



# **CASTLE EATON PARISH COUNCIL**

## **Role Of the Chairman of The Parish Council**

### **1. Introduction**

This document describes the role, duties and responsibilities of the Chairman of the Parish Council.

### **2. General**

2.1. The Chairman must preside at a meeting of the Parish Council if he or she is present.

2.2. It is the person who presided at the meeting who has the responsibility to sign the minutes as a true record

2.3 It is the duty of the Chairman to preserve order, and to take care that the proceedings are conducted in a proper manner, and that the sense of the meeting is properly ascertained with regard to any question which is properly before the meeting.

### **3. Responsibilities**

3.1. To determine that the meeting is properly constituted and that a quorum is present

3.2. To inform himself as to the business and objects of the meeting

3.3. To preserve order in the conduct of those present

3.4. To confine discussion within the scope of the meeting and reasonable limits to time

3.5. To decide whether proposed motions and amendments are in order

3.6. To formulate for discussion and decision questions which have been moved for the consideration of the meeting.

3.7. To decide points of order and other incidental questions which require decision at the time.

3.8. To ascertain the sense of the meeting by putting relevant questions to the meeting and taking a vote thereon (and if so minded giving a casting vote)

3.9. To approve the draft of minutes or other records of proceedings (with the consent of the meeting)

3.10. To adjourn the meeting when circumstances justify or require that course

3.11. To declare the meeting closed when its business has been completed

#### **4. Duties outside the meeting**

4.1. The Chairman is the person to whom notice of resignation is given by other Councillors or the Clerk

4.2. The Chairman may convene meetings of the Council (on proper notice to the Clerk)

4.3. When attending ceremonial events, the Chairman is the proper person to represent the Parish

4.4. The Chairman may receive an allowance to meet the expenses of his office

4.5. The Chairman is likely to be the person whom the Clerk will approach for information about the Council and the Parish, and to discuss matters and consult on decisions informally

#### **5. Roles of the Chairman**

5.1. The Chairman is in a position of authority, responsible for ensuring that effective and lawful decisions are taken at meetings of the Council

5.2. The Chairman works in partnership with the Clerk to make sure that the Council is properly informed for making lawful decisions

5.3. The Chairman is responsible for involving all Councillors in the discussion

5.4. The Chairman often speaks on behalf of the Council, but must remember to express the views of the Council and not personal views. By law, the Chairman cannot make a formal decision on behalf of the Council.

5.5. The Chairman is often the public face of the Council

5.6. The Chairman represents the views and concerns of the residents of the Parish to the Parish Council, and through it, to the District and County authorities

5.7. The Chairman reports back to residents on issues affecting the Parish

## **6. Voting**

6.1. The Chairman has a casting vote. The first vote is a personal vote as an ordinary Councillor. If there is a tied vote, the Chairman can have a second or casting vote.