

# Winchelsea Town Plan

## Terms of reference for the Steering Committee

- 1 To take ultimate responsibility for the preparation of the Plan and its publication and distribution. The Town Plan will include an Action Plan setting out desired outcomes for improving the economic, social and environmental well-being of the community, the order of priorities and timescale, the actions and resources required to achieve these outcomes, and the appropriate lead organisations.
- 2 To build and maintain support for the Plan in the Town.
- 3 To initiate the actions needed to produce the Plan, set priorities and ensure that work is completed on schedule. This shall include setting up Working Groups, electing their Chairmen and approving their terms of reference and schedules of work.
- 4 To co-ordinate the work of the Working Groups.
- 5 To raise funds and manage all financial aspects of the project. A Treasurer shall keep a record of all income and expenditure, shall report to each meeting of the Steering Committee on planned and actual expenditures, and present annual accounts soon after the end of the financial year, which shall be 30<sup>th</sup> June. The Treasurer may open a bank account on behalf of the Steering Committee from which payments shall require two signatories. The Treasurer may also maintain a petty cash account. No member of the Steering Committee shall receive any remuneration but may claim expenses incurred during the project. The Steering Committee shall approve controls on any petty cash account and on the payment of expenses to be proposed by the Treasurer.
- 6 To ensure that the preparation of the Plan is transparent at all stages, including the work of the Working Groups. The Steering Committee will be kept fully and promptly informed by the Working Groups. All documents will make readily available to the public.
- 7 To present the final draft of the Plan to the community and seek approval at a Town Meeting.
- 8 To ensure that there is effective consultation with all sections of the Town and as many individuals, groups and organisations as possible.
- 9 To act as the interface for all external communication and consultation with external bodies, to actively liaise with relevant external bodies and to secure the support of external bodies for the Plan. The Steering Committee will update the Parish Council on the project and present the final Plan when it has been approved by a Town Meeting.
- 10 To monitor the implementation of the Plan after its publication and organise periodic updates.
- 11 The Steering Committee shall consist of no more than 12 elected residents of Winchelsea plus all three Parish Councillors for the ward of Winchelsea plus the Chairmen of the Working Groups, who will be ex officio members of the Steering Committee. All elections to the Steering Committee and Working Groups will take place in public meetings. Candidates shall be proposed and seconded by a residents or persons working in Winchelsea. All residents or persons working in Winchelsea shall be entitled to vote. Any member of the Steering Committee and a Working Group shall cease to be a member if they fail to attend three consecutive meetings. The Steering Committee shall have a Chairman, Vice Chairman, Secretary and Treasurer. All other elected members of the Steering Committee will be given specific functions, to be agreed by the Committee.
- 12 The Steering Committee shall meet at least every two months. The quorum shall be six members. It will only meet in public. All meetings will be advertised and agendas published at least five clear days in advance. No matter shall be considered by the Committee that is not on the agenda unless it is urgent and the majority of the members of the Committee who are present consent. Every matter shall be resolved by a majority of votes of the Committee members present and voting. The Chairman shall have a casting vote. Members of the public will have the right to speak in Steering Committee meetings under the direction of the Chairman. The Secretary shall keep a minute of meetings and publish a draft no later than 14 days after the meeting.
- 13 These Terms of Reference may be amended with the approval of two-thirds of the Committee members present and voting.
- 14 The Steering Committee may be dissolved at a Town Meeting. The Meeting shall decide how to dispose of any money or other property held the Steering Committee, but this must be for the benefit of the whole community.

Adopted.....

Witnessed.....