

Aston Tirrold and Aston Upthorpe Community Led Plan Steering Group (CLPSG)

Terms of Reference

Meeting Information	
Objective	Act on behalf of the Astons community, in close liaison with the Parish Council(s) to produce a Community Led Plan
Facilitator/Chair	Naomi Simmonds
Attendance:	The CLPSG will consist of up to 15 people who will rotate the following core roles & responsibilities on a 6 monthly basis:-Chairperson, Secretary, Treasurer, Publicity Officer and a Volunteer Co-ordinator. It is expected that other CLPSG members will also have active roles to support the CLP initiatives; no more than three of these members will be members of the parish council(s). The SG may co-opt additional members at its discretion. Requester and additional attendees invited as applicable and required. A person shall cease to be a member of the group having notified the chair or secretary in writing of his/her wish to resign.
Frequency:	The group shall meet every two months as a minimum, or as may be required. Notices of group meetings will be published beforehand in the Astons News, on the Astons website and on community noticeboards. Duration – 1-2 hours. Anyone from the Astons community is allowed to attend steering group meetings to witness discussions. The steering group chairman may choose to invite comments from attendees but the latter are not allowed to speak during the meeting.
Meeting Governance:	• Every matter shall be determined by a majority of votes of the group members present and voting. In the case of equality of votes the chair of the meeting shall have a casting vote. • The group may decide the quorum necessary to transact business. • The secretary shall provide an agenda in advance of each meeting and make a record of meetings and circulate outputs to members of the group not more than 14 days after each meeting. Changes to the constitution: This constitution may be altered and additional clauses may be added with the consent of two-thirds of the group present. Dissolution of the group: • Upon dissolution of the group any remaining funds shall be disposed of by the group, in accordance with the decisions reached at an Extraordinary Meeting open to the public in the area of benefit called for that purpose. No individual member of the group shall benefit from the dispersal. • The return of any unused funding given as grants to the group may need to be considered if this was part of the condition of the grant.

Remit	The Steering Group will co-ordinate the development of a Community Led Plan for the Astons, encouraging the inclusion of all members of the community in the process
Roles & Responsibilities	• identify ways of involving the whole community in developing the Astons CLP; • 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 • identify priorities and timescale for local action in the action plan including lead organisations and potential sources of project funding; • identify and manage sources of funding for the CLP project; • take responsibility for planning, budgeting and monitoring expenditure on the plan and report back to the parish council on these matters; • The group may appoint such working groups as it considers necessary to carry out the functions specified by the group: • working groups will be bound by the terms of reference set out for them by the steering group; • working groups do not have the power to authorize expenditure on behalf of the group.
Key Activities	General: • liaise with relevant authorities and organisations to make the plan as effective as possible • report back to the whole community, including the parish councils, on progress, issues arising and outcomes from the exercise. Financial: • The treasurer shall keep a clear record of expenditure, where necessary, supported by receipted invoices. • The treasurer will draw up and agree with the group procedures for volunteers who wish to claim expenses and the rates they may claim. • The treasurer will report back to the group and the parish council on planned and actual expenditure for the project, and liaise with the parish clerk to set up a petty cash system and enable cash withdrawals and payment of invoices to be made as required.
Inputs	• Agenda • Project Plan • Budget Tracker
Outputs	TBA
Outputs Circulation	• Steering Group • Community (TBA) • Requester