

PLUMPTON VILLAGE ACTION PLAN

Plumpton Village Action Plan Steering Committee Constitution

1. Name & Object

- 1.1 The name of the organisation shall be the ***Plumpton Village Action Plan Steering Committee***, hereafter referred to as “the Steering Committee”.
- 1.2 The Object of the Steering Committee is to oversee the implementation of the Plumpton Village Action Plan (distributed to all households in July 2008), using the **Implementation Plan adopted by Plumpton Parish Council on 20th May 2008**, on behalf of the residents of Plumpton.

2. Purpose of the Steering Committee

The Steering Committee will:

- 2.1 Establish Village Action Plan Teams, hereafter referred to as “VAP Teams”, to research and action the tasks set out in the Implementation Plan. In particular the Steering Committee will:
 - a) Determine the Terms of Reference for each of the VAP Teams;
 - b) Ensure that each VAP Team appoints a Chair/Team Leader as main spokesperson;
 - c) Ensure that each VAP Team has persons appointed, where possible, with experience relevant to the particular subject, drawn mainly from volunteers from within the community, and that the representation on each VAP Team reflects the profile of residents in the community; and
 - d) Ensure that each VAP Team has Parish Council representation, where relevant.
- 2.2 Establish the Plumpton Village Action Plan Sub-Committee, hereafter known as “the Sub-Committee” to review, monitor and support VAP Teams, ensuring that the research is being conducted in a manner in line with the Implementation Plan, and within the time deadlines agreed and set out in that document. The Sub-Committee shall consist of at least a quorum of members of the Steering Committee and VAP Team Leaders, and shall meet as frequently as is necessary.
- 2.3 Take responsibility for planning, budgeting and monitoring expenditure on the Plumpton Village Action Plan, and VAP Team project timescales. In particular:
 - a) Establish the most beneficial financial structure for the Steering Committee to maximise the ability to raise funds;

- b) Review funding requirements and project timescales recommended by each VAP Team, and determine the overall balance of priorities for driving the Implementation Plan forward;
 - c) Lead all fundraising initiatives arising from the work of the Steering Committee and Sub-Committee;
 - d) Review the method of fundraising and potential sources of project funding for each VAP Team and their respective Action Plans; and
 - e) Liaise with relevant authorities and organisations (or delegate liaison if appropriate) to make the Implementation Plan as effective as possible.
- 2.4 Act as a formal communication channel on Plumpton Village Action Plan matters, and in particular:
- a) Report regularly to the Parish Council on progress, issues arising and outcomes from the Implementation Plan;
 - b) Determine those actions in the Implementation Plan that require Parish Council formal approval, and manage the process for seeking approval;
 - c) Keep the Parish Council informed on the progress of actions that do not require formal approval as a matter of course; and
 - d) Regularly keep the community informed as to the progress on each of the actions in the Implementation Plan. *This could be via the Parish magazine, the Parish Council website, the Parish websites, and at various events including the Annual Parish Meeting.*

3. Membership of the Steering Committee

- 3.1 The Steering Committee will consist of a minimum of five, but no more than seven, elected members.
- 3.2 No more than two elected members can be members of the Plumpton Parish Council.
- 3.3 The Steering Committee shall be formed on 2nd September 2008. The current members of the Plumpton Village Action Plan Committee will elect the initial Steering Committee. Candidates must be proposed and seconded by members of the Plumpton Village Action Plan Committee. Nominations may come from within the existing Plumpton Village Action Plan Committee or from members of the community. In the event that there are more candidates than vacant positions, a secret ballot will be held. All existing members who are away on 2nd September will place their votes by proxy.
- 3.4 Membership will be reviewed annually to ensure that the Steering Committee remains representative of the community and appropriate to the actions being undertaken.

- 3.5 The Steering Committee may co-opt additional members at its discretion to carry out specific roles (e.g. Displays Co-Coordinator). Such co-opted members will not have voting rights. The total number of concurrent co-opted members will not exceed two.
- 3.6 A member shall cease to be on the Steering Committee if:
- a) He/she notifies the Chair in writing of his/her wish to resign;
 - b) He/she is regularly absent from meetings without notification or good reason for three consecutive meetings (subject to a vote of Steering Committee members); or
 - c) He/she acts illegally or inappropriately as a Steering Committee member (subject to a fair hearing and vote by the Steering Committee or as the result of legal proceedings).

4. Officers of the Steering Committee

- 4.1 Once the Steering Committee is elected, Officers will be elected and appointed by that Committee.
- 4.2 Every two years, Officers must stand for re-election or stand down for new Officers to be elected and appointed. As Parish Councillors themselves are elected, it may from time to time, be necessary for the Parish Council representatives to be changed.
- 4.3 The Steering Committee must appoint Officers for the following roles to conduct its business:
- a) Chair
 - b) Vice-Chair
 - c) Treasurer
 - d) Publicity Officer
 - e) Secretary

Note: The Chair and the Treasurer must be separate members.

- 4.4 The Steering Committee can also appoint Officers to other positions as required. Members can hold more than one role providing there is not a conflict between jobs or responsibilities.
- 4.5 Deputies to certain of the Officers may also be appointed.

5. Steering Committee Meetings

- 5.1 The Steering Committee will meet every three months as a minimum, or more frequently as required. During the course of the first year, these meetings will be monthly, unless advised to the contrary.
- 5.2 Members will be given at least seven days' written notice of Committee Meetings via post, hand-delivered mail or e-mailed to an agreed address. An agenda will be sent out with the meeting notice.
- 5.3 All Steering Committee Meetings held must have a quorum of four voting members, including the Chair or Vice-Chair present.
- 5.4 All business matters, where appropriate, shall be determined by a simple majority of votes of Steering Committee members present and voting. In the case of an equal vote, the Chair of that meeting will have a casting vote.
- 5.5 Steering Committee Meetings should be held at least one week prior to the appropriate Parish Council Meeting.
- 5.6 Ad-hoc meetings may be called at shorter notice for specific issues to be discussed. The quorum rule and meeting Chair rules at 5.3 above will be applicable to such meetings. The outcome of any such meeting can be deemed binding at that time, although the outcome, process and any subsequent actions must be reported formally to the next full Steering Committee Meeting for discussion, if necessary and minuted accordingly. *Note – common sense must be applied to ad-hoc meetings. If a vote is split, consideration of the implications of further actions must be given, in case those unable to attend and vote have cause to challenge the decision.*
- 5.7 The Secretary shall keep a record of meetings and votes, and circulate minutes to Steering Committee members not more than seven days after the meeting. The Minutes of a Steering Committee Meeting must be agreed at the next meeting.
- 5.8 An Annual Meeting (AM) will be held each year, during the first month after the anniversary of formation to report on progress, finance and review membership of the Steering Committee and the Constitution. The rules for calling an AM, running an AM and quorum details are as for other meetings.

6. Finance Matters

- 6.1 The Treasurer shall keep a clear record of incomes and expenditure, where necessary supported by receipted invoices, and table a financial report at each meeting of the Steering Committee.

- 6.2 The Treasurer shall present an Annual Account of income and expenditure at the AM for Steering Committee members to vote on.
- 6.3 Should it have been determined that the most beneficial structure is to be registered as a Charity, it should be noted that under the Charities Act 2006, should either income or expenditure exceed £10,000 in any one year, the Steering Committee members must appoint an independent examiner to check and report on the Annual Accounts and associated records and report back to the Steering Committee within three months of the AM.
- 6.4 Any payment of more than £1,000 will require approval of a majority of the Steering Committee.
- 6.5 At the start of each year, the Steering Committee will agree a budget for expenses for each VAP Team. The management of this budget will be delegated to each Team leader. Volunteers with any of the Teams may claim back any expenditure that was necessarily incurred during the process of working within a Team, provided the Team Leader has approved the expenditure prior to the cost being incurred. The Team Leader will also seek approval from the Chair of the Steering Committee (or a nominated representative).
- 6.6 The Treasurer will draw up and agree with the Steering Committee procedures for volunteers who wish to claim expenses and the rates they may claim.
- 6.7 The Treasurer will be responsible for setting up the Steering Committee's own banking arrangements and will operate any bank accounts on the basis of a minimum two authorised signatories who will also be committee members, one of whom will be the Chair.
- 6.8 The Treasurer will report back to the Steering Committee and the Parish Council on planned and actual expenditure for each Action from within the Action Plan.

7. Publicity

- 7.1 The Publicity Officer will be responsible for liaising with the Parish Council and submitting papers to the Council on a timely basis.
- 7.2 No documents will be submitted to the Parish Council without the consent of a quorum of Steering Committee members, which in any event will include two out of the three of the Chair, Vice-Chair and Publicity Officer (or deputy).
- 7.3 In addition, the Publicity Officer will be responsible for ensuring that documents are posted on the Village web-sites and reported in the Parish Magazine. No documents will be published without the consent

of a quorum of Steering Committee members, which will include the Chair or Vice-Chair.

8. Changes to the Constitution

- 8.1 This Constitution is transitional and may only be altered by the quorum of the Steering Committee on a two-thirds voting majority. Any proposal to change the Constitution must be clearly communicated to all members at least seven days before the meeting at which a vote would take place. The Parish Council will be subsequently advised of any such changes.

9. Dissolution of the Committee

- 9.1 Once the Steering Committee concludes that the requirements of the Plumpton Village Action Plan have largely been completed, the Steering Committee may be dissolved at any time by the approving votes of two-thirds of those present and voting at a subsequent Steering Committee Meeting.
- 9.2 Upon dissolution the Steering Committee shall dispose of any remaining funds held for the purpose for which the Steering Committee was established. Any remaining funds shall be distributed to any other charitable (or non-profit making) organisation(s), whose aims and objectives are similar to those for which the Steering Committee was established. Ideally, such organisation(s) will be within the Parish of Plumpton. Such disposition can only be made by the approving votes of two-thirds of those present and voting at a Steering group meeting.
- 9.3 The Steering Committee will give any further unappropriated funds to the Parish Council.

10. Interpretation

- 10.1 Any question about the interpretation of this Constitution should in the first instance be dealt with by the Steering Committee. If further interpretation is required, the Steering Committee will agree to consider an independent opinion, providing all parties concerned can be assured of complete independence.