

South Kyme Parish Council

Statutory Annual Parish Meeting

Date and Time of Meeting

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

Election of Chair

The Meeting comprises the local electors registered for voting in South Kyme. If the Chair 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 Statutory Annual Parish Meeting is convened by the Chair 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 Chair 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.