

**TERMS OF REFERENCE FOR THE
EGLOSHAYLE, ST. BREOCK & WADEBRIDGE
NEIGHBOURHOOD PLAN STEERING COMMITTEE**

1. Purpose and Role

- The purpose of the Steering Committee is to manage and promote the Neighbourhood Plan in conjunction with the voluntary and community sector, Egloshayle and St. Breock Parish Councils and the Town Council. The Steering Committee has no formal powers but it does seek to provide a channel of communication to help to improve decision making with recommendations made to Egloshayle, St. Breock and Wadebridge Councils.

2. Key Activities

- Agree the theme and agenda for the duration of the joint project.
- To provide a channel of communication between local voluntary and community organisations and Egloshayle, St. Breock and Wadebridge elected members the Town Council's officers in support of the Neighbourhood Plan.
- To manage the project plan forming appropriate sub-groups to progress the various aspects of the project.

3. Membership

- The core Steering Committee to include 2 councillors from Egloshayle and St. Breock Parish Councils and 3 councillors from Wadebridge Town Council.
A quorum will be no fewer than 1 elected member from each council.
- Two members of the 'Neighbourhood Plan Advisory Group' will be invited to join the Steering Committee selected by serving members of the Advisory Group.
- The Steering Committee may co-opt members of the public onto the committee to assist its deliberation, however, co-opted members will have no voting rights
- The Steering Committee may invite guidance from professionals to assist in its deliberations.

4. Frequency of Meetings

- A Steering Committee meeting will be held monthly

5. Chairperson and Vice-Chairperson

- The Chairperson to be the Mayor of Wadebridge Town Council and the Vice Chair to be the Deputy Mayor of Wadebridge Town Council. The Vice-Chairperson will chair meetings in the absence of the Chairperson

6. Correspondence/Meeting Arrangements

- Meeting notes and recommendations to be referred to Full Council Meetings to be arranged by members.
- Steering Committee meetings are not open to the public

7. Budget

- A budget of up to £500 has been agreed by Wadebridge Town Council with the Town Clerk, in liaison with the Mayor, having delegated authority to spend.