

WISTASTON COMMUNITY COUNCIL CONSTITUTION - 2024.

1. TITLE:

- i. The Council is a special council established by the Wistaston Parish Council.
- ii. The Council shall be called the Wistaston Community Council (hereafter called 'the Council').
- iii. The Council shall be a non-party political organisation.

2. AIMS AND OBJECTIVES:

- i. To provide a forum in Wistaston for the exchange of ideas and information amongst the various community organisations and residents.
- ii. To organise events for the community.
- iii. To support village organisations and or national charities in their activities and projects.
- iv. To provide financial support for village organisations, projects and or national charities.

3. COUNCIL MEMBERSHIP:

- i. The Council shall consist of the following eligible persons:
 - a. Parish residents.
 - b. One nominated member of any of the non-party political organisations, who wish to be represented.
 - c. Two Parish Councillors who will be nominated annually by the Parish Council.
 - d. The Council may co-opt other people who, in the opinion of the Council, could assist the Council in achieving its aims and objectives.
- ii. The minimum age for membership is 16yrs.

4. COUNCIL CONSTRUCTION:

- i. The Council shall consist of not less than 10 members exclusive of officers and Parish Councillors.
- ii. Sub-committees may appoint their own chairman and secretary, who will in tum report back to the Council.
- iii. A quorum of the Council shall be 4 members plus 1 officer.
- iv. In the advent of an emergency appropriate action will be taken by a majority of the officers.

5. ELECTION OF OFFICERS:

- i. Council Officers: Chair, Vice-Chair, Secretary. Treasurer.
- ii. The Chair, Vice-Chair, Secretary and Treasurer shall be elected at the annual general meeting.
- iii. Any vacant positions after the AGM or positions that become vacant during the year may be elected at a monthly meeting providing that meeting is quorum or at an extraordinary meeting, called specifically for that purpose.
- iv. All nominations of officers to be elected at the AGM must be received by the Secretary on or before the date of the A.G.M. Each nominee must be proposed and seconded, and the nomination accompanied by the signed agreement of the nominee.
- v. The proposer and nominee must meet Council membership criteria.

6. VOTING RIGHTS:

- i. Members shall be entitled to one vote.
- ii. The Chair is entitled to a casting vote, provided that a vote on a particular issue has already been registered by the Chair.

7. ANNUAL GENERAL MEETING:

- i. The A.G.M shall be held in January of each year. Notice of the meeting, together with agenda shall be published on the website at least 14 days before the A.G.M.

8. ALTERATIONS TO THE CONSTITUTION:

- i. Proposals to alter the constitution must be submitted to the Secretary in writing. These will be discussed in the next regular monthly meeting. If the proposal is considered necessary it will be presented and a vote taken at the next A.G.M. or at an extraordinary meeting, called specifically for that purpose.

9. FINANCE:

- i. Audited financial statements of accounts, shall be submitted to the A.G.M.
- ii. All Council cheques must carry two signatures from the following list:
Treasurer, Chair, Vice-Chair and Secretary.
- iii. The Treasurer will maintain the Council's main accounts at a suitable bank, and submit an annual statement of accounts as at 31st December for approval by the Council.
- iv. Similarly, any persons who are authorised by the Council to be responsible for maintaining other accounts concerning the Council's business shall submit annual statements or audited annual statements of accounts as at the 31st December for approval by the Council.
- v. The Council shall take out appropriate insurance to cover Council members, its activities and possessions.
- vi. The Council shall be authorised to make appropriate donations or financial assistance, provided that an adequate balance is maintained in the accounts.

10. SUB-COMMITTEES:

- i. Sub-committees shall refer to the full Council if they want to carry out any major change in policy, new actions or major expenditure.

11. EXTRAORDINARY GENERAL MEETING:

- i. An E.GM may be called by a majority of the officers of the Council or 5 other members. Notice of the meeting, together with agenda, shall be published on the website at least 5 days before the date of the E.G.M.

12. DISBANDMENT:

- i. In the event of the Council disbanding:
 - a. The Council's officers will ensure any outstanding debt or obligations are cleared.
 - b. Assets and any funds left in the main accounts (current and deposit) after rule (i), shall be shared equally amongst all village organisations which apply.
 - c. The Council's officers will ensure established village organisations know the Councils assets and funds are available on application and that they will be shared equally to all who apply.