

# The Parish Council

1 The name of the Council shall be Carrington Parish Council (hereinafter called "The Parish Council").

## Objects

- 1 The Parish Council is established:
- 2 To promote the benefit of the inhabitants of the Village and its environs (hereinafter described as "the area of benefit") without distinction of age, sex, race, political, religious or other opinion, by associating the statutory authorities, voluntary organisations and inhabitants in a common effort to advance education, and to provide facilities in the interests of social welfare, for recreation or other leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- 3 To establish or to secure the establishment of a Community Centre (hereinafter called 'the Centre') and to maintain it and to manage to cooperate with any local statutory authority in the maintenance and management of such a Centre for activities promoted by the Parish Council and its constituent bodies in furtherance of the above objects. In furtherance of the above objects, but not further or otherwise, the Parish Council may:
  - 4 Provide or secure the provision of social services, educational and recreational facilities, and practical assistance for elderly and disabled people within the area of benefit;
  - 5 Provide or secure the provision of welfare rights advice and information and refer those in need of professional assistance to the relevant agencies;
  - 6 Provide, maintain and equip, or assist in the provision, maintenance and equipment of, premises and facilities designed to carry out the objects of the Parish Council;
  - 7 Promote and carry out, or assist in promoting and carrying out research, surveys and investigations, and publish the useful results thereof;
  - 8 Organise or assist in organising meetings, and exhibitions

- and publish or assist in publishing reports, periodicals, recordings, books or other documents or information;
- 9 Obtain, collect and receive money by way of grants, donations, bequests, legacies or other lawful method, provided that the Parish Council may not engage in any form of permanent trading;
  - 10 Purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights and privileges necessary for the promotion of the above objects and construct, maintain and alter any buildings or erections which the Parish Council may think necessary for the promotion of its objects;
  - 11 Make any regulations for any property which may be so acquired;
  - 12 Subject to any consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Parish Council with a view to the furtherance of its objects;
  - 13 Receive money on deposit or loan and borrow or raise money in such a manner as the Parish Council shall think fit subject to such consents as may be required by law;
  - 14 Invest the monies of the Parish Council not immediately required for the furtherance of the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;
  - 15 Recruit and train volunteers with relevant skills to carry out the objects of the Parish Council;
  - 16 Employ and pay any person or persons, not being a member of the Management Committee referred to below (“the Committee”), to supervise, organise and carry on the work of the Parish Council and make all reasonable and necessary provision for the payment of remuneration to employees;
  - 17 Promote and organise co-operation in the achievement of the above objects and to that end to work in association with local authorities and voluntary organisations engaged

in the furtherance of the above objects in the area of benefit;

- 18 Do all such other lawful things as may be necessary for the attainment of the above objects or any of them.

## Membership

- 1 Membership of the Parish Council shall be open to the following, irrespective of political party, nationality, religion or political opinion:
- 2 People aged eighteen years or over living within the area of benefit who subscribe to the objects of the Parish Council and are duly elected by the residents through an electoral vote, or in the case of no vote being required due to only having the required number of councillors needed.

## Management committee

- 1 Except as provided otherwise in this Constitution the policy and general management of the affairs of the Parish Council shall be directed by the Committee which shall meet not less than SIX times a year and shall consist of not less than THREE members of the Parish Council. The Annual General Meeting will take place once a year.
- 2 The Chairperson, Vice Chairperson, Honorary Secretary and Honorary Treasurer, who shall be the Honorary Officers of the Parish Council, shall be elected annually by and from the members of the Committee at their first meeting following the Annual General Meeting
- 3 Any member of the Parish Council who fails to attend Three consecutive Committee meetings without reasonable excuse shall lose her/his place on the Parish Council.

## Functions of the committee

- 1 The Committee may make such regulations as its members consider appropriate for the efficient conduct of the

- business of the Committee and the Parish Council.
- 2 The Committee may appoint such staff as its members consider necessary on such terms and conditions as they may determine.
  - 3 The Committee may appoint sub-committees, advisory groups or working parties of its own members and other persons as it may from time to time decide necessary for the carrying out of its work and may determine their terms of reference, duration and composition. All such sub-committees shall make regular reports on their work to the Committee.
  - 4 The proceedings of the Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-options or qualifications of any member.

## Chairing meetings

- 1 All meetings of the Parish Council or of any of its sub-committees shall be presided over by its Chairperson, or in his/her absence, its Vice- Chairperson. If neither are present, those present may elect one of their number to take the Chair. [The Chairperson of any meeting shall have a second or casting vote].

## Finance

- 1 All monies raised by or on behalf of the Parish Council shall be applied to further the objects of the Parish Council and for no other purpose PROVIDED THAT nothing herein contained shall prevent the payment of legitimate out-of-pocket expenses to members of the Parish Council engaged upon the approved business of the Parish Council.
- 2 The Honorary Treasurer shall keep proper accounts of the finances of the Parish Council.
- 3 The financial year of the Parish Council shall run from 1 April to 31 March.

- 4 The accounts shall be audited at least once a year by an auditor or auditors who shall be appointed at the Annual General Meeting.
- 5 An audited statement of accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting.
- 6 A bank account shall be opened in the name of the Parish Council with Natwest Bank Ltd. ----- or with such other bank as the Parish Council shall from time to time decide. The Parish Council shall authorise in writing the Honorary Treasurer and 2 other members of the Committee to sign cheques on behalf of the Parish Council. All cheques must be signed by not less than 2 of the authorised signatories.

## Annual general meetings

- 1 The first Annual General Meeting of the Parish Council shall be held not later than the 31st March and in each year thereafter. An Annual General Meeting of the Parish Council shall be held at such place and time (not being more than 15 months after the holding of the preceding Annual General Meeting) as the Committee shall determine. At such an Annual General Meeting the business shall include the following:
  - 2 The election of members to serve on the Committee;
  - 3 The appointment of an auditor or auditors;
  - 4 The consideration of an Annual Report of the work done by or under the auspices of the Committee;
  - 5 The consideration of the audited accounts;
  - 6 The transaction of such other matters as may from time to time be considered necessary.

## Special general meetings

- 1 The Committee may at any time at its discretion and shall upon a requisition signed by not less than THREE members, having the power to vote and giving reasons for

the request, call a Special General Meeting of the Parish Council for the purpose of altering the Constitution in accordance with appropriate Clause hereof or of considering any matter which may be referred to them by the Committee or for any other purpose.

## **Rules of procedure at all meetings (voting)**

- 1 Subject to the provisions of the constitution hereof all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. [In case of an equality of votes the Chairperson shall have a second or casting vote]. Minutes
- 2 Minute books shall be kept by the Committee and all sub committees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.  
Quorum
- 3 The quorum at General Meetings of the Parish Council shall be THREE and at meetings of the Committee shall be THREE or such other numbers as the Committee may from time to time determine. Standing Orders
- 4 The Parish Council shall have power to adopt and issue Standing Orders and/or Rules for the Parish Council. Such Standing Orders and/or Rules shall come into operation immediately PROVIDED ALWAYS THAT they shall be subject to review by the Parish Council in General Meeting and shall not be inconsistent with this Constitution.

## **Alterations to the constitution**

- 1 Any alterations to this Constitution shall receive the assent of not less than two thirds of the members of the Parish Council present and voting at the Annual General Meeting or a meeting specially called for the purpose PROVIDED THAT notice of any such alteration shall have been received by the Honorary Secretary in writing not less than 21 clear days before the meeting at which the alteration is

to be brought forward.

2 At least 14 clear days notice in writing of the meeting setting forth the terms of the alteration to be proposed shall be sent by the Honorary Secretary to each member of the Parish Council PROVIDED FURTHER THAT no alteration shall be made which would cause the Parish Council to cease to be a charity at law.

## Dissolution

1 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Parish Council as the Committee may decide.

## Indemnity

1 The Parish Council shall indemnify and keep indemnified every officer, member, volunteer and employee of the Parish Council from and against all claims, demands, actions and proceedings (and all costs and expenses in connection therewith or arising therefrom) made or brought against the Parish Council in connection with its activities, the actions of its officers, members, volunteers or employees, or in connection with its property and equipment but this indemnity shall not extend to liabilities arising from wilful and individual fraud, wrongdoing or wrongful omission on the part of the officer, member, volunteer or employee sought to be made liable. The Treasurer shall effect a policy of insurance in respect of this indemnity.