

BARTON-ON-THE- HEATH PARISH COUNCIL CONSTITUTION

1. The Council consists of five elected Councillors. These are to be residents of the village. The public election of Councillors takes place every five years - i.e. 2005, 2010, 2015 et seq.
2. There will be one Annual General Meeting of the Council each May. Ordinary General Meetings will be held in October, February and in May preceding the AGM. A quorum at any meeting will be no less than three Councillors.
3. The Councillors will elect a chairman and vice-chairman from among themselves at each AGM. These posts will be held for the year following.
4. There will be appointed at each AGM a treasurer, parish clerk and an internal auditor. These appointments will be made by the elected Councillors. They may be paid appointments if the Council so desire at a rate stipulated by the Council.
5. A financial statement of parish accounts will be made at the October and February meetings. Full accounts will be produced for the AGM. Statements will be attached to agendas (see para 7b)
6. Details for the annual precept will be published at the October OGM for the year following.
7. The clerk will be responsible for:-
 - a. Internal and external correspondence and communication to Councillors generally.
 - b. The production and issue of meeting agendas no later than 15 working days before each meeting. Agendas will be issued to each councillor with copies being placed on both village notice boards.
 - c. The production and circulation of meeting minutes reasonably quickly after each meeting.
 - d. Maintaining the Minute Book.
 - e. In relation to planning applications the clerk shall after consultation with the Chairman, be authorised to respond to Stratford District Council on behalf of the Parish Council in its capacity as a statutory consultee where:-
 - (1) The date of the required response to S.D.C. falls between regular meetings of the Parish Council and,

- (2) The application is not a major one as defined by S.D.C. constitution.
 - (3) All members of the Council and members of the public who wish to express an opinion will be given five working days to respond to the Clerk in writing setting out their views. If there has been no response within five working days, then approval shall be deemed to have been given by Councillors and the public and the Clerk will respond to SDC accordingly
 - (4) There are no objections from Councillors and residents of Barton-on-the-Heath to the application(s). In the event of any objections an XOGM must be convened if time allows.
8. Planning applications will be carefully considered by Councillors in advance of the OGMs or XOGMs at which applications are to be considered publicly and subsequently voted upon.
 9. The Council will sit at a table so that Councillors can see and hear each other. The clerk will sit at the same table. The treasurer will sit at a table nearby.
 10. A council member with a personal or prejudicial interest in any subject matter under discussion must declare that interest. That person will not be entitled to vote on the subject and will be asked to leave the council table and room in which the meeting is taking place.
 11. The public will be welcomed to all OGMs, AGMs and any extraordinary general meetings which may be necessary. The public are permitted to speak at Council meetings if it is the wish of the Council (not the chairman) that they should do so.
 12. The County Councillor and District Councillor will always be invited to Council meetings. They will have no special rights above those of an ordinary member of the public.

James Coker
Chairman
31 July 2018