

# 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 Leicestershire Rural Partnership 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 complete the plan.

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.

3.6 Provide a copy of the finalised Parish Plan to each household, business and interested body.

3.7 If possible, launch the Parish Plan at a public meeting.

## 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 Chairperson and Secretary shall be elected from within the group.

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

4.4 If the Chairperson is not present at a meeting, those present shall elect a Chairperson for that meeting.

4.4 A person shall cease to be a member of The Group having notified the Chairperson or Secretary in writing of his or her wish to resign.

## 5 Meetings

5.1 While Covid-19 restrictions are in force, discussions shall take place by email and any parishioner shall be copied into these discussions on request.

5.2 Regular progress reports shall be prepared, made available to any interested party on request, published on the Carlton Parish Council website, and summarised in Carlton News.

5.3 Physical meetings shall be held when permitted, and shall be well advertised at least three clear days in advance and open to the whole community.

5.4 Minutes shall be taken of all physical meetings and made available to all members of The Group and to any interested person or body on request.

## **6 Decisions**

6.1 Every matter shall be determined by a majority of votes of The Group members present and voting. In the event of an equality of votes the Chair of the meeting shall have a casting vote.

## **7 Changes to the constitution**

7.1 Changes to this constitution can be made by Carlton Parish Council, on application by The Group, following a decision made by the members.

## **8 Finance**

8.1 Carlton Parish Council shall establish an earmarked fund for the Carlton Parish Plan Group (CPPG).

8.2 The Responsible Financial Officer of Carlton Parish Council shall manage the financial affairs of The Group in accordance with the current financial regulations of Carlton Parish Council.

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

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

## **9 Dissolution**

9.1 The Group shall be dissolved when the Carlton Parish Plan 2021 has been published and considered by Carlton Parish Council and service providers.

## **10 Projects arising from the Parish Plan**

10.1 Projects arising from the Parish Plan may be progressed by Carlton Parish Council, other organisations, individuals or voluntary groups. Despite best endeavours, projects cannot be guaranteed to come to fruition.

10.2 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 13<sup>th</sup> January 2021*