

## **Oakley, Newfound & Deane Village Vision steering committee**

### **Name**

The name of the organisation shall be the “Oakley, Newfound and Deane Village Vision Steering Committee”. Hereafter referred to as “the Committee”.

### **Purpose**

The purpose of the Committee shall be to work in partnership with the Parish Council to produce a Village Vision Action Plan on behalf of those who live, work or are educated within the Parish of Oakley, Newfound and Deane, with the objective of improving, in some measure, their quality of life.

### **Objectives**

The Committee shall fulfil this purpose by meeting the following objectives.

1. Identifying the most effective ways of involving the whole community by gathering views and opinions of as many groups and organisations in the community as possible.
2. Take responsibility for the analysis of the information gathered.
3. Identify priorities and timescale for local projects
4. Identify potential sources of funding for local projects
5. Throughout the process liaise with relevant organisations to ensure that any project is realistic and achievable
6. Throughout the process report back to the Parish council on expenditure, progress and issues arising in the production of the Action Plan.
7. Produce and distribute a final report including results of information gathering, prioritising of issues, action agreed and formation of working groups.

### **Membership**

1. The Committee shall consist of up to 15 members.
2. This shall include no more than 3 members of the Parish Council.
3. Additional members may be co-opted for specific tasks, but, at any one time, should not exceed the number of the Village Vision Steering Committee members.
4. A person shall cease to be a member after notifying the chairperson of their wish to resign.

### **Officers**

1. The Committee shall elect a chairperson, a secretary, and a treasurer at their first meeting. Other roles can be agreed as the Committee feels appropriate. These might include, for example, a publicity officer, a co-ordinator of volunteers and working group leaders.

## **Meetings**

1. The Committee shall meet at least once every two months or more frequently if necessary.
2. Decisions will be reached by a majority vote; the Chairperson having the casting vote when there are equal votes for and against a proposal.
3. In order to maintain a flow of activity the Committee should agree the quorum necessary to transact business. It was agreed by the full Committee at a meeting on Monday May 6<sup>th</sup> 2009 that this number should be eight.
4. The secretary shall keep a record of meetings in a minute book and circulate minutes to members of the Committee within 14 days of the meeting.

## **Working groups**

1. The Committee may appoint working groups to complete specific tasks.
2. Each working group will have a nominated chairperson reporting to the Committee. The chairperson will ideally be a member of the Committee, but if deemed appropriate may be a co-opted volunteer.
3. All working groups must adhere to the terms of reference set out for them by the Committee.

## **Finance**

1. The treasurer shall keep a clear record of expenditure, supported by receipted invoices where appropriate.
2. The Treasurer will draw up and agree with the Committee procedures for handling claims for expenses incurred by members of the Committee or volunteers involved in working groups in accordance with the terms of reference set out for them by the Committee.
3. The Treasurer shall report back to the Committee and the Parish Council on planned expenditure for local projects and agree with the Parish Council procedures for the payment of invoices and the reimbursement of expenses.

## **Changes to Terms of Reference**

1. Changes or additions to the Terms of Reference can be made with the agreement of two thirds of the full Committee.

## **Dissolution of the Committee**

1. On dissolution the Parish Council shall arrange disposal of any remaining funds in accordance with the purpose for which those funds were raised.
2. No individual member of the Committee shall benefit from the dispersal of remaining funds.
3. Any unused funding given as grants may need to be returned if this was part of the condition of the grant.

## **TERMS OF REFERENCE FOR WORKING GROUPS**

### **Purpose**

Working groups will be set up to assist the Committee in preparing an action plan for the Oakley, Newfound and Deane Village Vision. Each group will work on a specific issue, set of issues or the needs of a specific group of people within the community as determined by the Committee.

### **Objective**

To produce an action plan for the completion of their set task to be presented to the Committee. This plan should include the following:

- a) A clearly set out purpose explaining the issue being addressed.
- b) Outline how information will be gathered and any consultation needed.
- c) What action is proposed to tackle the issue.
- d) Why the action is needed.
- e) Who will be responsible for taking the action.
- f) When will the action be started.
- g) How will the action be implemented.
- h) What will be the estimated costs.
- i) Proposals for achieving funding.
- j) Proposed completion date.

### **Meetings**

1. Each working group will be responsible for arranging meetings.
2. Each working group shall be represented by a member of the Committee. This member must provide a progress report to the Committee at each of the Committee's meetings either in writing, to be distributed with the agenda, or in person.

### **Finances**

1. Financial expenditure in excess of £50 must be agreed by the Committee.
2. Receipted expenses for reimbursement should be passed to the Committee Treasurer on a monthly basis with reasons for the expenditure clearly stated.