

### **Key Dates:**

|                                               |                                                     |
|-----------------------------------------------|-----------------------------------------------------|
| January                                       | Parish Council Meeting                              |
| March                                         | Parish Council Meeting                              |
| 31 <sup>st</sup> March                        | Year End                                            |
| April                                         | Notice of date for the Exercise of Electors' Rights |
| 1 <sup>st</sup> March to 1 <sup>st</sup> June | Annual Village Meeting                              |
| May                                           | Annual Parish Council Meeting                       |
| June                                          | Annual Return                                       |
| July                                          | Parish Council Meeting                              |
| September                                     | Parish Council Meeting                              |
| November                                      | Parish Council Meeting                              |

### **WOW (Ways Of Working)**

1. Marholm Parish Council has 5 elected Parish Councillors and a quorum is 3. Voting will be by a show of hands and passed by a minimum of 3 Parish Councillors in favour.
2. Parish Council Meetings will be held every 2 months in line with the above
3. A draft agenda will be posted on the village notice board and the website 3 working days before a Parish Council Meeting. AOB can be raised at the meeting and discussed if there is time. If time is short the item will be carried forward to the next meeting.
4. Draft Minutes of the Meetings will be published on the website and the village notice board within 10 days of the meeting date by the Clerk.
5. Villagers\* are welcome to attend the Parish Council Meetings, however they do not have the right to speak at these meetings unless invited to do so by the Chair:
  - a) There will be 15 minutes at the start of each Parish Council Meeting where Villagers\* can speak.
  - b) Villagers\* can talk to the clerk or to the chair at the start of the meeting and identify an agenda item they wish to speak about. When the agenda item is reached the chair can invite the Council to "suspend standing orders" i.e. stop the meeting and allow the Villager\* to speak.
  - c) Villagers\* need to keep this brief and to the point. Parish Councillors can reply to questions raised.
  - d) The chair will then resume the meeting and the council will debate the item. Villagers\* are not allowed to participate in this debate but can be questioned by the Parish Councillors.
6. The Annual Village Meeting will be held between 1<sup>st</sup> March and 1<sup>st</sup> June each year. This will be on the same date as the Annual Parish Council Meeting. A draft agenda will be posted 3 working days before the meeting. All Villagers\* will be invited to attend and participate.
7. The Annual Parish Council Meeting will be held in May each year. The agenda and minutes will be sent out in line with the Parish Council Meetings.
8. The annual budget is agreed in the December Parish Council meeting and the annual precept submission is completed in line with Peterborough City Council deadlines. Expenses are generally paid by cheque requiring two parish councillor signatures.
9. A business debit credit can be used for online payments and can be authorised by one parish councillor. Two parish councillors are required to approve these online expenses in advance.

Villagers\* = anyone living in the Parish that is on the Register of Electors