



TROSTON PARISH COUNCIL CONSTITUTION

Updated 6th November 2017

The Parish of Troston is shown on the attached map. The boundary runs from Rymer House in the North, includes the RAF Married Quarters of Longfield Green and Woodside View, the Jackdaw and houses of Woodsdale, and round to Oak Grove; and of course, the houses in the village of Troston.

The Parish Council is the corporate body that represents the first tier of local government for the Parish of Troston. It consists of seven unpaid Councillors democratically elected every four years by the registered voters who reside in the Parish. St.Edmundsbury Borough Council maintains the Register of Electors.

Where insufficient Councillors have been elected by ballot the Council may nominate at its discretion individuals for co-option to the Council so long as the total number of co-opted members does not exceed the number of elected members.

Qualifications

To stand for election or be co-opted you must:

- be a UK or commonwealth citizen, or;
- be a citizen of another Member state of the European Union;
- be at least 18 years old;
- be an elector of the parish, or;
- for the whole of the previous 12 months have occupied (as owner or tenant) land or other premises in the parish, or;
- during the previous 12 months have worked in the parish (as your principal or only place of work), or;
- for the whole of the previous 12 months lived in the parish or within three miles of the parish boundary.

Vision and Purpose

Troston Parish Council's vision is *"to listen to the needs of local people and ensure Troston continues to be a vibrant rural village with a strong community spirit, where everybody matters. The aim is for the Parish to be an attractive and safe place in which to live and work for the present generation and for generations to come"*.

The purpose of the Council is to work within its statutory powers to maintain and enhance the public amenities available to the Parish, and to help residents and neighbouring communities to improve their quality of life, in accordance with the

Council's vision, and to work in partnership with St.Edmundsbury Borough Council and Suffolk County Council.

Code of Conduct

The Council will exercise all its powers and duties in accordance with the law and this Constitution, and utilise its limited budget to achieve the greatest good for the community. The Council is an equal opportunities employer and endeavours to safeguard all members of the Parish.

Councillors agree to follow the Suffolk Code of Conduct, which is overseen by the monitoring officer at St Edmundsbury Borough Council.

Parish Clerk and Responsible Financial Officer

The Council's administrative affairs are dealt with by the Parish Clerk who is a part time employee of the Parish Council, and also fulfils the role of Responsible Financial Officer. All expenditures require signatures from two Councillors and are reported to all other Councillors at the next available Parish Council meeting. Due to recent Transparency Legislation, the Annual accounts are subject to an internal audit only and will no longer require an external audit unless income and expenditure exceed £25k per annum.

Meetings

The Council meets in public every second month in the Village Hall. A minimum of three Councillors need to be present to hold a meeting and form a quorum, voting is by a show of hands or a written ballot if requested.

A person shall cease to be a member of the Council when having notified the Chairman in writing of their wish to resign.

At the Annual General Meeting held in May each year they will elect from their number a Chairman and Vice Chairman to serve for the ensuing twelve months.

The Council operates a freedom of information policy and publishes its agendas and minutes on the parish notice board and website. Any member of the public can inspect Council papers and attend Council or committee meetings. They may also inspect the Council's accounts and make their views known to the external auditor.

Updates

This Constitution may be altered and additional clauses added by a resolution passed by not less than two thirds of the Council present.