

OXBOROUGH PARISH COUNCIL **CONSTITUTION**

Oxborough Parish Council consists of five councillors elected every four years. Elected officers will be Chairperson and Vice-Chair, elected at the Annual General Meeting. Breckland District Council maintains the Register of Electors.

Oxborough Parish Council's vision is "to ensure Oxborough continues to be a vibrant rural village with a strong community spirit, where everybody matters. The aim is for Oxborough to be a safe and attractive place in which to live 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 village's public amenities, and to help the people of Oxborough to improve their quality of life, in accordance with the Council's vision, and to work in partnership with Breckland District Council and Norfolk County Council.

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's administrative affairs are dealt with by the Parish Clerk who is a part time employee of the Parish Council, and will fulfil the role of Responsible Financial Officer. Councillors and the Parish Clerk are authorised to sign cheques for which two signatures will be required.

The Council meets in public six times a year in the Village Hall (normally a Wednesday in January, March, May, July, September and November) at 7.30pm. Councillors will receive at least seven days notice of meetings; a quorum of 3 Councillors is required. Every matter shall be determined by a majority of votes of the Council members present and voting. In the case of equality of votes the chair of the meeting shall have a casting vote.

The Council operates a freedom of information policy and publishes its agendas and minutes on the parish notice board and website <https://oxborough-pc.wixsite.com/website>. Any member of the public can inspect Council papers and attend Council meetings. They may also inspect the Council's accounts and make their views known to the external auditor.

This constitution may be altered with the consent of a majority vote of the Council present.