

The Standing Orders of Piddington Community Led Plan Steering Group

The steering group shall be called “The Piddington Community Led Plan Steering Group”, to be known as “the steering group”.

Purpose of the steering group is:

To produce a Community-Led Plan for Piddington. The steering group will oversee and drive the development of a community-led plan for Piddington on behalf of all its residents. The plan will set out the community’s own aspirations for the future of Piddington, together with the actions required to implement it.

The plan will cover all aspects of social, environmental and economic life and provide an opportunity for all residents to voice their opinions and ideas on how they wish Piddington to evolve through positive management of change.

1 The objectives of the steering group are:

- 1.1 Investigate and identify the support required for a community led plan.
- 1.2 Consult with and gather information from residents, to identify their concerns, needs and ambitions for Piddington.
- 1.3 Use the results of this consultation to produce a report that captures both priorities and time scales for community action.
- 1.4 Liaise with and use the expertise of Oxfordshire Rural Community Council and other appropriate organisations to optimise the usefulness of the plan.
- 1.5 Identify costs required to carry out the plan, and look for appropriate sources of funding for the plan.
- 1.6 Provide regular updates to the residents of Piddington on the development of the plan and the progress made against the plan.
- 1.7 Liaise with, and provide regular reports to Piddington Parish Council.

2 Membership

- 2.1 The steering group will have at least nine and up to fifteen members.
- 2.2 The steering group will have at least one member of Piddington Parish Council and will actively seek members from across the whole community.
- 2.3 The steering group may agree to co-opt additional members.

- 2.4 A person may stop being a member of the steering group by writing to, or emailing the secretary with their resignation.
- 2.5 In the first instance, the following officers will be appointed in the steering group:
- Chairperson
 - Secretary
 - Treasurer
 - Communications officer
- 2.6 Other officers may be appointed by the steering group as required.

3 Meetings

- 3.1. The steering group will meet at least every other month and be open to the public who may attend and make representations. Steering group members will get at least five clear days' notice of meetings.
- 3.2 Decisions will be made by a majority vote of those members of the steering group who are at the meeting. If a proposal is tied, the Chair will have the deciding vote.
- 3.3 The quorum needed to make decisions will be five members of the steering group in attendance, including at least one officer.
- 3.4 The secretary will keep a record of each meeting and circulate minutes to steering group members not more than 14 days after each meeting. The secretary will provide copies of the minutes for inclusion on the village notice boards and for uploading to the Piddington village website.
- 3.5 A set of minutes will be sent to the Parish Clerk.

4 Working Groups

- 4.1 The steering group may set up working groups in response to the needs and priorities expressed by Piddington residents during the consultation process.
- 4.2 The steering group will actively seek to recruit volunteers to be members of the working groups. Each working group will focus on a particular aspect of the community led plan.
- 4.3 The working group will nominate a chairperson who will lead each working group and report back to the steering group. This person will not be required to be a member of the steering group.

- 4.4 Working groups will be bound by the terms of reference set out for them by the steering group.
- 4.5 Working groups will not have the power to authorise expenditure on behalf of the steering group.

5 Finance

- 5.1 The treasurer will keep a record of all income and expenditure, supported by receipts or invoices. At each meeting the treasurer will report back to the steering group on proposed and actual expenditure on the plan.
- 5.2 Where funds permit village plan volunteers may, on the provision of receipts/invoices claim back any reasonable expenses incurred in producing or implementing the plan. The treasurer will draw up and agree with the steering group procedures for such claims.
- 5.3 The treasurer may authorise expenditure by steering group members of up to £20. Expenditure in excess of £20 will require authorisation from the steering group.
- 5.4 All income and expenditure will be submitted by the treasurer to the Parish Clerk for payment by Piddington Parish Council.

6 Changes to the Standing Orders

- 6.1 The standing orders may be changed and additional clauses added with agreement of a two thirds majority of the steering group.

7 Dissolution of the Steering Group

- 7.1 The steering group may be dissolved by agreement of two thirds of its members present at a special meeting called for the purpose.
- 7.2 Any grant monies outstanding shall be returned if this was a condition of the grant.
- 7.3 Any monies remaining with the steering group will remain with the Piddington Parish Council.
- 7.4 Following the publication of the Piddington Community Led Plan the steering group will be disbanded and the responsibility for implementation transferred to the Parish Council.
