



# Swavesey Neighbourhood Development Plan

## Steering Group Terms of Reference

### **Name**

The name of the organisation shall be the **Swavesey Neighbourhood Development Plan Steering Group**.

### **Purpose**

The purpose of the Steering Group shall be to support the Parish Council to carry out the following tasks:

- Investigate and identify support for the Neighbourhood Development Plan.
- Identify sources of funding.
- Take responsibility for planning, budgeting and monitoring expenditure on the Neighbourhood Development Plan and report back to the Parish Council on these matters.
- Liaise with relevant authorities and organisations to make the Neighbourhood Development Plan as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of the survey, as well as the production and the distribution of the final report.
- Identify priorities and timescales for local action in the Project Plan, including the lead organisations and potential sources of project funding.
- Regularly report back to the Parish Council on progress, issues arising and outcomes. (See role of the Parish Council Co-ordinator under Roles and Relationships.)

### **Membership**

- The Steering Group will be made up from a good cross-section of the community, including Parish Councillors nominated by the Parish Council.
- The Quorum for the Group will be 8 members.

### **Defining Roles**

- At the first meeting, the Steering Group will elect a Chairperson, Clerk and Finance Co-ordinator.
- Wherever possible the Steering Group will also elect a Communications Co-ordinator, a Volunteer Co-ordinator and a Parish Council Co-ordinator.
- Wherever possible all other members should have a specific role, to be agreed by the Steering Group. (For details see Roles & Relationships.)

### **Roles & Relationships**

- Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but Steering Group members, in liaison with the Parish Clerk, need to ensure that terms of the insurance are not breached.
- A Parish Council Co-ordinator may be appointed to liaise between the Steering Group and the Parish Council. Alternatively, Parish Councillors who are also members of the Steering Group will act as a liaison between the two bodies and provide a regular report to the Parish Council, for endorsement.
- The Parish Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- Working Groups will carry out duties specified by the full Steering Group, which may include, but is not limited to:-

- Data gathering
- Consultations
- Making recommendations
- The make-up and purpose of Working Groups will be regularly reviewed by the full Steering Group.
- It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
- Voting shall be by show of hands, with decisions by simple majority in favour. The Chairman shall have a casting vote.

## Meetings

- The Steering Group shall normally meet monthly (but every two months as a minimum), or as may be required.
- At least three clear days' notice (not incl Sat/Sun) of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.
- Whenever possible, notices of meetings should detail the matters to be discussed.
- The Clerk shall keep a record of meetings, and circulate notes to Steering Group members and the Parish Council in a timely fashion. The latter will publicise the notes via their usual methods.
- It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Steering Group and made available to the public via notice boards/websites.
- All meetings should be open to the public.
- Copies of the Parish Council's Code of Conduct will be available at all Neighbourhood Planning meetings.

## Working Groups

- The Steering Group may establish such Working Groups as it considers necessary to carry out the functions specified by the Steering Group.
- Each Working Group should have a lead person.

## Finance

- All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan purposes only.
- Notification of all planned expenditure will be given to the Parish Council before actual costs are incurred.
- The Finance Co-ordinator shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the Parish Council Clerk.
- The Finance Co-ordinator in partnership with the Parish Council Clerk, will draw up and agree with the Steering Group procedures for volunteers who wish to claim out of pocket expenses.
- The Finance Co-ordinator will report back to the Steering Group and the Parish Council on planned and actual expenditure for the project.
- Invoices will be made out in the name of the Parish Council who will pay them at their next scheduled Parish Council meeting.
- Members of the community who are involved as volunteers with any of the Working Groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Development Plan. This includes, but is not limited to, postage, stationery, telephone calls and travel costs.

## Dissolving the Steering Group

- At the conclusion of the Neighbourhood Development Plan project the Parish Council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve it must notify the Parish Council.