

KIRKBY FLEETHAM WITH FENCOTES PARISH COUNCIL

FULL COUNCIL MEETING TERMS OF REFERENCE

GENERAL

1. For every parish there shall be a parish meeting for the purpose of discussing parish affairs and exercising any functions conferred on such meetings by any enactment and, subject to the provisions of the Local Government Act 1972.
2. Kirkby Fleetham with Fencotes Parish Council annual parish meeting would routinely be scheduled in May.
3. In addition to the annual meeting, the Parish Council, will convene nine other ordinary meetings. Meetings will be held on the third Thursday of each calendar month, with the exception of May, August and December.
4. If no other time or venue is fixed, ordinary meetings will be held at 7:30 pm in the Village Hall, Kirkby Fleetham.
5. Membership shall comprise all members of the Parish Council.
6. No business of the council may be transacted at a meeting unless at least a quorum of the whole membership of the Parish Council are present; and in no case shall the quorum of a meeting be less than three.
7. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
8. The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
9. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
10. At the Chairman's discretion, members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

BUSINESS

11. Business on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
12. Separate motions require a proposer and seconder. Voting on individual questions shall be by a show of hands.
13. The business of the full council meeting shall include, but is not constrained to the following items:
 - a. Members of the public may make representation during the 10 minutes allocated time at the beginning at an Ordinary Council Meeting. This period of time is for members of the Parish to raise matters of concern which are not on the Agenda and if appropriate can be added at the next meeting.

- b. Confirmation of the accuracy of the minutes of the last meeting of the Parish Council.
- c. Financial matters:
- d. To consider planning applications within the parish boundary;
- e. Consideration of the recommendations made by the Burial Authority committee;

POWERS

14. The primary powers of the Parish Council include, but are not limited to the following:
- a. To elect the chairman and vice chairman at the beginning of the Civic year;
 - b. To co-opt onto the Parish Council new Councillors for un-contested vacancies during the term of the Council;
 - c. The adoption and review of appropriate standing orders and financial regulations;
 - d. Setting the precept. Under the Council Tax legislation, the precept covers the parish needs for the ensuing financial year which, by law, runs from the 1st April to the 31st March in the following year.
 - e. Public contracts and tenders are to be reported to and considered by the full meeting of the Council;
 - f. Review of the terms of reference for committees;
 - g. To appoint the membership of the Burial Authority committee;
 - h. Review and adoption of the Parish Council's policies, procedures and practices in respect of its obligations under mandatory, statutory and best practice arrangements.
 - i. Establishment of delegation arrangements to sub-committees;
 - j. Review of the Parish Council's subscriptions to other bodies;
 - k. Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
 - l. Approved projects for the Solar Farm Community Benefits Fund, that will benefit the communities of the Parish, prior to the allocation of any payments.

DELEGATION OF POWER

15. Matters of an urgent nature requiring settlement before the next meeting of the Parish Council may be dealt with by the Parish Clerk in conjunction with the Chairman and one other Councillor at their discretion, but must be submitted for approval to the next meeting of the Parish Council.

OUTPUTS

16. On conclusion of an Ordinary meeting the draft minutes of that meeting will be served on councillors by the Parish Clerk.
17. In accordance with the Freedom of Information Act, draft meeting minutes are to be hosted on the parish website within 5 working days; marked 'Draft'.

18. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution at the subsequent meeting and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

19. Once the minutes are confirmed as an accurate record of the proceedings, they are to be displayed on the village notice boards and hosted onto the Kirkby Fleetham with Fencotes Parish Council website.

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