

HORSHAM ASSOCIATION OF LOCAL COUNCILS (HALC)

CONSTITUTION (Amended)

Adopted at AGM Wednesday 13th July 2022

1. NAME: The Association shall be known as **The Horsham Association of Local Councils**, referred to in the rest of this document as **HALC**.

2. OBJECTIVES: The aims and objectives of HALC are to take all such steps as may be necessary or desirable in the interests of Member Councils consistent with the objectives of the National Association of Local Councils (NALC) which include;

2.1 To advance Member Councils' interests;

2.2 to take all such steps as may be necessary or desirable in the interests of Member Councils;

2.3 to promote a widespread and well-informed interest in Local Government and to disseminate good practice;

2.4 to receive reports from HALC representatives on other bodies and keep Member Councils informed;

2.5 to consult at least annually with Member Councils regarding the services provided by HALC, the West Sussex Association of Local Councils (WSALC) and the National Association of Local Councils (NALC);

2.6 to provide Member Councils with the opportunity to exchange views on current issues.

3. MEMBERSHIP

3.1 Membership is open to all 32 Parish Councils in the Horsham District;

3.2 Custom and practice would be for HALC Members to also be Members of their County and National Associations so that they benefit from the full range of support that the three organisations provide. Exceptions to this arrangement will require approval by at least two-thirds of the voting representatives Members attending a HALC Meeting.

4. REPRESENTATION

4.1 Each Member Parish Council shall be entitled to appoint two named representatives to attend, speak and vote at HALC meetings. The two representatives shall be appointed at the annual meeting of each of the Member Councils and the names confirmed to the HALC Secretary each year.

4.2 Parish Clerks are welcome to attend HALC meetings but are not eligible to vote.

4.3 HALC welcomes all Parish Councillors to attend meetings but only the two nominated representatives or their named proxy, advised by the Parish Clerk of the parish to the HALC Secretary in writing before a meeting may vote.

4.4 Neighbourhood Councils may also attend HALC Meetings but without membership or voting rights as they are not statutory bodies.

4.5 Representation of HALC on Outside Bodies (see point 15) shall be chosen by Members from elected members of Local Councils.

5. OFFICERS

5.1 The officers of HALC shall consist of a Chairman, Vice Chairman and Secretary/Treasurer all of whom shall be elected annually at an Annual General Meeting (AGM).

5.2 The Chairman and Vice Chairman shall serve a maximum period of two years after which time they shall retire but may offer themselves for re-election after a break in service of at least two years.

5.3 HALC may employ a Secretary and Treasurer.

6. SUBSCRIPTIONS & FINANCE

6.1 HALC shall be entitled to charge each of its Member Councils an annual subscription to cover its expenses. This sum shall be fixed at the AGM.

6.2 The HALC Secretary/Treasurer shall be responsible for receiving, banking and accounting of funds and shall present account made up to 30 June annually to the AGM for approval.

6.3 The financial year shall be from 1st July to 30th June.

6.4 The Secretary shall maintain a ledger detailing the income and expenditure of HALC and a bank account for which the Chairman, Vice Chairman and Secretary shall be authorised signatories.

7. CODE OF CONDUCT

Representatives shall comply with the Code of Conduct Model Guides published by NALC.

8. MEETINGS

8.1 HALC plans to hold at least four meetings a year at which matters of common interest to member Councils are discussed and where appropriate, agreed comments which reflect the majority views of HALC Members are sent by its officers to appropriate bodies.

8.2 Meetings should include the AGM and an Annual Meeting with Horsham District Council (HDC).

8.3 The Chairman shall chair all meetings or in their absence the Vice Chairman. If neither is available the meeting will appoint a Chairman.

8.4 The Secretary shall give at least fourteen days notice of any HALC meeting.

8.5 No business shall be transacted unless a quorum of at least one-third of the representatives entitled to vote are present.

9. ANNUAL GENERAL MEETING (AGM)

9.1 An AGM shall be held each year during the month of July.

9.2 No business shall be transacted unless a quorum of at least one-third of the representatives entitled to vote are present.

9.3 The Secretary or Chairman shall present to the AGM a report on the activities of HALC for the year just ended, and the Treasurer shall present an Annual Statement of Accounts.

10. SPECIAL GENERAL MEETING

10.1 Special Meetings of HALC may be called at any time by the officers. The objective of the meeting should be clearly stated.

10.2 Any member may call a Special Meeting provided they have written support of at least one-third of voting representatives and the objective is clearly stated.

11. BUSINESS MEETINGS & WORKING GROUPS

11.1 Business Meetings; may be called by the officers during the year with the purpose of exploring subjects of interest to HALC Members.

11.2 Working Groups; Member Councils shall be entitled, upon notification to the Officers, to form temporary Working Groups to address specific shared issues. Any such Working group shall only last for the duration of the issue being addressed.

12. PLACE & NOTICE OF MEETINGS

12.1 The Secretary shall give to each representative by writing to the Parish Clerk not less than ten days notice of the time and place of meetings with an agenda and minutes of the previous meeting.

12.2 Meetings may take place physically or virtually, as considered appropriate by the officers.

13. VOTING

13.1 Each Parish Council Representative has one vote.

13.2 Each Parish Council is entitled to appoint two voting representatives.

13.3 Voting will normally be by a show of hands but may be by a secret ballot if the Members choose.

13.4 Recording of voting will be carried out only if requested.

13.5 Decisions will be carried out by a majority vote.

13.6 members may abstain from voting

13.7 In the case of an equality of votes, the Chairman shall have a casting vote.

14. RESOLUTIONS

14.1 Member Councils wishing to have a resolution discussed at a meeting shall notify the Secretary in writing 21 days before the Meeting, including the full text of the resolution, and shall ensure that a Representative attends the Meeting ready to propose the resolution.

15. REPRESENTATIVES ON OUTSIDE BODIES

15.1 HALC nominates from within its membership, representatives for Outside Bodies. It is the responsibility of these representatives to provide a report to HALC meetings.

15.2 Members who represent HALC on Outside Bodies and who cease to be members of HALC will no longer be able to represent HALC.

15.3 Whilst representation may vary the current list is as follows;

15.3.1 WSALC Board Members (2)

15.3.2 Campaign for the Protection of Rural England (CPRE) (1)

15.3.3 HDC Standards Committee (2) which are elected for a four year period by HALC Members and receive an allowance from HDC.

15.3.4 HDC Climate Change Group (2)

16. EXPENSES OF OFFICERS & REPRESENTATIVES

16.1 Administrative expenses incurred by the officers shall be reimbursed. Justifiable expenses incurred by representatives attending meetings on behalf of HALC may also be reimbursed, subject to approval at a HALC meeting.

16.2 The Secretary/Treasurer receives payment on an hourly rate agreed with the service provider and their duties include circulation of agendas, meeting venue or online set up, the production of minutes and financial information.

17. RESIGNATION FROM MEMBERSHIP

17.1 Any Parish Council wishing to terminate its membership of HALC may do so by forwarding its resignation in writing to the Secretary at least two calendar months before 30th June in any year, and notice will become effective on that day.

17.2 Each Local Council shall continue to be liable for the payment of its contribution up to and including the date of which notice becomes effective.

18. AFFILIATIONS:

HALC is a member of the West Sussex Association of Local Councils (WSALC).

19. ALTERATION OF THE CONSTITUTION

19.1 Any alternation to or amendment of this constitution may, from time to time, be made by resolution at the AGM or a Special General Meeting, if approved by at least two-thirds of the voting representatives.

19.2 Notice of any such proposed alternation, amendment or addition must be given in writing not less than one calendar month before the meeting, and a copy of each such notice shall be sent to all representatives and their respective parish clerks at least fourteen days before the meeting at which it is to be considered.

20. DISSOLUTION OF THE ASSOCIATION

20.1 HALC can be dissolved only by an AGM or Special General Meeting. Any proposal that HALC be dissolved shall be subject to one months notice by the Secretary to Members and to WSALC and will require approval by at least two-thirds of the voting representatives

20.2 After dissolution is approved the Directors of WSALC should be notified within 24 hours together with the particulars of any assets held, the balance of funds in hand and an account of income and expenditure since the last annual statement.

20.3 In the event that HALC is dissolved, its assets shall be passed to WSALC.

Chairman: Malcolm Eastwood

Secretary: Anna Beams

Date Adopted: 13th July 2022