

CONSTITUTION
of
CRUDWELL NEIGHBOURHOOD PLAN STEERING GROUP

Adopted on: 21 August 2017

1. Name and Affiliation

The Crudwell Neighbourhood Plan Steering Group (the Steering Group) is a group of volunteers, acting in support of, but independently of, the Crudwell Parish Council. Subject to the Crudwell Parish Council's agreement, it shall be considered as a sub-group of the Crudwell Parish Council.

The Steering Group was formed and the initial cohort of members nominated and approved at a public meeting held at the Mayfield House Hotel on 3 July 2017.

2. Aims and Objectives

The primary objective of the Steering Group is to prepare and submit for approval by Wiltshire County Council through the Crudwell Parish Council, a Neighbourhood Plan. That Plan shall reflect the views and wishes of the Parishioners of Crudwell, and will be subject to a referendum within the Village, before submission for approval.

As a secondary objective, and in advance of approval of the Neighbourhood Plan, the Steering Group will canvas opinions and petition on behalf of the Parishioners of Crudwell matters arising which may impact on the development of the Neighbourhood Plan.

3. Finance and Accounts

The Steering Group, acting on behalf of the Crudwell Parish Council, will seek funds and grants from recognised bodies for the development of the Neighbourhood Plan. It is anticipated that those funds shall be managed and accounted for by the Crudwell Parish Council.

The Steering Group will in addition seek voluntary contributions from Crudwell parishioners and from other possible sources, to aid furtherance of the secondary objective. Such voluntary funding received shall be held by the Steering Group in a community bank account, and any expenditure shall be committed and dispensed only with the agreement of the Executive Committee (see below) of the Steering Group, and only in furtherance of that secondary objective. Cheques for withdrawal of funds from that bank account

shall be authorised and signed by at least two approved signatories. On-line or telephone authorisations for the transfer or withdrawal of funds may be implemented by individuals so authorised by the Bank, but shall be subject to prior written/e-mail authorisation by at least two approved signatories.

The Treasurer of the Steering Group (Para 5 below) shall maintain a record of the finances of the Steering Group and shall prepare an annual Statement of Account. This Statement of Account will be subject to independent audit and shall be submitted for review and acceptance at the Annual General Meeting. Bank account statements shall be made available for public inspection and scrutiny as required.

4. **Membership**

Membership of the Steering Group shall be restricted to adult residents of Crudwell Parish and shall be limited to a maximum of 10 members. One of those member positions shall be offered for a representative from the Crudwell Parish Council. All other members shall be elected to membership through a show of hands at a public meeting or (if the maximum number will not be exceeded) may be co-opted by a majority of existing members.

5. **Executive Committee**

Except as provided elsewhere in this Constitution, the policy and general management of affairs of the Steering Group shall be directed by the Executive Committee. The Executive Committee shall comprise the following members, who shall be elected by show of hands at the Annual General Meeting:

Chairman

Treasurer

Secretary

Ad-Hoc Member (and Deputy Chairman)

6. **Resignations**

Resignations, either from membership or from Executive Committee posts, shall be notified in writing to the Secretary (or if appropriate to the Chairman).

7. **General Meetings**

The Executive Committee shall meet in General Meeting at least 6 times a year. All Steering Group members shall be informed and provided with an agenda, at least 48 hours before any General Meeting and all shall be entitled to attend those meetings.

No business shall be dealt with, or decisions made, at a General Meeting unless that meeting is quorate; the quorum for a General Meeting shall be four Steering Group members present in person, of which at least two shall be Executive Committee members (also present in person).

The chairman of the General Meeting shall normally be the Chairman of the Executive Committee or his Deputy, but if neither are present, a chairman can be elected from among the Steering Group members present.

All Steering Group members attending a General Meeting shall have equal voting rights. Decisions of the Steering Group (except those requiring amendment of this Constitution – see Para 10 below) shall be based on a simple majority of those members attending the meeting. In the event of an equal number of votes, the chairman of the meeting shall have the casting vote.

8. Annual General Meeting

The Steering Group shall hold an Annual General Meeting (AGM) at least once a year and within 15 months of the previous AGM. The AGM shall be held in public. Details of the arrangements for the AGM and its agenda shall be notified to all members of the Steering Group at least 14 days before the meeting, and shall be notified in similar timescale to Crudwell parishioners, through e-mails (where an e-mail address is held by the Steering Group), by Newsletter or public announcement in Village newsheets (eg What's On in Crudwell) and on Village Noticeboards.

The business of the AGM shall include:

- a. A report from the Chairman of the Steering Group's activities in the year past and planned for the year ahead.
- b. A report from the Treasurer on the finances of the Steering Group.
- c. Election of members to the Steering Group (by public show of hands).
- d. Election by the Steering Group of their Executive Committee.

9. Special General Meeting

A Special General Meeting (SGM) may be called by the Executive Committee, or at the request of at least 3 members of the Steering Group, or at the request of at least 10 adult Crudwell residents, to discuss an urgent matter.

The arrangements for an SGM shall be as for an AGM (particularly in relation to the SGM being a public meeting), except that the business of the meeting

shall be as advised by those calling for the SGM. If the urgency of the business demands, the period of notice for a SGM may exceptionally be reduced from 14 days to a minimum of 72 hours, but every effort shall be made to let all Crudwell parishioners know of the meeting.

10. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two thirds of Steering Group members present and voting at an AGM or SGM.

11. Dissolution

If the Steering Group by a simple majority of all members decides at any time that it is desirable to dissolve the Steering Group, that decision shall be notified to the Crudwell Parish Council and through e-mails and newsletters to the residents of Crudwell. All funds remaining after the settlement of proper debts and liabilities shall, wherever possible, be returned to those that had given those funds, in proportion to their contributions. Funds that cannot be returned (for example, because they were given anonymously) shall be transferred to the Crudwell Parish Council, as donation for the benefit of all Crudwell residents.

This Constitution was adopted at a General Meeting of the Steering

Group on: 21 August 2017

Signed by:

Chairman: Sian Burke-Murphy

Secretary: Mike Smith

Treasurer: Claire Buxton

Ad-Hoc Member: Tristan Stevens

Crudwell Parish Council Representative: Mike Credicott