

## **CONSTITUTION**

### **NAME:**

The name of the group shall be :- The South Gloucestershire Town & Parish Councils' Forum (T&PCF).

### **MEMBERSHIP:**

The membership of the group shall comprise the following:-

- The Clerk to every Local Council (Town and Parish Councils and Parish Meetings) in South Gloucestershire
- The Chairman, or the Chairman's nominated representative, of every Local Council in South Gloucestershire
- An appropriate Senior Officer of South Gloucestershire Council (SGC)
- The Chairman of the Communities Committee of SGC
- Political representation from other parties for Communities Committee SGC
- Compact

Administrative support is provided by SGC

Meeting facilities provided by Local Town and Parish Council's (rotate)

### **PURPOSE:-**

The purpose of the T&PCF shall be to act as a forum for the Local Councils to interact with SGC to an agenda set by the local councils. Principal among such matters will be the constant monitoring and periodic review of the Charter between SGC and the Local Councils known as the Parish Charter. Additionally the T&PCF will provide the input in parallel with SGC to the South Gloucestershire Compact between SGC and the Voluntary & Community Sector.

### **OFFICERS:-**

The T&PCF is to elect a Chairman and a Vice-Chairman. These honorary posts are to be elected on an annual basis (normally in January). There is no limit to the term of office for either post, but it is recommended that they serve for no more than 3 years continuously, with no bar to future re-election.

The posts are open to any of the Clerks or Chairmen who are members of the Forum.

### **MEETINGS:**

Initially the meetings will be held 4 times per year, but extra meetings may be called if though necessary; similarly a meeting may be postponed or deleted in the absence of appropriate business.

### **AGENDA:**

The agenda for each meeting will be set by the Chairman in consultation with the Vice Chairman and SGC Officers. Matters for the agenda may arise from:

- Suggestions made at a previous meeting
- Matters of significance that have come to the notice of the Chairman or Vice Chairman
- Matters that SGC wish to bring to the meeting
- Any matters that may be raised from any of the local council members of T&PCF

Members and / or officers of SGC may be invited to meetings to facilitate the understanding of members on specific matters. It is expected that Members and Officers will respond positively to any such requests from T&PCF.

### **MINUTES:**

Draft minutes will be circulated as soon as is reasonably practical to all members for checking for accuracy and omissions. Once checked, the minutes will be confirmed at the following meeting and, once confirmed, shall be placed in the public domain.