

## **South Kyme Parish Council**

### **Statutory Annual Parish Meeting**

#### **Date and Time of Meeting**

The Annual Parish Meeting shall be held between 1<sup>st</sup> March and 1<sup>st</sup> June inclusive and shall not commence before 6.00pm.

#### **Election of Chairman**

The Meeting comprises the local electors registered for voting in South Kyme. If the Chairman of the Parish Council is present they must preside over the meeting. If absent the meeting must elect someone else to preside.

#### **Right to Convene**

A Parish Meeting is convened by the Chairman of the Parish Council.

#### **Notices and Agendas**

Notice specifying the time, place and business of an intended meeting must be given and signed by the convener. The notice must be displayed on the village noticeboard and may be advertised publicly (in a newspaper or the Parish Council's website). The minimum notice required is seven days.

#### **Quorum**

The quorum for a Parish Meeting is two.

#### **Decisions**

Decisions are taken in the first instance by a majority of those present and voting. The Chairman will ascertain the effect of voting and will have a casting vote as well as, if an elector, an original vote.

#### **Places of Meeting**

The Parish Meeting should not meet in a church or vestry.

#### **Minutes**

Someone should be elected to take minutes of the meeting.

#### **Relationship between the Parish Meeting and the Parish Council**

Parish Meeting resolutions have no binding on the Parish Council are persuasive only. The Parish Council may consider the resolutions but does not have to act on them.

#### **Expenses**

The Parish Council must meet the cost of the Parish Meeting.