



WESTBOURNE NEIGHBOURHOOD PLAN

Westbourne Neighbourhood Plan (WNP) Steering Group (WNPSG) –

Terms of Reference

1. The WNPSG consists of an elected Chair, Secretary and Treasurer and a minimum of six further members. Two of these members must be Westbourne parish councillors. All members have a responsibility to ensure the honesty and integrity of the group and its work and to conduct its affairs in an open and transparent manner. Members of the Steering Group and any Working Parties (WPs) must make a declaration of any personal interest that may be seen as being connected in any way to the recommendations and decisions made by the group. This may relate directly or indirectly to land ownership, membership of an organisation, or a business or any other matter in which it is likely to be perceived that a member may have an interest relating to work being undertaken.
2. The aims & objectives of the WNPSG are as follows:
 - to familiarise themselves with the purpose of, and procedures for, establishing an NP;
 - to familiarise themselves with the NPPF and the emerging CDC and SDNP Local Plans;
 - to consult the residents of Westbourne, Woodmancote and Aldsworth regarding areas of importance to be included in the NP, both at the outset and throughout the process;
 - to draw up an NP which takes into consideration the concerns and wishes of the residents of Westbourne, Woodmancote and Aldsworth; the NPPF and the emerging CDC and SDNP Local Plans;
 - to take the NP through the Inspection and the Referendum processes.
3. Meetings of the Steering Group to be held monthly or, when considered desirable, more frequently. Meetings of Working Parties to be held as and when appropriate. Meetings are open to the public unless by resolution the public and press are excluded to discuss matters deemed to be confidential. Meetings to be advertised on the Westbourne Village Jubilee noticeboard.
4. All meetings of the WNPSG to have on the agenda an item entitled 'Budget'. This is to enable the Group to discuss and agree any necessary expenditure on agreed actions.
5. Reports of all Working Party meetings are to be made available to the Steering Group.
6. All WNPSG meeting minutes to be sent to the WPC Clerk and, therefore, to be available to both parish councillors and members of the public.
7. The Steering Group to regularly report its findings and its progress to the Parish Council. An oral report regarding the activities of the WNPSG to be given at every WPC meeting.
8. The WNPSG are tasked to spend within limits approved by the Parish Council. Any allocation of funds to the project have to be approved by Westbourne Parish Council on receipt of written documentation from the Treasurer.
9. Day-to-day-management of WNPSG finances to be overseen by the Treasurer.

10. The WNPSG to have its own bank account. All cheques require the signature of the Treasurer and either the Chair or Secretary.

11. Proposals regarding expenditure to be discussed and agreed upon at WNPSG meetings before submission to Westbourne Parish Council.

12. Should, for any reason, the WNPSG cease to function, any funds still in WNPSG account to revert to WPC.

Financial arrangements - to be discussed with members of the WNPSG and minuted.

1. NP funds to be transferred to the WNPSG account as and when approved by the Parish Council. Payment to be by either cheque or cash.

2. Decisions regarding all expenditure to be made by either the Steering Group or working parties.

3. Any WP expenditure over £50 to be sanctioned by the WNPSG.

4. Where possible, invoices for all expenses to be made out to Westbourne Parish Council, or WNPSG, Westbourne Parish Council.

5. The Treasurer to reimburse the member of the WNPSG/WP who has incurred the expense.

6. At regular intervals (e.g. monthly), all invoices to be passed to the WPC Clerk.

RH. 18/07/13.