

# THORNBURY PARISH PLAN IMPLEMENTATION GROUP CONSTITUTION

## 1. Name

A. The group's name is Thornbury and Hamlets Parish Community Led Implementation Group; hereafter referred to as the Implementation Group.

## 2. Purpose

A. The purpose of the Implementation group is to oversee and coordinate and Implement the actions from the Thornbury Parish Plan; working with members of the community, working groups, the parish council and local authorities to achieve this aim.

## 3. Carrying out the purpose

A. In order to carry out the purpose, the Implementation group will have the power to:

- i. develop a strategy, budget and programme for implementation of the Parish Plan
- ii. agree when and how often the group will meet in order to implement the actions
- iii. use evidence from the consultation to prioritise and plan future actions that will benefit the community
- iv. oversee the implementation of the actions highlighted in the plan
- v. work with partners identified in the action plan to:
  - a. co-ordinate the implementation of actions specified in the Community Led Plan
  - b. take responsibility for monitoring and reviewing progress

## 4. Membership

A. The Implementation group will include between 6 and 10 members from the community to be elected by attendees at the first public meeting or co-opted thereafter.

B. No more than 4 members will have a formal connection to the parish council.

## 5. Responsible Persons

A. The implementation group has elected the following persons whose responsibilities will be defined in writing:

- i. Chairperson Lisa Pinno
- ii. Secretary Paul Taylor
- iii. Treasurer Robert Priest
- iv. Publicity Officer Meg Galley-Taylor
- v. Volunteering Co-ordinator Lynden Hughes
- vi. Community Co-ordinator Gaye Tabor

## 6. Meetings

A. The Implementation group shall meet as required a minimum of 4 times a year

B. Members may act by majority decision. At least 4 members must be present at the meeting to be able to take decisions.

C. Minutes shall be kept for every meeting.

D. If members have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided.

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E. Members may make additional rules to help run the implementation group. These rules must not conflict with this constitution or the law.

## **7. Finance**

A. Money and must only be used for the purpose of the steering group's purposes.

B. Members must keep accounts. Accounts can be seen by anybody on request.

C. Members cannot receive any money or property from the steering group, except to refund reasonable out of pocket expenses.

D. Money must be held in the steering group's bank account. All cheques must be signed by 2 members (from Linda Bond, Robert Priest, Paul Taylor)

## **8. Appointment of working groups**

A. The group may appoint working groups to undertake any activities that contribute to the purpose.

B. Working groups will be bound by the terms of reference set out to them by the Steering group.

C. Working groups do not have the power to authorise expenditure on behalf of the steering group

## **9. General**

A. Changes to the constitution — can be made at meetings as specified in section 6 of this constitution.

B. Winding up — any property or money remaining after payment of debts must be given to a registered charity.

## **10. Setting up the steering group**

This constitution was adopted on 22nd November 2010 by the people whose signatures appear below. They are the first members of the steering group:

Linda Bond, Thelma Priest, Robert Priest, Keith Hutchings, Lynden Hughes, Michael Pett  
Stephen Sanders, Gaye Tabor, Denise Mitchell, Lisa Pinno, Ricky Bond, Kath Howarth, Glen Headland

## **11. Current membership (April 2019)**

Linda Bond, Robert Priest, Keith Hutchings, Lynden Hughes, Gaye Tabor, Paul Taylor, Meg Galley-Taylor, Jane Akers.

This revision approved at a meeting held on 8<sup>th</sup> April 2019.