

Arkengarthdale Parish Council Constitution

Arkengarthdale 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 Arkengarthdale.

Membership

The Parish Council will include up to five 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 Chair in writing of their wish to resign.

Officers

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

Responsible Finance Officer/Parish Clerk

The appointment of a suitably qualified Responsible Finance 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 in alternate months (January, March, May, July, September and November). 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 Chair shall have a casting vote.

Unless granted a dispensation, a councillor shall be excluded from a meeting when it is considering a matter in which the councillor has a disclosable pecuniary interest.

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

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

Finance

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

Review date: May 2026