

# **The Constitution of The Test Valley Association of Parish and Town Councils**

## **1. Name**

- 1.1. The Association shall be known as the Test Valley Association of Parish and Town Councils.

## **2. Objectives**

- 2.1. The aims and objectives of the Association are to take all such steps as may be necessary, or desirable, in the interest of parishes, consistent with the objectives of the National Association of Local Councils which are<sup>1</sup>;
- To represent the views of individual councils to HALC, to TVBC and HCC as appropriate.
  - To produce a consensus view of member councils where appropriate and feed this into consultations and requests for information.
  - To contribute and collaborate with other fora; HALC, Test Valley Strategic Partnership Steering Group and Central Hampshire Road Safety Council.
  - To promote and develop the social, cultural and recreational life within Test Valley.
  - To promote interest in and help deliver good Local Government.

## **3. Membership**

- 3.1. Every Parish Council, Parish Meeting, Town Council and Neighbourhood Council in the Test Valley District shall automatically be entitled to attend the TVAPTC.

## **4. Meetings**

- 4.1. There shall be Ordinary General Meetings as often as the Association decides.

---

<sup>1</sup> consistent with the objectives of the National Association of Local Councils which are:

- to protect and promote the interests, rights, functions and privileges of member Councils;
- to assist member Councils in the performance of their duties and to promote and develop the social, cultural and recreational life of their areas;
- to promote a widespread and well-informed interest in Local Government;
- to promote good Local Government.
- Reference: <https://www.hampshirealc.org.uk/>

- 4.2. Meetings can be held virtually or face to face depending on prevailing circumstances.
- 4.3. The Clerk shall give each Council not less than fourteen days' notice of the date, time and place of the meeting.
- 4.4. All Councillors and Clerks are welcome and encouraged to attend Association meetings. There is no limit to the number of representatives from any one parish however the Chair may use its discretion to limit numbers if required .
- 4.5. The Association shall hold an annual general meeting in each calendar year, usually in May or June.
- 4.6. The Annual meeting will:
- a) elect a Chair for the Association;
  - b) elect a Vice Chair for the Association;
  - c) elect an Honorary Clerk for the Association;
  - d) elect representatives on external bodies and committees, including;
    - Director HALC Board – (normally the elected Chair of the Association)
    - County Executive – 4 members, one being the Chair
    - Test Valley Strategic Partnership Steering Group – 2 members, one being the Chair
    - Central Hampshire Road Safety Council – 1 member

## **5. Voting**

- 5.1. At meetings where a vote is required this will be indicated by a show of hands or in the case of a virtual meeting indicated verbally.
- 5.2. Each Parish or Town in attendance will be entitled to one vote. Any matter will be determined by a simple majority of those present.
- 5.3. If there are an equal number of votes cast for and against a motion the - Chair shall have a second or casting vote.
- 5.4. In the absence of a Councillor from any Parish, the Clerk to that Parish if present may exercise the right to vote on behalf of that Parish.

## **6. Committees**

- 6.1. The Association may appoint Committees and make rules for the transaction of their business. The Chair and Vice Chair of the Association shall be ex-officio members of every such Committee.

## **7. Finance**

- 7.1. Membership of the County Association attracts a discretionary annual allowance for District Association expenditure. The amount granted will be determined annually by the County Committee and notified to the District Association.
- 7.2. The District Association shall make arrangements for the banking and recording of all expenditure of monies thus received. When requesting any financial support from the County Association the District Association shall submit the most recent agreed annual accounts and balance sheet.
- 7.3. All finances of the Association shall be held in a bank account specifically for the Association which will be managed by the Honorary Secretary.
- 7.4. The grant allocated to the District Association is for the hire of meeting rooms, and associated costs for meetings, , honorarium and travel expenses.
- 7.5. Travel expenses will be reimbursed when incurred by the Chair, Vice Chair or appointed delegate on legitimate Association business at the agreed HMRC rate.
- 7.6. In the event of TVAPTC being wound up accumulated and remaining funds will revert to the Hampshire Association of Local Councils.

## **8. Alterations to Constitution**

- 8.1. Any alterations to, or amendment of, or addition to this Constitution may from time to time be made at any general meeting if approved by a majority of those present.

## **9. Minutes**

- 9.1. A copy of the minutes from meetings (where it is appropriate to produce minutes) shall be sent to all parish Chairs and Clerks as soon as practicable after the meeting.