

ILKETSHALL ST. MARGARET PARISH MEETING CONSTITUTION

1. A PARISH MEETING shall be held at least twice during the financial year. One in the spring, the second in the autumn. The meeting in the spring to be the A.G.M. and the agenda shall cover at least the following items:
  - a. Apologies
  - b. The current Chairman's report
  - c. Election of a Parish Meeting Committee whose duties will be - to assist the Chairman and the Clerk, to oversee village affairs, ensuring all sections of the community are represented.
  - d. The election of the Chairman for the coming year, if necessary.
  - e. Minutes of the previous Half-Yearly Parish Meeting.
  - f. Presentation of the accounts duly audited by the nominated internal auditor. The accounts to be proposed and seconded by two persons attending the meeting and approved and entered in the minutes.
  - g. The committee to present the Precept for the coming year together with the items of expenditure that will need to be covered by this precept.
  - h. The appointment of two auditors for the coming year.
  - i. Any other business.

## PROCEDURES TO FOLLOW FOR THE ABOVE

At c. The Parish Meeting Committee shall consist of 8 (eight) members duly elected. Should there be more than 8 nominations a paper ballot shall be held among those present. In the event of insufficient nominations, the committee shall have the power to co-opt up to the required 8 members. At least 5 (five) members are required for a quorum at every committee meeting.

At c. Clerk to be ex-officio members of the committee.

At d. The current Chairman to stand down and a member of the meeting shall take the Chair for the election of the new Chairman, who shall be proposed, seconded and voted upon by those present at the meeting.

A new Chairman is initially elected for a 2-year period and can remain as Chairman (if elected so to do) for a maximum of 2 further years before a new Chairman shall be elected.

2. The committee shall nominate a Primary User for the purposes of internet banking and shall delegate powers to this person to release funds without referral to any other signatory and to be able to delegate access to other users. The committee shall also nominate a sufficient number of members authorised to sign cheques.

3. At every meeting the Clerk shall present to the meeting all bank statements received since the previous meeting together with related invoices and receipts. The meeting being confident that all funds were released appropriately shall minute this.

## THE POSITION OF THE CLERK

The position shall be an appointment and not an elected post. The duties to be as follows:

1. The calling of meetings in consultation with the Chairman.
2. Publishing the agenda for all meetings
3. Receive nominations for The Parish Meeting Committee
4. Keep all accounts and prepare the financial statement for submission to the Parish Meeting.
5. Undertake all financial duties including internet banking, receiving and preparing cheques and dealing with the bank.
6. Receive and deal with all correspondence in consultation with the Chairman or as determined by the committee.
7. The Clerk shall be reimbursed for all postage, telephone calls, stationery, printing etc. and expenses incurred carrying out the above duties, duly recorded and audited.
8. Agenda and notice of the A.G.M. together with the nomination form for the election to the committee, shall be published at least two weeks before the meeting and delivered to all households within the village.  
  
Offers to stand for the committee to be forwarded in writing on the form provided to the Clerk 48(forty-eight) hours before the A.G.M.

THE CONSTITUTION SHALL BE REVIEWED EVERY 2 YEARS AND CAN ONLY BE CHANGED OR AMENDED BY THE A.G.M., THE HALF-YEARLY PUBLIC MEETING, OR RATIFIED BY AN EXTRAORDINARY GENERAL MEETING.