

## Remit and Constitution

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The Village Shop sub-committee has been set up following a resolution passed at the East Harptree Parish Council meeting of 15 August 2006.

### **Area of activity**

The civil parish of East Harptree in the unitary authority of Bath and North East Somerset.

### **Purpose and scope**

To act on behalf of the Parish Council to carry out the following tasks:

1. To research the feasibility of a community run village shop in East Harptree.
2. To identify sources of funding in addition to the ViRSA grant.
3. To take responsibility for planning, budgeting and monitoring expenditure on the feasibility study for the community shop.
4. If appropriate to create a proposal for a village run shop.
5. To set up working groups to advise on particular aspect of the feasibility study and interim shop provision.
6. To liaise with relevant authorities and organisations to make the proposal as effective as possible.
7. To identify ways of involving the whole community and gather the views and opinions of as many individuals, groups and organisations in the community as possible.
8. To carry out a survey, analyse information and disseminate findings.
9. To identify priorities and timescales for action.
10. To recommend the most appropriate form of organisational and governance structure following completion of the feasibility study.
11. To report back to the Parish Council on progress, issues arising and outcomes.
12. To manage and oversee a volunteer interim shop provision for the vulnerable and elderly within the parish.

## East Harptree Parish Council Village Shop Sub-Committee

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### **The Sub-Committee**

The sub-committee will consist of no more than 22 members. The sub-committee will be quorate with 8 members present. At least two members of the sub-committee must be Parish Councillors. A Chairperson, Treasurer and Secretary will be elected at the first meeting and at each annual meeting.

### **Meetings**

The sub-committee meetings will take place monthly (or as need arises). Working groups can meet as necessary to fulfil their groups remit. All sub-committee meetings will be minuted and the minutes will be available for inspection by any member of the public at the village Post Office and via the Village website. Each member shall be entitled to vote. The vote shall be by a majority show of hands with the Chairperson having a casting vote.

### **Financial**

The sub-committee will use the bank account of the Parish Council to receive and make financial transactions. Any proposed expenditure (hire of hall, publicity, postage, printing and volunteer expenses etc) must be agreed in advance with the Chairperson and Treasurer and in line with the approved Parish Council budget. All transactions must be supported by orders, receipts, invoices etc and will all be subject to audit through the Parish Council.

This remit and constitution was agreed at the Village Shop Sub-Committee meeting on 29<sup>th</sup> August 2006.

Signed;

Chairperson; **Chris Head**

Treasurer; **Lisa Jones**