

CONSTITUTION OF CHURCH BROUGHTON COMMUNITY LED PLANNING GROUP

1.	Name
A.	The group's name is Church Broughton Community Led Planning Group; hereafter referred to as the planning group.
2.	Purpose
A.	The purpose of the planning group is to oversee and coordinate the production of a Community Led Plan for Church Broughton; working with members of the community, working groups, the parish council and local authorities to achieve this aim.
3.	Carrying out the purpose
A.	In order to carry out the purpose, the planning group will have the power to: <ul style="list-style-type: none"> i. develop a strategy, budget and programme for delivering the Community Led Plan ii. coordinate community consultation activities iii. use evidence from the consultation to prioritise and plan future actions that will benefit the community iv. oversee the drafting and the finalising of the Community Led Plan v. work with partners identified in the action plan to: <ul style="list-style-type: none"> a. coordinate the implementation of actions specified in the Community Led Plan b. take responsibility for monitoring and reviewing progress
4.	Membership
A.	The planning group will include between 8 and 12 members from the community to be elected by attendees at the first public meeting or co-opted thereafter.
B.	No more than 3 members will have a formal connection to the parish council.
5.	Responsible persons
A.	At the first meeting, or as soon as possible thereafter, the planning group will elect the following persons whose responsibilities will be defined in writing: <ul style="list-style-type: none"> i. Chairperson ii. Secretary iii. Treasurer iv. Publicity Officer v. Volunteering Co-ordinator vi. Community Co-ordinator
6.	Meetings
A.	The planning group shall meet every 2 months as a minimum.
B.	Members may act by majority decision. At least 6 members must be present at the meeting to be able to take decisions.
C.	Minutes shall be kept for every meeting.
D.	If members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
E.	Members may make additional rules or amend existing rules to help run the planning group. These rules must not conflict with the intent of this constitution or the law.

