

Election of Chairman and of Overseers at Annual Meeting.

The first business of the annual meeting is to elect a chairman and to appoint the overseers. The chairman must either be a councillor or a person qualified to be a councillor. Unless he resigns or ceases to be qualified, or becomes disqualified, he is to continue in office until his successor is elected. A retiring chairman will preside at the annual meeting at which his successor is elected. He is himself eligible for re-election at the annual meeting, but some other member of the council should take the chair if the retiring chairman is a candidate for re-election. The first annual meeting at which an election of chairman will take place, will be in April, 1896, as the first elected chairman holds office until that date.

Vice-Chairman.

The parish council may, if they think fit, appoint one of their number to be vice-chairman, and the vice-chairman will, in the absence or during the inability of the chairman, have the powers and authority of the chairman.

Candidate may Vote.

A candidate for the office of chairman or vice-chairman may vote for himself.

Acceptance of Office by Councillors.

Every parish councillor must, at the first meeting after his election, or if the council at the first meeting so permit, then at a later meeting fixed by the council, sign, in the presence of some member of the council, a declaration that he accepts the office, and if he does not sign such a declaration his office will be void. The chairman of the parish council, if elected from outside the council, is not required to make any declaration of acceptance of office. If he is elected from the council he will make the declaration as a parish councillor. A chairman once elected continues in office until he resigns, or ceases to be qualified or becomes disqualified, or until his successor is appointed. His simple non-acceptance of office does not vacate the chairmanship.

Minute Book.

Minutes of the proceedings of every parish council and of any committee of the council must be kept in a book. The minutes must be signed at the same or the next ensuing meeting by the chairman.

Standing Orders.

Subject to the provisions of the Local Government Act, 1894, a parish council may make, vary, and revoke standing orders for the regulation of their proceedings.

Quorum.

No business can be transacted at any meeting of a Parish Council unless at least one-third of the full number of members are present, but in no case is the quorum to be less than three.

Record of Votes, &c.

The names of the members present at any meeting of the parish council, as well as of those voting on each question on which a division is taken, must be recorded, so as to show whether each vote given was for or against the question. The voting must not be by ballot.

Majority to Decide.

Every question at a meeting of a parish council is to be decided by a majority of votes of the members present, and voting on that question. The majority required is not a majority of members present, but a majority of those who being present, vote on the question.

Casting Vote.

In case of an equal division of votes, the chairman of the meeting has a second or casting vote. The casting vote is in addition to any vote which the chairman may give as a member of the council. He has an original vote, whether elected from within or without the council, as when elected chairman he becomes a member of the council.

Execution of Instruments.

Any act of the parish council may be signified by an instrument executed at a meeting of the council and under the hands or, if an instrument under seal is required, under the hands and seals of the chairman presiding at the meeting, and two other members of the council.

Cheques.

Every cheque or other order for payment of money by a parish council must be signed by two members of the council.

Meeting to fill Casual Vacancy.

A casual vacancy among parish councillors or in the office of chairman of the council will be filled by the parish council and the council are required to be forthwith convened, as soon as a casual vacancy occurs in their body, for the purpose of filling the vacancy; but the proceedings of a parish council are not to be invalidated by any vacancy among their members or by any defect in the election or qualification of any members. The persons elected to fill casual vacancies must be qualified to be parish councillors. A quorum of the council must be formed before they proceed to the business of election.

Parish Meeting of BEGBROKE.

NOW

THE

BEGBROKE PARISH COUNCIL. 22/7/52

MINUTE BOOK.

From December 14th 1894

To June 14th 1966.



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