

1. Election of Chair for 2024-25

By law, the first business of the Annual Meeting is the election of the Chair for the forthcoming Council year. No other business can be carried out at this or any other meeting until a Chair is elected. The current Chair will chair the meeting until a Chair for the forthcoming year is elected.

The Chair is not the leader or 'Prime Minister' of the Council. The Chair takes on some minor duties and responsibilities but, apart from having a casting vote in Full Council meetings, the role has virtually no powers or authority above that of any other Member.

The Chair is 'elected.' This means that each nomination must be proposed and seconded and, if more than one candidate accepts their nomination, a vote must be taken. The current Chair may be nominated to serve for a further year. All candidates may participate in the vote to elect the Chair. If the votes of two candidates are equal at the end of the voting process, the current Chair must, by law, cast a deciding vote in addition to any vote that he has already cast.

If only one candidate accepts their nomination, they will be elected unopposed.

Once a Chair is elected, they serve until the next Annual Meeting and, unless they are disqualified or resign, they cannot be de-selected.

2. Out-going Chair's address

This is a short, valedictory speech traditionally allowed (unless the current Chair is re-elected), at the discretion of the new Chair, to their predecessor to mark the end of their term of office. The speech is traditionally printed verbatim in the minutes of the Annual Meeting.

3. Appointment of Vice-Chair for 2024-25

The Vice-Chair is 'appointed.' This means that there is no requirement for a nomination to be proposed and seconded and any Member may nominate themselves for the role. If only one person volunteers or accepts a nomination for the role, a vote must still be taken to confirm their appointment.

Once a Vice-Chair is appointed, they serve until a new Chair is elected at the next Annual Meeting and, unless they are disqualified or resign, they cannot be de-selected.

The Vice-Chair takes over as chair of a Council meeting if the Chair is absent or leaves the chamber but the Vice-Chair does not automatically assume the role of Chair of the Council if the Chair is disqualified or resigns. In such a case, the Council must elect a new Chair of the Council.

4. Appointment of bank authorisers

All cheques issued by the Council must be signed by two Members of the Council and an officer. Tracey Dyson, Rob Phillips, Nick Simmons and Barrie Page are currently authorised to sign Council cheques.

Council has moved to a secure electronic system whereby two Members would authorise payments electronically. Therefore, it is recommended that only members fully conversant with email and comfortable with transacting business online are appointed to these roles.

5. Committees

If any Member successfully proposed an amendment that a particular Committee should be disbanded, the duties, responsibilities and authorities of that Committee would revert to the Full Council.

6. Terms of Reference

Some changes to the Terms of Reference of the **Finance Committee**.

1: Paragraph 1 – Amend “Members” to “Committee Members”

2: Paragraph 2 – delete “and the Chairs to which the Council has delegated powers to authorise expenditure”

3: Paragraph 2 – Amend “members” to “a member”

4: 4th paragraph from the end – Delete and replace with “The Finance Committee will call in Chairs or responsible project leads or RFO to agree actions to address potential significant variations in the budget.”

Rename the People and Communities Committee to the Leisure and Tourism Committee

Full Council has delegated some legal authorities, duties and responsibilities to its committees. Members who are considering proposing amendments to any committee’s terms of reference should consult officers at the earliest opportunity to ensure that any such amendments conform to these legal requirements.

The number of Members on each committee may be amended but any Committee of the Council must have a minimum of three Members.

7. Appointment of Members of Committees

Again, Members of Committees are ‘appointed’ and so may nominate themselves.

Council can resolve to keep Committees as they are but each Committee will require a separate decision. It should be noted that members of the Joint Committee of Local Councils should have access to internet and be able to access online video meetings.

8. **Full Council meetings 2024-25**

The Council traditionally meets on the last Wednesday of each month except August and December. In addition, the Council has an extra meeting in January to agree budget and precept.