



KINGSTHORPE PARISH COUNCIL

COMMUNITY PLAN COMMITTEE

TERMS OF REFERENCE

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Terms of Reference

Purpose of the Committee: To develop a Community Plan for Kingsthorpe and to make recommendations to the Council there-on

Membership: The Committee will comprise of a minimum of 5 Councillors, maximum 9.

Quorum: The quorum shall be 3 Councillors

Frequency of meetings: Meetings to be convened as required by agreement of the Committee

Public Notice of the meeting shall be given in accordance with Schedule 12 of the Local Government Act 1972

Undertakings:

1. To elect a Chair for each municipal year
2. To oversee and co-ordinate the production of a Community Led Plan for Kingsthorpe working with members of the Community, the Parish Council and other working groups, and Local Authorities to achieve this aim
3. Develop a strategy, and propose a budget and programme for delivering the Plan
4. Co-ordinate community consultation activities
5. Work with other community groups and partners to gain a wide range of evidence to support the plan
6. Present evidence from the consultation for the Parish Council to prioritise and plan future actions that will benefit the community
7. Oversee the drafting and the finalising of the Community Plan
8. Work with partners identified in the action plan to co-ordinate the implementation of actions specified in the Plan and take responsibility for monitoring and reviewing its progress
9. The Committee will decide its budget priorities and submit those to the full Council meeting either where the budgets and annual precept are decided for approval or on an ad hoc basis depending on the nature of the spend
10. The Committee members shall be entitled to 'agreed and reasonable expenses', e.g., travel, postage, etc. expenses claims should be submitted on the appropriate form and will be subject to agreement by the full Council
11. The Committee can co-opt members of the public onto a Committee. Non-member Councillors may attend and participate but not vote