group cannot incur expenditure itself, but will refer all such matters to the Parish Clerk.
- 2) Members of the Group should either live or work in the Village unless there are exceptional circumstances that make their involvement relevant.
- 3) The Group will meet at least every two months unless decided otherwise at the preceding meeting. There is no requirement for an Annual General Meeting.
- 4) Decisions made by the Group should normally be by consensus. Where a vote is required the members of the Group will have one vote each. The Parish Council will have a maximum of two votes. The Chair will not have a vote but will have the casting say in the event of a tied decision.
- 5) New members of the Group will be accepted by straight majority vote.
- 6) A quorum of five members is required for any decision to be voted on.
- 7) All meetings will be private with non members attending by invitation. Minutes of meetings and other documentation will be passed onto the Parish Clerk for circulation and publication as required.

Governance and Finance

- 8) All members will conduct themselves in a manner that concurs with the Nolan Principles of Public Life, in respect of all the Group's activities. These principles are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- 9) Members should strive to establish respectful and courteous relationships with everyone they come into contact with and this should include their fellow Group members.
- 10) Group members should not disclose or use confidential information for any other purpose than for the completion of the Neighbourhood Plan.
- 11) All members shall confirm if they have any property or land (other than as owners of property in the Village) as aspirational sites for development, as such any financial interest in the outcome of the Neighbourhood Plan process will be taken into account when decisions are made. Any such interests will need to be declared at the start of each Steering Group meeting.
- 12) The chair will liaise with the Parish Clerk in respect of all financial matters to ensure that guidelines and regulations are adhered to. All items of expenditure (including any re-imbursment of personal expenses) will need pre-approval before the expenditure is incurred.