

## Ruskington Parish Council

### Terms of Reference

#### Chairman of the Parish Council

The Chairman is elected by Councillors at the Annual General Meeting of the Council.

Chairman.

The retiring Chairman or in his absence, the Vice-Chairman will preside at the meeting for the first item on the agenda “To elect Chairman”. If both are absent then another councillor may be elected to preside. Once a Chairman is elected he shall sign the Declaration of Acceptance of Office and then preside over the meeting.

#### **Responsibilities**

1. The Chairman when present will preside over the meetings of the Council. They or who so ever is in the chair will sign the minutes when approved by the Council.
2. To ensure that the meeting is properly constituted and that there is the required quorum.
3. To preserve order and ensure that the meeting is conducted in an orderly manner.
4. To prepare for the meeting so the meetings objectives may be achieved.
5. In the event of a tied vote the Chairman will have a casting vote.
6. To declare the meeting closed when business is completed.

## Other Responsibilities

The Chairman will:

7. Sign the Annual Accounts once they approved by Council.
8. Receive notice of resignations from Councillors and the Clerk.
9. Convene a meeting of the Council on proper notice to the Clerk.
10. As an ex-officio member have voting rights of all committees.
11. Be the Chairman of the Finance Committee.
12. Be the contact that the Clerk will consult and discuss matters when formulating decisions.
13. Ensure Council Standing Orders etc. are maintained and the policies adhered to.
14. Ensure mandatory financial audits are completed and submitted to the appropriate authority on time.

Ensure all Council policies are reviewed and approved by Council in the appropriate timescale.