



Bunbury Neighbourhood Plan

Bunbury Neighbourhood Plan Group Constitution

1. Name of the Group

1.1 Bunbury Neighbourhood Plan Group

2. Establishment and Purpose of the Group

2.1 The group was established by Bunbury Parish Council to progress Action B1 of the Bunbury Parish Plan, to prepare a Neighbourhood Plan. The purpose of the group is to raise support and awareness of the Neighbourhood Plan and encourage participation in formulating and preparing the Plan

2.2 To secure any funding required to deliver the Plan and to keep proper financial records and accounts for the project

2.3 To work in partnership with the Parish Council and other organisations, individuals, groups and societies to deliver the Plan

2.4 To ensure wide community consultation and participation in the Plan

2.5 Set a timescale for the delivery of the Plan and to keep this under review

2.6 Analyse the data collected from consultation

2.7 Identify local priorities and devise projects based upon the data collected

2.8 Report regularly on progress

2.9 Produce, launch and distribute the final plan, following consultation, submission to Cheshire East, formal inspection and a local referendum.

2.10 Help implement and monitor the resulting projects

3. Relationship with the Parish Council

3.1 Any decisions taken by the Neighbourhood Plan Group that impose a duty or policy on the Parish Council should be referred to them for agreement

4. Membership of the Steering Group

4.1 Three Parish Councillors appointed by Bunbury Parish Council

4.2 Up to four individuals who are resident or work within the parish

4.3 A Planning Consultant and Administrative Assistant, who are contracted to the group and are non-voting members

4.4 All members of the group must be individuals who have no vested interest to promote through the Plan process. Each member should make a declaration of any personal or prejudicial interest at the start of the process or if any becomes apparent during the process. Having made such a declaration they should not vote on issues that gave rise to it.

4.5 Any member can resign from the Group by notice to the Chair

5. Appointment of Officers and allocation of roles

5.1 At the first meeting the Group will elect a Chair, Vice Chair, Secretary and Auditor or as and when it sees fit

5.2 The Chair will be a member of the Parish Council and will be a resident of the Parish

6. Frequency and conduct of meetings

6.1 The Group will meet at least once every two weeks for the first three months and then on a regular basis at their discretion

6.2 Members will receive written notice of meetings with an agenda

6.3 All group decisions will be made by a majority of members present and voting, with the Chair holding the casting vote in the event of a tie

6.4 The quorum for a meeting of the Group will be 3

6.5 The Secretary will minute the meetings of the Group and circulate them prior to the next meeting except in exceptional circumstances

7. Financial Management

7.1 The Auditor of the Group will keep full and proper accounts and records for the Group

7.2 The Auditor will monitor all income and expenditure and report back to the Group in writing as and when appropriate

7.3 The Auditor will put in place an expenses handling procedure agreed and approved by the Group

8. Protocol for dealing with approaches to the group or its members, by persons with a vested interest in development

All such approaches should be reported to the Chairman and where appropriate included on the agenda at the next meeting. Where the group agrees, they may provide the opportunity for the person concerned to address the group.

9. Amendments to the constitution

9.1 The constitution can only be amended by agreement of the majority of the Group

9.2 The Secretary will hold a copy of the constitution

10. Winding up of the Group

9.1 On completion of the Plan projects the Group will be wound up and any unspent monies will be dealt with under the terms and conditions of any grant agreements

9.2 Any unspent non-grant monies will either be used for implementation of the Plan Projects or as the Group decides at the final meeting of the Group

9.3 No individual members of the Group will benefit in any way from any dispersal of the Project Funds

Signed and dated

Ron Pulford.....

Jo Mundell.....

Tony Greco.....

Bob Harris.....

Lucy Munro.....

Miranda Hewish.....

Mike Bourne (Auditor).....