

KINNERLEY PARISH COUNCIL

Kinnerley Parish Neighbourhood Plan Steering Group Terms of Reference

- The full council may, within its powers, set up a working party of members and officers for the detailed study of any matter referred to it.
- The working party should be briefed with a clear definition of the objectives of the working party.
 - **Objective: The purpose of the Neighbourhood Plan Steering Group is to oversee a process that will result in the preparation of a draft Neighbourhood Plan for Kinnerley Parish.**
- Residents and any other relevant people may be appointed to the Neighbourhood Plan Steering Group.
- The Neighbourhood Plan Steering Group should report to the Parish Council.
- A full programme and financial model must be submitted for approval by the Parish Council. This should include a full draft amended Terms of Reference for the Steering Group, for approval by the Parish Council.
- The Neighbourhood Plan Steering Group shall not have power to exercise, on behalf of the Parish Council, any authority, nor to incur expenditure without prior authority from the Parish Council.
- The Neighbourhood Plan Steering Group is informal and meetings can be held anywhere, without public notice. They do not need to be open to members of the public; therefore formal minutes are not required.
- Notes should be taken to facilitate reporting back to the Parish Council on a monthly basis.
- The working party shall refer back to the full Parish Council with findings, and recommendations shall be made to the Parish Council for decision making. Decisions may only be made by the full Council (or quorum, as per the Local Government Act), and not the working party alone.
- Key messages and developments will be reported community wide using local media, Telescope News and Kinnerley Parish Council website – this is to be coordinated by the Parish Clerk.

Officers and Clerking Arrangements

- The Parish Clerk shall act only as an advisory officer, as needed, to the Neighbourhood Steering Group.
- The Clerk will provide the Parish Council with recommendations on procedural matters relating to the Neighbourhood Steering Group as part of the Clerk's role as proper officer to the Parish Council.

- The Clerk to be reimbursed for any additional hours worked on the Neighbourhood Plan including additional liaison meetings with Shropshire Council, subject to Parish Council approval. Any additional hours to be reported to the Parish Council on a monthly basis, to allow monitoring of costs.

Financial Arrangements

- **Powers Delegated to the Parish Clerk after consultation with the Parish Council Chairman**
The approval of expenditure between £100 and £500 relating to any matter within the Neighbourhood Plan Steering Group's agreed objective (above)
- **Powers Delegated to the Parish Clerk**
The approval of expenditure of £100 or less relating to any matter within the Neighbourhood Plan Steering Group's agreed objective (above)
- All expenditure to be reported to the next Parish Council meeting.

*Approved by Kinnerley Parish Council
16th January 2012*