



Terms of Reference

Community Led Plan Steering Group

NAME OF GROUP: Weeton and Huby Parish Plan Steering Group

Terms of Reference adopted 19th March 2018

PURPOSE OF THE GROUP

To oversee and coordinate the production of a community led plan for Weeton and Huby.

The Steering Group will work with members of the community, working groups, the Parish Council, local authority and other partners to achieve this aim.

The Steering Group was established on 8th March 2018 and will stay in operation until the completion of the plan at which point the role and purpose of the Steering Group will be reviewed.

In order to carry out the purpose, the Steering Group will:

- Develop and monitor a project plan and budget (funds to be held by the Parish Council) for delivering a Community Led Plan
- Develop a communication and consultation plan to ensure the whole community is engaged with and listened to
- Coordinate community consultation activities
- Use evidence from the consultation to prioritise and plan future actions that will benefit the community
- Oversee the drafting and finalising of the Community Led Plan
- Put in place arrangements for the implementation and review of the actions resulting from the Community Led plan



MEMBERSHIP

The membership of the Group will include between 4 and 12 members from the community elected after the initial public meeting or co-opted thereafter.

Membership will include representation from Almscliffe Hall and associated groups, North Rigton School, Tennis and Bowling Club, Parish Church, Parish Council and Community Residents There will be no more than 3 members with a formal connection to the Parish Council.

ROLES AND RESPONSIBILITIES

Chair — will be elected from the membership of the Steering Group. Responsible for convening Steering Group meetings, agreeing the agenda and minutes/actions, chairing the meeting and ensuring actions happen.

MEETINGS

The Steering Group will meet regularly as agreed by the members to achieve the agreed programme.

- Members will act by majority decision. At least 4 members must be present at the meeting to be able to take a decision.
- Minutes/action points will be kept for every meeting.
- If members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- Meeting papers will be circulated a minimum of 1 day in advance and minutes within 2 weeks of the meeting.
- All members may contribute to drawing up the agenda and items should be sent to the Chair 2 days in advance of a planned meeting.
- The chair will convene meetings, agree the agenda and arrange for minutes or action points to be recorded and circulated
- Documents will be circulated by email with a copy kept on the Parish Council website.