

FEN DRAYTON PARISH COUNCIL CONSTITUTION

The parish council is the body corporate, which represents the first tier of local government for the parish of Fen Drayton in Cambridgeshire.

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 Fen Drayton Parish Council is regulated by the Local Government Act 1972.

Fen Drayton Parish Council consists of up to nine unpaid parish councillors democratically elected by the registered voters who reside within the parish. Elections take place every four years in May. All councillors must have their main residence within the boundary of the parish of Fen Drayton.

A minimum of three councillors needs 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 are in agreement with the motion.

Fen Drayton Parish Council holds meetings every month throughout the year, with the exception of August and December. It also holds an annual parish council meeting, which marks the start of a new council year for the elected members, and hosts the, more informal, annual parish meeting. Meetings are publicly advertised within the village and on the parish council website according to regulatory timescales.

Members of the public attending a meeting may raise any matter for the parish council to discuss in the public open forum, held at the start of the meeting. The chair will decide the amount of time allocated to any such matter – usually 10 minutes. Thereafter members of the public may 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 and this is mainly covered by the published minutes of the meetings.

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 committee 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.

The purpose of Fen Drayton Parish Council is to work within its statutory powers to maintain and enhance the public amenities within the village and to help the people



of Fen Drayton improve their quality of life by working in partnership with South Cambridgeshire District Council and Cambridgeshire County Council.

The parish council will exercise its powers and duties in accordance with the law without favour or prejudice and utilise 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 of the parish, the amount being controlled by South Cambridgeshire District Council.

Councillors agree to follow the Parish Councils' Code of Conduct, which is overseen by South Cambridgeshire District Council.

The parish clerk, who is a part time employee of the parish council, deals with the council's financial and administrative affairs. All expenditures require signatures from two authorised signatories and are reported by the clerk at the next available full council meeting.

The annual accounts are subject to an internal and external audit and are published on the village notice board and website, according to the regulations of the external auditor.

Signed by Harry Webster, chair
Date: 5 February 2018