

## **PARISH PLAN STEERING GROUP TERMS OF REFERENCE**

**Adopted 3<sup>rd</sup> April 2024**

The Parish Plan Steering Group (“the Steering Group”) is a working group of Curry Rivel Parish Council (“the Council”).

### **1. Membership**

Membership of the Steering Group shall constitute up to [number to be agreed] members of the Council and up to [number to be agreed] members of the community who are not also members of the Council.

Membership of the Steering Group shall be agreed by the Council.

All members of the Steering Group will be required to act in accordance with the Council’s Code of Conduct.

### **2. Steering Group Chairperson**

A chairperson will be appointed by the members of the Steering Group at its first meeting.

The chairperson may be a councillor or a community member.

The chairperson will be the main point of contact for the Steering Group and will convene and chair meetings.

Should the chairperson of the Steering Group not be a member of the Council, a lead councillor will be appointed by the Council to provide updates at Council meetings.

### **3. Quorum of the Steering Group**

Three members of the Steering Group shall constitute a quorum of the Community Review Steering Group of which 2 must be members of the Council and 1 must be a member of the community.

If the number of members present (not including those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned, and any business not transacted shall be transacted at the next meeting.

### **4. Meetings**

Meetings shall be held as required and copies of the notes of the meetings shall be circulated to the full Council.

Meetings of the Steering Group shall be open to the public unless a valid reason is given for excluding the public. Members of the Council and the public may speak at the discretion of the chairperson of the Steering Group.

### **5. Decision making**

The Steering Group is a working group of the Council. It cannot make decisions or speak on behalf of the Council. Any recommendations made by the Steering Group will be subject to approval by the Council or, under delegated authority, by the clerk to the Council.

The Steering Group shall have a budget of [amount to be agreed], to be exercised through delegated by the clerk. Any additional expenditure should be agreed at a meeting of the Council. In all cases, the Council's Financial Regulations will be applied.

Members of the Steering Group will discuss matters with the aim of reaching a consensus. If, after full discussion, consensus cannot be achieved, the differing views will be recorded in the notes of the meeting and communicated to the Council.

## **6. Purpose and scope**

The purpose of the Steering Group is to work with the residents of the parish of [insert name] to produce a Community Plan.

The aims of the Community Review are:

- to involve and engage local people in identifying and addressing local needs;
- to give direction to the Council in deciding where its priorities should lie; and
- to provide a mandate to the Council for spending local council tax-payers money.

## **7. Responsibilities** The Steering Group shall have the following responsibilities:

- a) To ensure that, as far as is reasonable, all households and organisations that have expressed an interest in being involved with the production of the Community Review have the opportunity to contribute to it.
- b) To work with the Community Council for Somerset (CCS) team in accordance with the agreement made between CCS and the Council.
- c) To cover the costs of any printing, venue hire, event, postage or any aspect of producing a Community Review that falls outside of the support provided by CCS.
- d) To keep residents informed of its activities by regularly publishing news in local media and by providing regular updates at meetings of the Council or its committees
- e) To make recommendations to the Council on any matter that require a decision by the Council.

## **8. Reporting** The Steering Group shall report in writing to the Council or a relevant committee of the Council as and when necessary.

## **9. Life of the Steering Group**

Once the Community Review has been approved and adopted by the Council, the Steering Group will be reviewed for its membership and will become the Monitoring Group for the Community Review Action Plan.

## **10. Monitoring Group** The Monitoring Group shall monitor progress against the Plan.

## **11. Review** These terms of reference should be reviewed by the Council at its annual meeting, or earlier if deemed necessary.