

Hadnall Community Led Plan Working Party

1. Introduction

The Hadnall Community Led Plan Working Party is a group of local people from all demographic sets who live in the parish of Hadnall. The aim of the group is to produce a Community Led Plan (CLP) for integration into the National Planning Policy Framework and Shropshire County Council; Core Strategy, Site Allocation and Management of Development (SAMDev) and Local Place Plans.

It is a local, informal group and as such the rules and regulations are minimal. They exist in order to meet the required compliance to the Localism Act and are necessary in order for the Hadnall Community Led Plan Working Group to be accountable for their actions and to facilitate the opening of a community bank account.

2. Name

Name of the group: 'Hadnall Community Led Plan Working Party.

3. Constitution

The Management Group should consist of representatives from all aspects of the village who either live or own property within the boundaries of the Parish up to a maximum of 12 people.

The Management Group can invite other people, who have expertise and knowledge necessary to achieve their aims, to attend the meeting and carry out work on their behalf.

4. The Object and Purpose of the Group

The purpose of the group is to;

- (1). Lead the development of a CLP, approved by the Local Authority, which gives the economic and social requirements of the Parish, over the short term and long term, as identified by the residents themselves through consultation.
- (2) Consider the identified needs to produce a Village Place Plan which gives details of how those needs will be delivered financially, whether by the Infrastructure Levy or other means, in what timescale and by whom.
- (3). Investigate and acquire where possible all the available forms of funding to finance production of the CLP.

5. Members and Officers

Membership of the group shall be open to any person who lives within the parish of Hadnall or are invited to join the group to assist in achieving the aims of the group, by democratic vote of the existing members.

Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

Every individual member shall have one vote at any meeting of the group.

The membership of any member may be terminated for good reason by the elected officials of the group but the member has a right to be heard by the members prior to any decision is made.

Members on the 5th of September 2016;

Richard Liver, Nigel Clifford, Adrian Parker, Gill Slater, Jim Slater, Neil Duxbury, Harmesh Jassel, Pushkar Trevedi, Tony Collins

Elected Officials;

Officials will be elected with a democratic vote of the members of the group.

The duties of the Chairperson are to:

- Chair meetings of the committee and the Group.
- Represent the Group at functions/meetings that the Group has been invited to.
- Act as spokesperson for the Group when necessary.

The duties of the Vice Chairperson

- To fulfil the chairpersons role in their absence.

The duties of the Secretary are to:

- Take, record, store and circulate minutes of meetings
- Prepare the agenda for meetings of the committee and the group in consultation with members and elected officials.
- Maintain a membership list.
- Deal with correspondence.
- Collect and circulate any relevant information within the Group

The duties of the Treasurer are to:

- Supervise the financial affairs of the Group.
- Keep proper accounts that show all monies are accounted for.

- Produce accurate financial reports to the members of the group.
- Administer the bank account with due diligence to the limited powers of authority. Namely to strictly only action movement of fund with the written permission of the elected officials or when instructed to do so in writing by a vote for the members.

On the 5th of September 2016 the elected officials where;

Chairman; Jim Slater.

Secretary; Tony Colins.

Treasurer; Nigel Clifford.

Quorum will be at least 1/4 (3) of the members on the Group.

6. Bank Account

The purpose of the bank account is to administrate funds for the formation of the community led plan.

It is not intended and will not be used to hold funds from the community infrastructure levy which is administered jointly by Hadnall Parish Council and Shropshire County Council

Any money obtained by the Group shall be used only for the Group aims.

Any bank account opened for the Group shall be in the name of the Group.

The treasurer will be empowered to open a bank account and administer the bank account on behalf of the group with transactions strictly only permitted with written instruction from the group or its elected officials.

Signatories to the bank account will be the elected officials of the group. No transactions will be allowed without all three of the elected officials' written permission.

For the purpose of internet or telephone banking the group will delegate authority to the treasurer as these facilities operate on the authority of one person however, the treasure will be restricted to only action transactions upon receipt of written instruction from the group members or its elected officials.

The group, its elected officials or the treasurer will not be empowered to borrow or allow the account to become overdrawn at any time. The bank account will be set with limits to prevent an overdrawn situation to occurring.

7. Annual General Meeting

The Group shall hold an Annual General Meeting (A.G.M.) in the month of September.

All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be the three elected officials.

The business of the A.G.M. shall include:

- (i) Receiving a report from the Chairperson on the Group's activities over the year
- (ii) Receiving a report from the Treasurer on the finances of the Group
- (iii) Electing a new Management Committee and
- (iv) Considering any other matter as may be decided.

8. Special General Meeting

A Special General Meeting may be called by the elected officials i.e. the committee or by any three members to discuss an urgent matter. The Secretary shall give all members seven days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

9. Alterations to the Constitution

Any changes to this Constitution must be agreed by democratic vote of those members present at any meeting.

10. Dissolution of the Group

The group may be dissolved at any time if agreed by democratic vote of members voting at the AGM or a 'special' meeting.

The Hadnall Parish Clarke and Shropshire County Council will be informed of the dissolution of the group.

The dissolution of the group will prompt the transfer of all funds to Hadnall Parish Council bank account within 7 days.