

Pen Selwood Community Plan Steering Group Terms of Reference

Objectives:

- To facilitate the production of a Community plan for Pen Selwood.
- To oversee, coordinate and lead in creating a vision for the future of the community of Pen Selwood and some actions that will set the community moving towards that vision.
- To be inclusive in everything they undertake and encourage community involvement.
- To liaise with the Parish Council and other relevant authorities and organisations.

Membership:

The Steering Group will comprise 8 – 12 people from within the community, including two members of the Parish Council, to encompass as inclusive a selection as possible from all backgrounds.

The Steering Group may co-opt other members as additional skills and support are required. A member wishing to resign must notify the secretary or chair in writing.

Officers:

Key roles, including a chairperson, secretary, treasurer and communications officer, will be agreed by the Steering Group. Other roles will be assigned as they are identified as being necessary.

Meetings:

These will be held as required, initially monthly. They will normally be held in the village hall. Meetings will be limited to 2 hours in length. A minimum of one weeks notice of meetings will be given.

Decisions will be made by majority vote of those present. The quorum required to make decisions will be greater than 50% of members.

The secretary will record actions and decisions and will circulate to members within 10 days.

Working Groups:

The Steering Group will set up Working Groups as necessary to investigate specific issues that are of interest to the community.

The Steering Group will prepare terms of reference for the Working Group, which Working Groups must adhere to.

Any expenditure by Working Groups must receive the prior approval of the Steering Group.

Finance:

The treasurer will prepare a budget and keep a record of all expenditures.

Prior approval of expenditures must be agreed with treasurer.

Changes to Terms of Reference:

This Terms of Reference may be altered and added to with the consent of a quorum of members.

Dissolution:

The Steering Group will be dissolved once the plan is delivered and initial actions are in progress. Any remaining funds shall be disposed of by the committee, in accordance with the decisions reached at an Extraordinary Meeting open to parishioners called for that purpose. No individual member of the committee shall benefit from the dispersal.