

Terms of Reference

Name: Stoke Golding Neighbourhood Development Plan
Advisory Committee

Purpose:

The purpose of the Advisory Committee shall be to support the Parish Council to carry out the following tasks:

- Investigate and identify financial support, parishioner support and consultancy support.
- The Advisory Committee can plan and submit proposed budgets for approval by the Parish Council. However, the RFO will take responsibility for monitoring expenditure.
- 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.
- Recommend priorities and timescale.
- Regularly report back to the Parish Council on progress, issues arising, outcomes and recommendations.

Membership

- The Advisory Committee will be made up of Parish Councillors and Non-Council members agreed by the Parish Council.

Roles

- At the first meeting of the Advisory Committee the Chairperson and Vice-Chairperson shall be elected.
- The Advisory Committee can create informal portfolios for committee members such as finance and budgeting, administration and minute taking, communications and PR, Volunteer Co-ordinator, Funding Co-ordinator and Bridging Co-ordinator.
- Wherever possible all other members should have a specific role, to be agreed by the Advisory Committee.

Working groups

- The Advisory Committee may establish such working groups as it considers necessary, to carry out the functions specified by the Advisory Committee.
- Each working group should have a lead person.

Roles & Relationships

- Parish Council insurance will cover the previously agreed activities of the Advisory Committee and volunteers, but members, in liaison with the Parish Clerk, need to ensure that terms of the insurance are not breached.

- The Advisory Committee will ensure minutes of their meetings are available prior to the Parish meeting to allow for discussion and endorsement at the Parish meeting.
- The Parish Council will provide the opportunity for the endorsement of minutes and recommendations via its meeting agenda.
- Working Groups will carry out duties specified by the Advisory Committee which may include:-
data Gathering
consultations
making recommendations.
- The make-up and purpose of working groups will be regularly reviewed by the Advisory Committee.
- It is expected that all Advisory Committee members abide by the principles and practice of the Parish Council Code of Conduct, including declarations of interest.
- Copies of the Parish Council's Code of Conduct will be made available to all members.

Meetings

- The Advisory Committee shall normally meet monthly (but every two months as a minimum), or as may be required.
- At least three clear days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.
- Whenever possible, notices of meetings should detail the matters to be discussed.
- An annual rolling schedule of meetings is set in place, preferably at the first meeting of the Advisory Committee and made available to the public via notice boards/websites.
- All meetings should be held in public and be open to the public.
- Minutes must be kept.
- All members of the Advisory Committee are entitled to vote, as all decisions are recommendations that will be subsequently agreed by the full Parish Council.
- The Chairperson shall in the case of equality of votes have a second or casting vote.

Finance

- All grants and funding will be applied for and then held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan purposes only.
- Requests for planned expenditure will be given to the Parish Council before actual costs are incurred.
- Invoices will be made out in the name of the Parish Council who will pay them at their next scheduled Parish Council meeting.
- The RFO shall keep a clear record of expenditure.

Dissolving the Advisory Committee

- If the committee wishes to dissolve it must notify the Parish Council. Only the Parish Council can dissolve the committee.