



## Terms of Reference and Governance for Dunchurch Parish Council Neighbourhood Plan Advisory Committee

### 1) NAME

- a) The name of the Committee shall be the Dunchurch Neighbourhood Plan (NP) Advisory Committee.

### 2) ROLE

The role of the NP Advisory Committee is to carry out the following NP tasks on behalf of the Parish Council:

- Undertake the preparation of a NP for the designated area of the Parish of Dunchurch.
- Liaise with relevant authorities, organisations and identified Stakeholders to ensure the NP is comprehensive and inclusive.
- Identify and implement a wide variety of ways to engage the whole community throughout the process.
- Appoint Theme Groups as necessary to undertake specific areas of work on behalf of the overall NP Committee, involving additional persons with specific expertise as required.
- Be responsible for the analysis arising during the NP process and the production and distribution of the final report.
- To work closely with Rugby Borough Council throughout the process.
- To submit the draft NP for consultation with the Parish Council, local residents and Rugby Borough Council
- To secure the endorsement of the Parish Council for the final NP document.
- To prepare the NP for submission to Rugby Borough Council
- To ensure the NP is in general conformity with Rugby Borough Council's adopted Core Strategy and takes into account the emerging Local Plan.
- To ensure the NP meets the requirements of the Neighbourhood Planning (General) Regulations 2012, the Localism Act 2011 and other relevant legislation, including European obligations.

### 3) MEMBERSHIP

- The NP Advisory Committee shall have a minimum of 5 members, including two members from the Parish Council. The NP Advisory Committee may co-opt additional members at its discretion
- The membership and appointments are to be approved by the Parish Council and membership information included on the Parish Council website.

### 4) Officers

- The Chairman
- The Parish Clerk to attend meetings as secretary of the group or ensure a member will be available to take minutes.
- All other Group members will have a specific role to be agreed by the Group.

### 5) MEETINGS

- The NP Advisory Committee shall hold a full meeting at least every two months or more frequently as may be required.
- Meeting dates shall be confirmed at least ten days in advance.
- The meeting agenda shall be passed to all members, with the details of all supporting documentation, at least 3 clear days prior to each meeting. The Agenda shall also be sent to all Parish Councillors, published on the Parish Council web site including supporting papers and village notice board.
- Declarations of Interest for Agenda items shall be a standard agenda item at the beginning of each meeting.
- The minutes of the meeting shall be produced and circulated to all members within at least 10 days following the meeting, for approval at the following meeting. Draft minutes shall also be published on the Parish Council web site, circulated to all Parish Councillors and the RFO.
- Resolutions shall be decided by a majority of votes, with the Chairman having a casting vote if required.
- A minimum quorum of members for the transaction of business is 3 members.
- Meetings will normally be open to all members of the public. If a member of the public wishes to speak on a particular subject, the Chair shall invite him/her to speak when the subject is discussed, for no more than 3 minutes.

## 6) THEME GROUPS

- The NP Advisory Committee may appoint specific Theme Groups to carry out agreed work on its behalf, with a nominated Leader for each Theme Group. **The work of the Theme Groups does not need to be open to the public and meetings are not required to follow the procedures referenced above.**
- The Leader shall report on progress to the full meeting of the NP Advisory Committee.
- The Leader may co-opt additional members to further the work of the Theme Group.
- The Theme Group may make recommendations, but decisions will be taken by the full NP Advisory Committee, for ratification by the Parish Council.

## 7) FINANCE

- No expenditure can be incurred without being agreed by The Responsible Finance Officer (RFO) and ratified by the Parish Council. A record of all income and expenditure will be recorded following the same financial procedures as all other Parish Council expenditure.
- A current financial statement will be available as necessary and a financial report will be available for each Parish Council meeting as required.
- Members of the community who are involved as volunteers with any of the working teams and Group members may claim expenditure properly and necessarily incurred during the process of producing the Neighbourhood Plan with prior approval from the Parish Council.
- The RFO will draw up and agree with the Group procedures for anyone wishing to claim expenses including the rates they may claim.

## 8) GENERAL CONDUCT OF NP ADVISORY COMMITTEE MEMBERS.

- Members of the advisory Committee and Theme Groups will be required to sign up to the Parish Council Code of Conduct, register of financial interests and are expected to conduct themselves when working on the NP in a manner consistent with the standards of conduct required for those in public life, i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Members are required to read and sign up to Dunchurch Parish Council's Standing Orders and Data Protection Policy.

- Members, including co-opted members, should declare an interest at the beginning of a meeting if the member has a disclosable pecuniary interest relating to an agenda item to be discussed.

## 9) PUBLIC ACCESS TO INFORMATION

- Members of the public, under the Freedom of Information Act 2000, have the right of access to all meetings of the NP Advisory Committee, unless specific reasons have been announced in advance when confidential material may be discussed which might be prejudicial to the public interest. It is envisaged that this would rarely, if ever, be implemented.
- Members of the public should declare an interest, if applicable, in respect of any agenda item to be discussed at the meeting.
- The agendas, relevant papers and subsequent minutes of all NP Advisory Committee meetings will be published on the Parish Council website and available for all members of the public to access.

## 10) DISSOLUTION OF THE GROUP

- Upon dissolution of the Group any remaining funds shall be disposed of by the Parish Council.
- No individual member of the Group shall benefit from the dispersal.