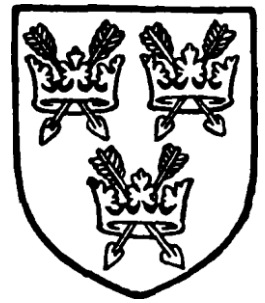


Warkton Parish Council

Clerk to the Council- Claire Tilley
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Kettering, Northants NN14 1LY
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Constitution

NAME

The name of the organisation shall be Warkton Parish Council

AIMS

The aims of the Group shall be to ensure that the needs and requirements of all residents of Warkton are represented and that any decisions made are for the benefit of the community

POWERS

To further these aims the committee shall have power to:

- (a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Group.
- (b) Associate local authorities, voluntary organisations and the residents of Warkton in a common effort to carry out the aims of the Group.
- (c) Do all such lawful things as will further the aims of the Group.

MEMBERSHIP

- (a) Voting membership shall be open to all elected councillors-
- (b) *Anyone wishing to be considered to stand for election must be who should be resident in the village for two years or more, or have a vested interest in the village for the same time.*
- (c) The Parish Council shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made.

MANAGEMENT

- (a) A Management Committee elected annually at the Annual Meeting of the Parish Council shall manage the Group.
- (b) The committee shall consist of a chair, vice chair, clerk/RFO and at least one other councillor
- (c) The committee may co-opt up to a further 2 voting members if necessary. Vacancies will be advertised.
- (d) The committee shall meet at least 4 times each year on the first Wednesday of February, May, August and November
- (e) At least 3 committee members must be present at a committee meeting to be able to make decisions.
- (f) A proper record of all transactions and meetings shall be kept, and published in accordance with the Local Government transparency Act

GENERAL MEETINGS

- (a) An Annual Meeting shall be held every 12 months
- (b) Notices of the Annual Meeting shall be published two weeks beforehand and a report on the Group’s financial position for the previous year will be made available at the same time.
- (c) A Special General Meeting may be called at any time at the request of the committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members two weeks beforehand.
- (d) A quorate of three members, shall enable a General Meeting to take place.
- (e) Proposals to change the constitution must be given in writing to the clerk at least 28 days before a general meeting and approved by a two thirds majority of those present and voting.

ACCOUNTS

- (a) The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by at least two members of the Management Committee.
- (b) The funds belonging to the group shall be applied only to further the aims of the group.
- (c) A current record of all income, funding and expenditure will be kept by the Responsible Finance Officer- who is usually the Clerk, and will be made available to the councillors on request.

Notwithstanding this constitution, the Parish Council will abide by all regulation laid down in the ‘Governance and Accountability for Local Councils- a Practitioners Guide (England) March 2014

Signed by Chair..... Date.....

Signed by Vice Chair Date.....

Signed by Clerk..... Date.....