

**The constitution of the Parish Council should be readopted at the Annual Parish Council Meeting each year. This was omitted from the May meeting. Following changes to the availability of meeting venues, item 5 has been updated to remove named venues. The rest of the document is unchanged. The Constitution is presented in September for proposal for adoption at the October 2024 Parish Council meeting.**

## **Draft Constitution of Laverstock & Ford Parish Council**

Date last amended	16 <sup>th</sup> September 2024
Date adopted	
Minute Reference	24.
Date of next review	May 2025

### **1. Title and Area**

The Council shall be called the Laverstock and Ford Parish Council and operate in the area specified in the Statutory Order setting up the Parish Council or in any subsequent amendment. (Currently this includes the communities of Laverstock, Ford, Old Sarum, Longhedge and Bishopdown Farm).

### **2. Functions**

The functions of the Council shall be:

- (a) To exercise such powers and duties as are laid upon it by its core governance documents .
- (b) To exercise such powers and duties as are laid upon it by statute.
- (c) To exercise such powers and duties as are laid upon it by delegation from the Wiltshire Council or other appropriate public body.
- (d) To protect, enhance and promote the environment of the area of the Parish Council.
- (e) To protect, enhance and promote the collective interests and well-being of the residents of the Parish of Laverstock and Ford.
- (f) To make representations to Wiltshire Council, and any other Statutory Body or Public Utility on matters affecting the residents of Laverstock and Ford Parish.

- (g) To stimulate and foster support for approved policies of the Council.

### **3. Constitution**

- (a) The Council shall consist of:
- (i) 16 Members elected by the electors of the Parish of Laverstock and Ford or such other number as may be specified by Wiltshire Council which shall not be less than 5.
  - (ii) Such co-opted Members as may be necessary to fill normal or casual vacancies as the Council may determine.
- (b) For the purposes of the election referred to in (a(i)) above the area of the Council shall be divided into three wards each electing Members as specified below:
- (i) Bishopdown Farm – 5 members
  - (ii) Ford, Old Sarum and Longhedge – 6 members
  - (iii) Laverstock and Milford – 5 members.
- (c) All Councillors shall retire together in every ordinary year of election on the fourth day after the ordinary day of election of such Councillors and the newly elected Councillors shall come into office on the day on which their predecessors retire.

### **4. Financial and Administrative Year**

The Financial and Administrative year of the Council shall be in the period commencing on the first day of April and ending on the thirty-first day of March in the following year.

### **5. Meetings of the Council**

Meetings of the Council shall normally be held by rotation in each ward of the parish subject to availability of venues. Meetings shall commence at 7.00pm unless otherwise determined.

### **6. Governance**

- (a) The Council will be governed by reference to three core documents;
- i. **Standing Orders** which set the rules of debate in Council meetings and the role of the Proper Officer and Responsible Financial Officer.
  - ii. **The Scheme of Delegations** which details those of its powers and responsibilities the Council delegates to Committees and to Officers.
  - iii. **Financial Regulations** which set out how the Council's financial affairs will be managed.
- (b) Governance Documentation will be reviewed and confirmed at the Annual Parish Council meeting taking place each year.
- (c) Amendments to any of the three core documents can only be made having been tabled, proposed and seconded at a Parish Council meeting where the matter is then deferred to the following meeting to allow all members to consider the changes proposed.
- (d) The Council will seek to meet and maintain compliance with the requirements to adopt

REPORT 24.123(2) Review of Policies Constitution  
LAVERSTOCK AND FORD PARISH COUNCIL

Date: 12<sup>th</sup> September 2024

Author: Trudi Deane, Administration Officer

the General Power of Competence for Parish Councils as set out in **The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012**

- (e) The Council will publish annually following the Annual Parish Council meeting a calendar of key events for the following 12 months including;
- i. Next Annual Parish Council Meeting
  - ii. Next Annual Parish Meeting
  - iii. Dates of all normal Parish Council and Committee meetings
  - iv. Date for submission of AGAR financial returns
  - v. Date for adoption of the Parish Council's Budget
  - vi. Deadline for submission of Precept demand on Wiltshire Council
  - vii. Dates of planned events to inform and engage with the community.

Revised 16<sup>th</sup> September 2024