

The draft constitution below is based on the example appended to the Rural Community Council Guide to Community Planning 2011.

CONSTITUTION OF THE CARLTON PARISH PLAN GROUP

1 Name

1.1 The name of the organisation shall be the **Carlton Parish Plan Group**, hereafter called the Group.

2 Purpose

2.1 The purpose of The Group shall be to prepare a *Parish Plan for the Parish of Carlton*.

3 Method

3.1 Investigate and take into consideration the views, wishes, needs and assets of the whole community, using a variety of methods and including all residents and businesses.

3.2 Follow the guidance of the Rural Community Council and make use of the LRP Protocol to liaise with relevant authorities and organisations to achieve the purpose and make the plan as effective as possible.

3.3 Seek such funds as may be deemed necessary, in order to execute the plan and the projects identified.

3.4 Inform and liaise with the Parish Council at all stages.

3.5 Keep all members of the community informed of progress and possible actions.

4 Membership and Officers

4.1 Membership of the group shall be open to any member of the community who wishes to join.

4.2 A Chairman, Secretary and Treasurer shall be elected from within the group.

4.3 A quorum shall be any 3 regular members of the group.

5 Meetings

5.1 Shall be held on a regular basis and shall be well advertised and open to the whole community.

5.2 Minutes shall be taken of all meetings and made available to all members of the group and if requested by members of the community.

5.3 A copy of the minutes of each meeting shall be forwarded to the Parish Council and the Rural Community Council (Leics & Rutland).

6 Changes to the constitution

6.1 Changes to the constitution can be made by Carlton Parish Council, on application by The Group, following a decision made and minuted at a quorate meeting of regular members.

7 Finance

7.1 The Treasurer shall keep accurate records of transactions and provide such records to Carlton Parish Council.

7.2 All orders for goods and services shall be made by the Responsible Financial Officer of Carlton Parish Council and shall be in the name of Carlton Parish Council.

7.3 The Treasurer shall forward all invoices, receipts and similar documentation to the Responsible Financial Officer of Carlton Parish Council.

7.4 Grants may be applied for as necessary to complete the project. Applications shall be made in the name of Carlton Parish Council.

8 Dissolution

8.1 The group shall be dissolved when the Carlton Parish Plan has been published and considered by Carlton Parish Council and service providers.

9 Projects arising from the Parish Plan

9.1 Carlton Parish Council will look favourably on the creation of new voluntary groups to carry forward projects arising from the Parish Plan.

This constitution was approved by Carlton Parish Council on 12th January 2011.