

- 1 There is a **Steering Group** to guide the progress of Cholsey's 2020 vision.
- 2 **The Objective** of the Steering Group shall be:
 - a. To oversee and project manage the development, completion and publication of Cholsey's Parish Plan
 - b. To ensure that the views of the whole of Cholsey's population, in the village and across the parish, are sought for inclusion in the Parish Plan.
 - c. To ensure that the views of all interest groups, including businesses and the farming community, are sought for inclusion in the Parish Plan.
 - d. To seek funds to cover the cost of developing the Parish Plan, and to manage those funds in a proper and accountable manner.
 - e. To establish working groups as appropriate to take forward various aspects of the Parish Plan.
 - f. To ensure that proper procedures are in place, with respect to the involvement of any children or young people in developing the Parish Plan
 - g. To ensure that, should it become apparent that the project cannot be completed in a reasonable time scale, a public meeting would be held to agree the ending of the project, or to elect a new project group to restart it.
 - h. To report back to the parish council on progress, issues arising and outcomes from the exercise.

3 Membership

Membership of Cholsey's 2020 Vision is open to all parishioners.

4 Subscription

There is no membership subscription.

5 Officers

The Officers of the Steering Group shall be: a Chair, Vice-Chair(s), Secretary and Treasurer. All other Steering Group members should have a specific role, to be agreed by the Steering Group.

6 Meetings

The Steering Group shall meet at least once in any two-month period.

All notices of Steering Group meetings must list the matters to be discussed.

Every matter shall be determined by a majority of votes of the Steering Group members present and voting. In the case of equality of votes the chair of the meeting shall have a casting vote.

A group of not less than 8 members shall conduct the affairs of the Steering Group. A quorum for the Steering Group shall be four members.

The secretary shall keep a record of meetings in a minute book, and circulation circulate minutes to members of the Steering Group not more than 14 days after each meeting.

An Annual General Meeting shall be held at such time as the Steering Group shall decide. At the AGM the accounts and the Secretary's report shall be submitted and the officers and Steering Group for the ensuing year elected.

An Extraordinary General Meeting shall be called upon the requisition in writing to the Secretary of at least 10 members. In the event of an equality of voting on any resolution the Chair shall have a casting vote.

8 Bank Account

Cholsey's 2020 Vision will not hold its own bank account, but will use the Cholsey Parish Council bank account. The funds and the accounts will be managed jointly by the Treasurer of Cholsey's 2020 Vision and the Parish Clerk.

9 Auditing of Accounts

Auditing of the accounts will be included in the annual audit of Cholsey Parish Council.

10 Changes to the terms of reference

The terms of reference may be altered and additional clauses may be added with the consent of two-thirds of the Steering Group present.

11 Dissolution of Cholsey's 2020 Vision

Upon dissolution of the Steering Group any remaining funds shall be disposed of by the Steering Group in accordance with the decisions reached at an Extraordinary Meeting open to the public in the area of benefit called for that purpose. No individual member of the Steering Group shall benefit from the dispersal.