

Oxspring Parish Council Constitution

Oxspring Parish Council will exercise all its powers and duties in accordance with the law and this constitution. The Parish Council is a body corporate and its powers and constitution is governed by the Local Government Act 1972.

Purpose

To promote and protect the interests of the communities of the Parish of Oxspring.

Membership

The Parish Council will include up to seven elected or nominated members for a four year term.

Election will be by ballot of the electorate of the parish.

Where insufficient Councillors have been elected by ballot the Council may nominate at its discretion individuals for co-option to the Council so long as the total number of co-opted members does not exceed the number of elected members.

A person shall cease to be a member of the Council when having notified the Chairman in writing of their wish to resign.

Officers

At the Annual Meeting of the Parish Council held in May each year they will elect from their number a Chairman and Vice Chairman to serve for the ensuing twelve months.

Responsible Financial Officer/Parish Clerk

The appointment of a suitably qualified Responsible Financial Officer/Parish Clerk will be made by the Council as and when required on terms in line with best practice.

Meetings

The Council shall meet every month, excluding August. At least three clear days notice of meetings shall be given to members by written notice which must detail the matters to be discussed.

Matters shall be determined by a majority of votes of the members present and who voted. In the case of equality of votes cast then the Chairman shall have a casting vote.

The quorum for a Council meeting to transact business will be a minimum of three members.

The Parish Clerk shall keep a record of meetings and circulate minutes to members of the Council after each meeting.

Finance

The Responsible Financial Officer/Parish Clerk shall keep clear records of receipts and payments and Parish Council accounts will be audited in accordance with laid down guidance and rules.

Changes to the Constitution

The Constitution may be altered and additional clauses added by a resolution passed by not less than two thirds of the Council present.