

# SHALFORD - The Future

## **Working Agreement between the Shalford Model for the Future Working Groups and Shalford Parish Council.**

### **Background**

Shalford Parish Council (SPC) initiated a community workshop on 4th March 2006 which invited volunteers to produce a Model for the Future of Shalford. The volunteers met on 22nd May 2006 and formed the Shalford Model for the Future Working Groups (SMFWGs).

It was agreed at a subsequent meeting on 24th July 2006 that SMFWGs will work in partnership with SPC until the completion of the Parish Plan.

### **Shared Objectives**

- Ascertain the needs and aspirations of residents and businesses in the parish
- Prepare action plans to tackle the issues highlighted
- Influence strategic policy and plans
- Make lasting improvements to quality of life and the village environment

### **Responsibilities of Shalford Model for the Future Working Groups**

- Through Shalford Parish Council, apply for funding
- Undertake surveys and process information collected
- Produce a report of findings and a draft model and submit this to Shalford Parish Council
- Disband on publication of the final Model document

### **Responsibilities of Shalford Parish Council**

- In conjunction with Shalford Model for the Future Working Groups, prepare a budget and details of expected revenue sources
- Hold funds and pay bills
- Submit financial monitoring information to those providing funding.
- Be fully involved at the action planning stage
- Adopt the Model on its completion
- Link the Model to the strategic plans of Braintree District Council
- Monitor and review the Model

### **Procedures**

Shalford Model for the Future Working Groups will manage the process and will:

- Prepare a time plan for the project
- Meet at least 4 times a year
- Keep residents informed throughout the process
- Report progress to Shalford Parish Council at each of its meetings
- Provide invoices to Shalford Parish Council for payment (including forms for reimbursement of reasonable expenses incurred by volunteers of the Shalford Model for the Future Working Groups)
- Produce a draft Model ready for final formatting and submission to the printers

### **Review**

This working agreement will be reviewed quarterly by both parties.

Signed on behalf of Shalford Model for the Future Working Groups:

Questionnaire Design and Analysis

Date

Distribution and Collection

Date

Publicity and Information

Date

Signed on behalf of Shalford Parish Council

Date