

Steering Group Terms of Reference

Name

The name of the group shall be Puddletown Neighbourhood Plan Steering Group (PNPSG).

Purpose

The purpose of the Steering Group shall be to support the parish council to carry out the following tasks:

- Investigate and identify support for the Neighbourhood Plan.
- Identify sources of funding.
- Take responsibility for planning, budgeting and monitoring expenditure on the Plan in line with the budget set by the Parish Council and report back to the Parish Council on these matters.
- Liaise with relevant authorities and organisations to make the Plan as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of the survey, the production and distribution of the final report.
- Regularly report back to the parish council on progress, issues arising and outcomes from the exercise.

Membership

The Steering Group will be made up from a good cross-section of the community, including parish councillors nominated by the parish council.

Powers

The Steering Group will be a working group of the Parish Council. The Steering Group will advise the Parish Council but the Parish Council remains the Qualifying Body as defined by The Neighbourhood Planning (General) Regulations 2012.

The Steering Group may apply for grants to raise funds for the project and the Parish Council may also award a grant to support the project. The group's funds will be held by the Parish Council and these funds will be the Steering Group's budget. The group may not exceed this budget and is responsible for obtaining value for money at all times. The Clerk will monitor spending and advise the group of its spending limits.

All spending must be reported to the Clerk at the earliest opportunity. The Steering Group may spend up to £1000 in any one transaction, provided that the budget allows. Any spend over £1000 should be approved in accordance with the Parish Council's Financial Regulations. Any spend that would exceed the allocated budget for the Steering Group must be approved by the Parish Council.

Roles

The Steering Group will elect a chairperson and vice-chair from within the group.

The Parish Council Clerk will provide administrative support to the group by writing minutes and agendas and assisting with correspondence.

Review

The terms of reference will be reviewed annually by the Parish Council.