

Marton Parish Council Constitution

Version Date November 2020

1. The Parish Council is the body corporate which represents the first tier of Local Government for the Parish of Marton, Warwickshire.
2. Originally established by the Local Government Act 1894 the Council's powers and activities have been increased by many subsequent Acts of Parliament but are now governed by the Local Government Act 1972 together with the Localism Act 2011. The business of Marton Parish Council is regulated by the Local Government Act 1972.
3. Marton Parish Council consists of five unpaid Parish Councillors democratically elected by the registered voters who reside within the Marton Parish. Elections take place every four years in May, unless seats are uncontested. All Councillors must meet Rugby Borough Councils election criteria to be eligible.
4. A minimum of three Councillors need to be present to hold a meeting and form a quorum, voting is by a show of hands or a written ballot if requested. A majority vote by Councillors is required to pass a motion put before the Council always providing that at least three Councillors agree with the motion.
5. Parish Council meetings are held every other month throughout the year. The time and venue of these meetings are publicly advertised in advance and are open to members of the public. Members of the public who attend any meeting will be asked at the start of the meeting if they wish to raise any matter for the Parish Council to discuss. The Chair will decide the amount of time allocated to any such matter. Thereafter, members of the public will not participate in the Council's proceedings unless invited to do so by the Chair. The Council operates a freedom of information policy, official Parish Council business is available to members of the public, in the main this is covered by the published minutes of the meetings. Full details of meeting management are covered in the Council's **Standing Orders** document.
6. The Council may set up committees to deal with specific matters that require either more extensive consideration of a matter or more dedicated on-going support of an established local facility/amenity. At least one nominated Councillor must be a member of such committees, but all other members may be persons from the local community who have a relevant interest in the activities of the committee. Regular reports on the progress and activities of such committees must be given at the routine Parish Council meetings.
7. The purpose of Marton Parish Council is to work within its statutory powers to maintain and enhance public amenities within the village and to help the people of Marton improve their quality of life. Councillors follow the charter agreed with Rugby Borough Council and Warwickshire County Council which sets out how they will work together for the benefit of local people in planning, consultation, communication, and delivery of public services.
8. The Parish Council exercises its powers and duties in accordance with the law without favour or prejudice and utilises its limited funding to achieve the greatest good for the community. The funding being obtained by levying a precept on the Council Tax paid by residents.
9. Councillors abide by a local government code of conduct and declare their financial interests in the Parish. Councillors also declare any personal or prejudicial interests in any matter under discussion at each Parish Council meeting.
10. The Council's financial and administrative affairs are dealt with by the Parish Clerk, who is a part time employee of the Parish Council. All expenditures require signatures from two elected Councillors and are either agreed at Parish Council meetings before payment is made or reported to all other Councillors at the next available Parish Council meeting. The Council's full **Financial Regulations Policy** is reviewed annually. Due to recent Transparency Legislation, the Annual accounts are subject to an internal audit only and will no longer require an external audit unless income and expenditure exceed £25k per annum.

This Constitution as adopted by Marton Parish Council at its meeting held on 10 November 2020.

Author(s) Helen Keeves (Clerk)

Version 2

Version Date November 2020

Review Date September 2021

Review Body Marton Parish Council