

Great Waltham Parish Council

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Constitution

1. Great Waltham Parish Council ("Council") is in the First Tier of Local Government and a Statutory Authority whose constitution is set by government legislation. First established by the Local Government Act 1894 the Council's powers and activities have been extended by subsequent legislation the latest of which are the Local Government Act 1972 and the Localism Act 2011.
2. The Council consists of eleven unpaid Parish Councillors democratically elected by the registered voters who reside in the parish of Great Waltham. Elections take place every four years in May.
3. The Council's financial and administrative affairs are dealt with by a Parish Clerk who is a part time employee of the Council.
4. A minimum of 3 councillors need to be present to hold a Council meeting and form a quorum. Voting is by a show of hands or a ballot if requested. A majority vote by councillors is required to pass a motion put before the Council.
5. Council meetings take place 12 times each year. The time and venue of these meetings are publicly advertised and are open to members of the public to attend, make representations and observe.
6. At a meeting the Chair will ask if any member of the public wishes to raise any matter for the Council to consider and will allot time for the matter to be discussed by councillors (either at the meeting if the matter is covered by a motion on the agenda, or at a future meeting when a relevant motion will be included on that agenda). Thereafter members of the public will not participate in the Council's proceedings unless invited to do so by the Chair. The minutes of each meeting are published by the Parish Clerk on noticeboards and on the parish website.

7. The purpose of the Council is to work within its statutory powers to maintain and enhance the public amenities within the parish of Great Waltham and to help its parishioners improve their quality of life, including by working in partnership with higher-tiered authorities such as Chelmsford City Council and Essex County Council.
8. Councillors agree to follow the Council's Code of Conduct which is overseen by Chelmsford City Council.

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W.J. Adshead-Grant
Clerk

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S.W. Gilbert
Chair