

WOOLLEY PARISH COUNCIL

Constitution

Name

The name of the organisation is **WOOLLEY Parish Council**.

Purpose

To promote and protect the interests of the communities of the Parish of WOOLLEY, HAIGH AND WOOLLEY GRANGE

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 General Meeting held on the second Thursday 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 five 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 ONE THIRD OF ITS members.

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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 where necessary supported by receipts together with the Council's bank accounts and present details to each monthly Council meeting. 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.

Dissolution of the Council

The Council may agree to dissolve itself whereupon it shall call an Extraordinary Meeting of all members of the Council, with 14 days notice, stating the terms of the resolution to close the Council. If the proposal is confirmed by a two thirds majority of those present and voting then the Council will be dissolved.

Upon dissolution of the Council any remaining funds shall be disposed of by the Council, in accordance with the decisions reached at the Extraordinary Meeting. No individual member of the Council shall benefit from the dispersal.

A copy of the statement of accounts and a statement for the final accounting period of the Council must be sent to the Appointed Auditor.

Adoption of Constitution

This constitution was adopted on the date mentioned below by the Members of Woolley Parish Council. The Chairman and Vice Chairman were instructed to sign the Constitution of their behalf.

Signed _____ Chairman

Dated _____

Signed _____ Vice Chairman

Dated _____