

# NORTH AND MID WALES ASSOCIATION OF LOCAL COUNCILS

## CONSTITUTION – JULY 2020

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RAR/October 2019

# NORTH AND MID WALES ASSOCIATION OF LOCAL COUNCILS

## 1. MEMBERSHIP

### 1.1 Members

Membership of the Association is open to all Town and Community Councils who are located in the Principal Council areas of Anglesey, Conwy, Denbighshire, Flintshire, Wrexham, Ceredigion, Gwynedd and the old county of Montgomeryshire who have paid the annual subscription fees due on 31<sup>st</sup> July each year.

### 1.2 Membership fees

The annual membership fee shall be agreed at each annual meeting for the ensuing year on the following basis:

- Fee for smaller Councils (up to 5,000 population)
- Fee for medium Councils (Up to 10,000 population)
- Fee for larger Councils (Over 10,000 population)

### 1.3 Entitlement

Membership offers the following entitlements to member Councils as follows:

- a) Voting at the general and annual meeting as per standing orders.
- b) Receipt of agenda and minutes of all meetings of the Association.
- c) Advice from members (where possible).
- d) To put forward items for discussion by the Association.

### 1.3 Aims and objectives

The aims and objectives of the Association shall be:

- i) To discuss and take action on matters which affect the Member Councils.
- ii) To consider Welsh Government and Parliamentary Consultations where they affect the Member Councils.
- iii) To give a forum for member councils to discuss common issues.
- iv) To represent and promote members views wherever they are needed.

## 2. MEETINGS

### 2.1 General

Quarterly meetings of the Association shall be held in the months of January, April, July and October of each year.

Notice (including agenda) of a general meeting shall be given at least 14 days prior to the meeting date.

Smoking shall not be permitted at any meetings of the Association.

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### 2.2 Special Meeting

A special meeting of the Association may be called by the Chair of The Association, the Vice Chair (in the absence of the Chair) or Secretary to conduct urgent business upon giving 14 days' notice (including agenda).

When a special meeting is called the agenda must be made known to the Secretary so that every Member is aware of the reason for the meeting.

### 2.3 The Annual General Meeting

The Association shall hold its Annual General Meeting each year in July in accordance with the Standing Orders.

## 3. PROCEDURE

### 3.1 Officers

The Annual Meeting of the Association shall appoint the following Officers who shall serve for the period ending on the next Annual Meeting:

- Chair
- Vice Chair
- Administrator (see 3.5 below)
- 2 assistant Administrators (to help with consultations as required)

### 3.2 President

The Association shall elect a President at the Annual Meeting following a general Council elections and shall serve until the Annual Meeting following the next general Council elections.

The Presidents duties are to be:

- Overseeing the election of the Chair at the Annual Meeting.
- Oversee any issues arising out of disputes or complaints.

### 3.3 Vacancies

If during a year a vacancy occurs within the Officers at the next General Meeting of the Association an election shall take place for such vacancy. This appointment shall expire at the next Annual Meeting of the Association.

### 3.4 Executive

An Executive Committee shall be elected at the Annual Meeting and membership is to comprise:

- President
- Chair
- Vice Chair
- Administration Manager
- Immediate past Chair
- Four other Members of the Association

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The Executive Committee shall agree the Agenda for the next General Meeting of the Association and shall consider any matters relating to the constitution and standing orders making recommendations to the General Meeting.

### 3.5 Administration

The Annual Meeting shall appoint an Administration Manager who shall act as secretariat and treasurer for the Association of the ensuing year.

The Association shall pay expenses of the Administration Manager in the performance of the post duties.

Such allowance shall be agreed at the Annual Meeting.

The Administration Manager shall be responsible for:

- i) Preparation of agenda and minutes of the 4 quarterly meetings and 4 executive meetings.
- ii) To prepare presentations and consultation papers for the association.
- iii) Make arrangements for venues and lunches for each quarterly meeting.
- iv) To manage and keep up to date the web site.
- v) To collect membership fees, keep accounts to be presented to each meeting, to manage the bank account and all financial matters appertaining to the Association.
- vi) To travel to the Welsh Assembly or other government places representing the Association in accordance with the Policy of the Association.

### 3.6 Archives and records

The Administration Manager shall keep appropriate records of the Association. Archives of the Association are to be deposited from time to time with the Library of Wales.

### 3.7 Quorum

A quorum of meetings shall be as follows:

General Meetings	Minimum of 3 Member Councils or 1/3 of the Member Councils whichever is the greater.
Executive	Minimum of 3 members excluding the Administration Manager.

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Special Meetings                      Minimum of 3 Member Councils or 1/3 of the Member Councils whichever is the greater.

### 3.8 Voting

Voting shall be as follows:

- a) **Generally** – One member present one vote each.
- b) **Appointments** – One vote per Council.

The Chair has a casting vote in the event of equal votes.  
If two members present require a secret ballot this shall be held.  
Only those present at the meeting may vote.

### 3.9 Voting on appointments

The appointment of the President, Chair and Vice Chair shall be by secret ballot.  
Nominations for the post of President, Chair and Vice Chair shall be made at least 10 days prior to the meeting on the appropriate forms for circulation to members prior to the meeting.

### 3.10 Code of conduct and complains

The Code of Conduct adopted by Town and Community Councils at the time shall apply to the Association except where it is in conflict with the Standing Orders of the Association.

## 4 FINANCE

### 4.1 Bank

The Association shall hold a separate bank account as approved by the Annual Meeting each year.  
The cheques & authorisation of payments shall be signed by the Administration Manager and at least one other member of the Association.

### 4.2 Expenditure

The expenditure of the Association shall be estimated each year and applied to a cash flow forecast for the General Meeting to consider.  
All expenditure shall be approved by the Executive other than that of hiring venues and lunches within the agreed budget for same.

### 4.3 Annual review of fees and charges

The Annual Meeting of the Association shall review the following fees and charges annually in July:

- a) Membership fees
- b) Lunch charges
- c) Administration

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### **4.4 Audit**

The Annual Accounts shall be subject to an examination each year by a person approved by the Executive and Annual Meeting.

### **4.5 Financial records**

The Administration Manager shall keep financial records along with bank statements and receipts/invoices.

## **5. MISCELLANEOUS**

### **5.1 Signing and sealing of documents**

All documents (either under hand or sealed) shall be signed by all of the following:

- a) The President
- b) The Chair
- c) The Administration Manager

### **5.2 Variation and revocation**

Variation and revocation of any part of the Constitution shall be by formal resolution at the Annual Meeting.

The Executive (may with the approval of the General Meeting) approve interim arrangements which must be ratified at the next Annual Meeting.

### **5.3 Association ceasing**

In the event of the Association ceasing as agreed by the Membership the following shall take place:

All monies shall be frozen in the bank account for 6 years.

Upon the expiry of 6 years the Membership at the time of dissolution shall decide if to continue with above or to finally dissolve the Association.

If the Association is finally dissolved any money in the account shall be used to pay for any expenses in dissolving the Association with the remainder given to a charity of the Memberships choice.

The Association may at any time during the periods set out above re-establish and take the bank account into the re-established Association which must have the same aims and objectives of the existing Association.

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## 5.4 Signatures

The signatures to this document are:

..... Cllr J Butterfield President

..... Cllr P Morton Chair

..... Robert Robinson Administration  
Manager

## 5.5 Date July 2020

This constitution replaces all previous constitutions as is to be effective from the Annual Meeting held in July 2020.