

METHERINGHAM PARISH COUNCIL

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On Wednesday, the 7th of May 2025 Councillor Malcolm Wallace the Chairman* of Metherringham Parish Council instructed me to call an Extraordinary Meeting of the Parish Council on his behalf on Wednesday 14th May 2025, since then Cllr Wallace has resigned as both Chairman and as a Member. Subsequently on 8th May 2025 (9:30am). I have had two Members call for an Extraordinary Meeting: Cllrs Catherine Redpath and Mark Worthington; the Act** does not cover this scenario. I have taken advice and I am content this procedure is lawful. Therefore, Members are summoned to attend this Extraordinary Meeting of the Parish Council which will be held **at 6:30 pm on Wednesday, the 14th of May 2025** in the Parish Offices at 31a High Street Metherringham LN4 3DZ.

Prior to the commencement of the meeting in formal session at 6:15pm there will be a 15-minute public forum where members of the public are allowed to speak for three minutes each on matters concerning the parish. Members of the County and District Councils and other agencies may also give reports during this period of time. Your attendance is also requested during this period. Supporting information will be dispatched later.

Cllr Catherine Redpath and Cllr Mark Worthington.

John F Money

John F Money Proper Officer to Metherringham Parish Council
9th May 2025

Public forum.

AGENDA

The meeting to move into formal session where members of the public are not allowed to speak, in certain circumstances the Chairman may move the meeting out of formal session to allow this.

1. To elect the Chairman of the Council

Chairman to sign declaration of acceptance of office once appointed.

2. To resolve to accept Apologies for Absence and reasons given in accordance with Local Government Act 1972 s85(1)

3. Members Declarations of Interests:

- a. Members may make any declarations of interest at this point but may also make them at any point during the meeting in accordance with Metherringham Parish Councils Code of Conduct.
- b. Dispensations: To consider and grant dispensation to relevant members who have contacted the Proper officer requesting a dispensation in accordance with Metherringham Parish Councils Code of Conduct.

- c. Chairman to remind members to review their Declaration of Interest forms when their or their partners circumstances change
- 4. To approve the draft minutes of previous Extraordinary Meetings of the Parish Council
- 5. To consider and resolve to form an:
 - a. Events Working Group
- 6. To review and resolve the draft Terms of Reference for:
 - a. Events Working Group
- 7. Financial matters, consider to resolve:
 - a. Bank transfer matters
 - b. Bank mandate matters.
- 8. *Public bodies (admission to meetings) act 1960 exclusion of the press and public: to resolve that in accordance with section 1(2) of the public bodies (admission to meetings) Act 1960, Section 12a Local Government act 1972 and by reason of the confidential nature of the remainder of the business, the press and public be excluded.*
- 9. To consider and resolve the Roles and Responsibilities of the Parish Council Officers.
- 10. Date of next meeting

Appendix i:

* While some Councils and Members call the Chairman Chair, Metherringham Parish Councils Standing Orders still names the meeting leader as the Chairman, as the Act does.

**** From the Local Government Act 1972**

UK Public General Acts 1972 c.70 SCHEDULE 12 Part II

9(1) An extraordinary meeting of a parish council may be called at any time by the chairman of the council.

(2) If the chairman refuses to call an extraordinary meeting of the council **after a requisition for that purpose, signed by two members of the council, has been presented to him**, or if, without so refusing, the chairman does not call an extraordinary meeting within seven days after such a requisition has been presented to him, any two members of the council, on that refusal or on the expiration of those seven days, as the case may be, may forthwith convene an extraordinary meeting of the council. *This cannot apply in this case as there is no chairman in office to give notice to and as the dates were not specifically set at the annual meeting. I could have possibly called a Full Council meeting. I am content this meeting is lawful and will not be subject to legal challenge.*

(2) **Three clear days at least before a meeting of a parish council—**

a) notice of the time and place of the intended meeting shall be fixed in some conspicuous place in the parish and, where the meeting is called by members of the council, the notice shall be signed by those members and shall specify the business proposed to be transacted at the meeting; and

[F2(b) a summons to attend the meeting, specifying the business proposed to be transacted at the meeting and certified by the proper officer of the council, shall be sent to every member of the council by an appropriate method.]

[F3(2A)In sub-paragraph (2)—

(a) **“authenticated” means signed or otherwise authenticated in such manner as the proper officer thinks fit; and**

(b)the reference to sending the summons to a member by an appropriate method is to—

(i)leaving it at, or sending it by post to, the member’s usual place of residence, or

(ii)where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address.]

(3) Want of service of any such summons as is referred to in sub-paragraph (2)(b) above on any member of the parish council concerned shall not affect the validity of the meeting.

11(1)At a meeting of a parish council the chairman of the council, if present, shall preside.

(2)**If the chairman of the council is absent from a meeting of the council, the vice-chairman of the council, if present, shall preside.**

(3) If both the chairman and vice-chairman of the council are absent from a meeting of the council, such councillor as the members of the council present shall choose shall preside.

12 Subject to paragraph 45 below, no business shall be transacted at a meeting of a parish council unless at least one-third of the whole number of members of the council are present at the meeting; but, notwithstanding anything in that paragraph, in no case shall the quorum be less than three.

13(1) Unless otherwise provided by the council’s standing orders the manner of voting at meetings of a parish council shall be by a show of hands.

(2) On the requisition of any member of the council the voting on any question shall be recorded so as to show whether each member present and voting gave his vote for or against that question.

Modifications etc. (not altering text)

C4 Sch. 12 para. 13(1) applied (1.4.2009) by The Charter Trustees Regulations 2009 (S.I. 2009/467), regs. 8(5), 9(7)