

Constitution for Kingston St Mary Community Led Plan Steering Group (Updated by the Steering Group meeting 21 Jul 16)

Name

1. The Group's name is the Kingston St Mary Community Led Plan Steering Group, hereafter referred to as the Steering Group.

Purpose

2. The purpose of the Steering Group is to oversee and coordinate the production of a Community Led Plan for Kingston St Mary (KSM), working with members of the community, working groups, the Parish Council and Taunton Deane Borough Council (TDBC) to achieve this aim.

Carrying out the Purpose

3. To carry out the purpose the scope of the work of the Steering Group will be to:
 - a. Develop a strategy, budget and programme for delivering the Community Led Plan
 - b. Coordinate community consultation activities
 - c. Use evidence from the consultation to prioritise and plan future actions that will benefit the community
 - d. Oversee the drafting and finalising of the Community Led Plan
 - e. Advise whether, as well as a Community Plan, there should also be a Neighbourhood Plan to address one or more specific issues arising from the consultation
 - f. Work with partners identified in the action plan to:
 - i. Coordinate the implementation of actions specified in the Community Led Plan
 - ii. Take responsibility for monitoring and reviewing progress

Membership

4. The Steering Group will include between 6 and 12 members from the community.
5. No more than 3 members will have a formal connection to the Parish Council or TDBC.

Responsible Persons

6. The Steering Group will elect the following from amongst its number:
 - a. Co-Chairperson – Jacqui Marsh
 - b. Co-Chairperson – David Stripp
 - c. Note Taker – Anne Chadwick
 - d. Treasurer – David Taylor

Meetings

7. The Steering Group shall meet as often as it decides but at least every 2 months as a minimum.
8. Members will act only in accordance with majority decisions taken by the Steering Group.
9. At least 6 members must be present at a Steering Group meeting to be able to take decisions. Decisions will be made by simple majority.
10. Where a Co-Chairperson believes there is the need for a decision to be taken before the next planned meeting, a proposal may be circulated to all members of the Steering Group by email and it may be agreed by a majority provided at least 6 members respond.
11. If members have a conflict of interest they must declare it, and members must decide whether they should leave the meeting whilst this matter is being discussed and/or decided.
12. The Parish Council should be given a summary of meetings and articles published in Link Up to keep the community informed of the progress of the Steering Group. Notes of meetings should be made public on the KSM Website. Confidentiality may be requested for some specific items considered by the Steering Group and members should take a view.

13. Members may make additional rules to help run meetings provided they do not conflict with this constitution or the law.

Finance

14. Money and property must only be used to further the Steering Group’s purposes as stated above. A grant of £6,967 has been received from ‘Awards For All - Big Lottery Fund’ to ‘undertake a community feasibility study which will create a basis on which resulting community projects can be planned and funding for them can be sought.’
15. Members cannot receive any money or property, except to refund reasonable out of pocket expenses.
16. Payments must be agreed by the Steering Group. The Treasurer is to maintain a record of all income and expenditure. This will be circulated regularly to the Steering Group and made available to anybody who makes a request.
17. Steering Group money is held by the Parish Council and expenditure will be made and expenses re-claimed in accordance with its requirements.

Appointment of Individuals, Working Groups and Outside Agencies

18. The Steering Group may appoint individuals, working groups or outside agencies to assist in the drafting of parts of the Plan or undertake any activities that furthers its purpose such as implementation of the Plan.
19. The requirements for such individuals, working groups or outside agencies will be set by the steering group.
20. Such individuals, working groups or outside agencies do not have the power to take decisions or authorise expenditure on behalf of the Steering Group.

General

21. Changes to this constitution may be made at meeting of the Steering Group.
22. On winding up the Steering Group any property or money remaining after all debts have been paid must be given to a registered charity.
23. This constitution is adopted by those named below who were the first members of the Steering Group (the Treasurer is to hold the original signed by each individual).

Name	Signature
Cllr Natasha Bradshaw	
Anne Chadwick	
Cllr Sharon Farnham	
Sarah Hancock	
Evie King	
Cllr Jacqui Marsh	
Nicky Perry	
Tony Serjeant	
David Stripp	
David Taylor	
Mary Wooding	