**Frodsham Neighbourhood Plan Steering Group Committee**

**Terms of Reference**

**1.0 Name of the Group**

The name of the organisation shall be the Frodsham Neighbourhood Plan Steering Committee(‘The Steering Group’)

**2.0 Purpose**

The purpose of the Steering Group is to undertake, progress and complete the making of a Neighbourhood Plan (‘the Project’) on behalf of the local community including the following tasks:

2.1 To investigate and identify support in the community for undertaking the Project;

2.2 To identify, apply for and secure funding for the Project and comply with any grant conditions;

2.3 To plan, budget and monitor all income and expenditure for the Project;

2.4 To keep records in relation to all income and expenditure for the Project;

2.5 To work collaboratively and co-operatively with such individuals, local authorities, bodies and organisations as are necessary to complete the Project;

2.6 To identify and adopt appropriate means of engaging the local community so as to ensure as wide a consultation and participation in the Project as possible;

2.7 To plan the programme of work, activities and events to deliver the Project;

2.8 To set the timescale for the Project and keep progress under regular review;

2.9 To collate and analyse the data collected from the consultation and from relevant statistical sources such as the census;

2.10 To identify from the analysed data the local priorities and devise a vision and planning policies for the determination of planning applications;

2.11 To coordinate and perform a quality control function in respect of the working groups to help avoid duplication, promote consistency etc.

2.12 To devise a vision, planning policies and land use proposals for incorporation in the Neighbourhood Plan to help guide future development and the determination of planning applications;

2.13 To report on the progress of the Project to the Frodsham Town Council at intervals;

2.14 To inform the community on the progress of the Project at intervals and to take account of their views;

2.15 To oversee preparation of a coherent Neighbourhood Plan document to a standard that will stand up to scrutiny and win the support of the local planning authority (CWAC), the examiner and, crucially, the Frodsham community

**3.0 Membership of the Steering Group**

3.1 The Steering Group shall comprise a minimum of 8 and members who shall be either elected or nominated and who are either resident or work in Frodsham or have some other close and regular connection with the town.

3.2 The Steering Group may co-opt such additional members from time to time as it considers necessary provided that the number of co-opted members shall not at any time exceed the number of elected members.

3.3 Any member may resign from the Steering Group by notifying the Chair or Secretary of the resignation in writing.

**4.0 Appointment of Officers and Allocation of Roles**

4.1 At the first meeting, the Steering Group shall elect a Chair, Secretary and Treasurer and such other officers as the Steering Group considers necessary from time to time.

4.2 All other members of the Steering Group shall be allocated specific roles as agreed by the Steering Group.

**5.0 Frequency and Conduct of Meetings**

5.1 The Steering Group shall meet at least every two months

5.2 Members shall be given five days written notice of meetings left at or sent to their notified address.

5.3 All notices of meetings will include a brief agenda of items for discussion at the meeting.

5.4 Decisions of the Steering Group shall be made by a majority of the elected members present and voting at the meeting, with the Chair holding a casting vote in the event that there is a tie.

5.4 The quorum for meetings of the Steering Group shall be 5.

5.5 The Secretary shall minute all meetings and circulate minutes to members as soon as reasonably practicable after meetings and in any event no later than 14 days after the meeting.

**6.0 Working Groups**

6.1 The Steering Group may appoint such working groups as it considers necessary to assist it in carrying out the purposes outlined in section 2.0 above

6.2 Each working group appointed shall operate within Terms of Reference provided by the Steering Group and shall draft a plan for its own work, cleared by the Steering Group, in order to avoid any overlap between the work of working groups.

6.3 Each working group shall have a chair nominated by the Steering Group, who will report on the progress to the Steering Group as and when requested but such chair shall not necessarily become a member of the Steering Group

6.4 No working group shall be entitled to authorise or commit the Steering Group to any expenditure in relation to the Project.

**7.0 Financial Management**

7.1 The Treasurer of the Steering Group shall keep records of all income and expenditure of the Group, including receipted invoices and receipts.

7.2 The Treasurer will monitor income and expenditure and report back to the Steering Group at regular intervals on planned and actual expenditure.

7.3 The Treasurer will also report to the Frodsham Town Council on planned and actual expenditure for the Project and will liaise with the Frodsham Town Council in relation to cash withdrawals and payment of invoices and accounts where the Frodsham Town Council is holding the funds for the Project.

7.4 The Treasurer will devise and agree with the Steering Group a procedure for handling volunteers’ expenses incurred in connection with the Project and the rates to be paid and put such a procedure in place.

**8.0 Amendments to the Constitution**

 This constitution may be amended by agreement of two thirds of the elected members of the Steering Group.

**9.0 Winding Up of the Steering Group**

9.1 When the Steering Group has completed the Project, it shall be wound up and any grant monies remaining unspent shall be disposed of in accordance with the terms and conditions of the relevant grant agreement.

9.2 In relation to any non-grant monies that remain unspent at the end of the Project, these shall be applied towards implementation of the Neighbourhood Plan or such other purposes as the Steering Group decides at the final meeting which shall be open to the public. No individual member of the Steering Group shall in any way benefit from any dispersal of funds.