

Terms of Reference for the Great Bealings, Little Bealings and Playford Parish Plan Action Monitoring Group

Introduction

In Spring 2009, the Joint Parish Plan Steering Group (JPPSG) of Great Bealings, Little Bealings and Playford published the Parish Plan and Action Plan for the 3 parishes.

Now that the Parish Plan has been completed, the work of the JPPSG has ended and it has ceased to exist. However, it is important to ensure that the Actions that have arisen from the Parish Plan are implemented (or, if not, that this is due to a considered decision). Whilst many of these Actions will be proper to the 3 Parish Councils, the cross-parish nature of the Plan means that it will not be possible for any single Council to ensure that all the Actions are worked through. The Councils have therefore agreed that there will be an Action Monitoring Group (AMG) to ensure that the Actions are followed up. This document describes the Terms of Reference of that group.

Membership

The AMG will comprise 6 members, 2 from each of the parishes of Great Bealings, Little Bealings and Playford. Members of the AMG will be volunteers endorsed by their Parish Council. The AMG will appoint a Chairman, Secretary and Treasurer from among its members, one officer from each parish.

Once endorsed by a Parish Council, members of the AMG will serve a term of two years, unless a Parish Council resolves to cease its endorsement sooner. Six months before the end of the term, or sooner if necessary due to an endorsement being withdrawn or the resignation of an existing member, the AMG will seek expressions of interest from new volunteers via the Benefice Magazine and/or other appropriate means. Existing members may express interest in serving more than one term. Three months before the end of the term Parish Councils will be asked to endorse new members for their respective parishes from those expressing interest.

Meetings of the AMG will be held at least three monthly and more frequently if requested by a Parish Council or stakeholder. All members of the AMG will be invited to each meeting. The Agenda for each meeting will be published one week before the meeting. Three members (one from each parish) will constitute a quorum at meetings. If a quorum is not present any business transacted will require agreement by a subsequent quorate meeting of the AMG to be deemed valid.

Where a matter cannot be decided by consensus, then a vote shall be taken by a show of hands and a simple majority will decide. In the event of a tied vote, the Chairman shall have a casting vote.

All decisions and actions of the AMG shall be noted and circulated to all members of the Group and to the Parish Councils. The notes will also be available from the Secretary and posted on the websites of each Parish Council, in order to ensure residents of the parishes have access to them. Notes will also be published in the Benefice Magazine.

The Role of Chairman will be:

- To chair meetings
- To represent the AMG to other stakeholders such as Parish Councils

The Role of the Secretary will be:

- To produce and publish the Agenda and notes for each meeting as appropriate
- To arrange a meeting venue for AMG meetings

The Role of the Treasurer is set out under Finance below.

Purpose

The purpose of the AMG shall be to act on behalf of the Parish Councils to carry out the following tasks:

1. Identify owners for all the Actions in the Parish Plan.
2. Prioritise the Actions
3. Discuss with the identified owner how to progress the Action.
4. Make a regular check with the Action owner on progress.
5. Publicise progress or a decision not to proceed with an Action via the Benefice Newsletter and the Parish Council web sites.
6. Report to the Parish Councils on progress twice a year or more frequently if so requested.
7. To advise the Parish Councils if and when it considers that a review of the Plan is needed to establish the changing needs and views of residents and stakeholders

Finance

Any necessary expenditure shall be from the remaining funds from the Parish Plan in the first instance, with the agreement of Suffolk ACRE. Any funding above this shall be requested from the Parish Councils. Funds shall be held in a separate bank account in the name of Playford Parish Council.

The Role of the Treasurer will be:

- To arrange payment of expenditure authorised by the AMG and to receive income made to it
- To keep a clear record of income and expenditure, supported by receipted invoices, bank statements etc
- To report on income and expenditure to the AMG at each meeting
- To produce an annual budget and annual accounts for the AMG to approve

Residents of the three parishes who are involved as volunteers with the AMG may claim back any expenditure that was wholly, exclusively and necessarily incurred during the process of monitoring the Parish Plan Actions, upon the production of appropriate receipts.