

WEALDEN DISTRICT ASSOCIATION OF LOCAL COUNCILS

STANDING ORDERS

NEW DOCUMENT		
Issue No.	Date completed	Details of amendments
1	21 January 2009	Management Committee 21 January 2009
2		To Association 25 February 2009
3	25 February 2009	Amended at Association Meeting
4	4 July 2012	To Association 4 July 2012
5	3 July 2013	To Association 3 July 2013
6	2 July 2014	To Association 2 July 2014
7		To Association 1 July 2015

1. General

The name of this Association shall be the Wealden District Association of Local Councils (Herein after referred to as WDALC)

All reference to Five Towns shall include the Heathfield & Waldron Parish Council

2. Administration

- 2.1 For administrative purpose the Parishes in the Association shall be divided in six Groups as the attached at Appendix A.

3. Subscription

- 3.1 An annual subscription shall be paid to the Association by all participating Parish and Town Councils, such subscription to be determined annually at the September meeting and shall include the subscriptions levied by NALC & SALC. The level of subscription shall be calculated to ensure the viability of the Association.
- 3.2 The annual subscription to the WDALC shall be determined on a formula approved by the Association from time to time. reference to the Appendix B.

4. Meetings of the Association

- 4.1 Meetings of the Association shall take place at three monthly intervals four times a year including the Annual Meeting. These shall normally be on the first Wednesday at 7:30 pm of a given month.
- 4.2 Additional meetings may be called by the Association Chairman
- 4.3 Meeting Dates for the ensuing year shall be distributed with the October Meeting Agenda.
- 4.4 Voting shall be by show of hands or by ballot and shall be restricted to one vote per Member Council.
- 4.5 In the event of there being an equality of vote, the Chairman shall have a casting vote
- 4.6 Ten Voting Members shall constitute a quorum at any Association Meeting.
- 4.7 The conduct of meetings shall comply with the Model Guides published by the National Association of Local Councils as amended from time to time

5. Officers

- 5.1 The Officers of the Association shall consist of a Chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer. They shall be elected by the Annual Meeting in each year to hold office until the next Annual Meeting.
- 5.2 The retiring Officers shall be eligible for re-election.

6. Duties of Officers

- 6.1 The Chairman shall be responsible for the general direction, development and management of the Association and shall ensure that its activities are conducted in the spirit of the Association's Constitution, and Standing Orders.
- 6.2 The Honorary Secretary shall produce printed Minutes of proceedings of the Association and shall maintain other records of the Association as directed. He or she shall make appropriate arrangements for General Meetings of the membership. He or she shall assist the Officers as directed with the general conduct of Association management and be responsible for the detail of its procedures.

- 6.3 The Treasurer shall be responsible for keeping a complete and accurate account of the Association's finances. The books of account shall be open to inspection by the Management Committee and Association Members at all reasonable times.
- 6.4 The income of the Association shall be kept under the supervision of, and in such place and manner, as shall be determined by the Management Committee. The Management Committee shall have the power to expend the income in such manner as the Constitution and the Objectives of the Association allow.
- 6.5 No Member shall incur expenditure on behalf of the Association without prior approval of the Management Committee
- 6.6 Withdrawals from the Association's accounts and contractual agreements shall be signed by at least two nominated Officers of the Association.

6. The Management Committee

- 7.1 The Management Committee shall conduct the affairs of the Association.
- 7.2 The five Towns and six Groups of Parishes may each appoint one representative to the Management Committee from their WDALC representatives who qualify under Reference 3.2 of the Constitution. Such appointments shall be confirmed at the Annual Meeting of the Association.
- 7.3 The Association Chairman and Vice Chairman are ex-officio members of this Committee.
- 7.4 If any Officers or Members of the Management Committee resign during the year of holding office, the Town Council or Group of Parishes which have nominated them, shall nominate a replacement; who shall have the full voting rights of that member Council
- 7.5 If a replacement (as 7.4 above) is nominated to replace a Chairman or Vice Chairman, the replacement will not automatically hold that office. A meeting of the Management Committee shall nominate a replacement Officer to be elected

7. Meetings of the Management Committee

- 8.1 The first business of the Management Committee after election at the Annual Meeting shall be the election of a Chairman and Vice Chairman.
- 7.4 The Management Committee shall normally meet on Wednesdays at 7:30 pm half way between the regular meetings of the Association. Additional meetings may be arranged as required.
- 7.5 The minimum period before a meeting of the Association shall be 14 days, unless exceptional circumstances prevent this.
- 8.4 The Management Committee must keep proper minutes of its meetings. The minute book must be available for inspection upon reasonable request.
- 8.5 The minute book must be retained by the Secretary or another suitable person appointed by the Management Committee to do so.
- 8.6 The remit of this Management Committee shall include the following: -
 - To arrange the Agenda for future Association Meetings.
 - To receive all correspondence and recommend how it is to be dealt with
 - To consider any issues raised by Member Councils to be placed before the Association
 - To draft any resolutions to put before the Association

- To arrange & invite speakers to attend meetings of the Association
- During August/September of each year to arrange meeting dates for the Association for the ensuing year for publication in October
- To consider all other aspects relative to the function of the Association not dealt with above
- To draft any necessary amendments to the Constitution and Procedures (Standing Orders) for recommendation to the Association

9 Voting in Committee

- 9.1 Each Member of the Management Committee shall have one vote. In the case of equality of votes the Chairman shall have a casting vote.
- 9.2 Four Committee Members, including at least one Officer, shall constitute a quorum.

10 Wealden Planning Panel

- 10.1 The five Towns and six Groups of Parish Councils may each appoint one representative to the Wealden Planning Panel from their WDALC representatives who qualify under reference 3.2 of the Constitution. Such appointments shall be confirmed at the Annual Meeting of the Association.

11 Emergency Consultation Panel

- 11.1 If urgent business arises with a very limited time for response, an Emergency Consultation Panel shall have the powers to deal with it.
- 11.2 The Emergency Consultation Panel shall consist of at least the Association Secretary and any two Officers of the Association or Management Committee.
- 11.2 The Panel shall report back to the Association and to the Management Committee as soon as possible.

12 Annual Meeting

- 12.1 The Annual Meeting of the Association should normally be held on the first Wednesday of July.
- 12.2 The Honorary Secretary shall send to every Member a notice stating the time and place it will be held. A copy of the Constitution and Standing Orders shall be provided for every new member with the Notice.
- 12.3 Fifteen Voting Members shall constitute a quorum at any Annual meeting. In the event of a quorum not being present at an Annual Meeting, the meeting shall be declared void and the Management Committee and Auditors shall be deemed to be re-elected.
- 12.4 At all Annual Meetings the chair shall be taken by the Chairman or Vice Chairman or by some Member of the Management Committee, or in the event of resignation of the Management Committee or unavailability of the foregoing, someone of those present shall be chosen by the Meeting.
- 12.5 Every Motion (unless otherwise expressly provided by these Standing Orders shall be decided by a majority of votes. These votes may be taken by a show of hands or by a ballot, and in the case of equality of votes, the Chairman shall have the casting vote.

- 12.6 At any Meeting a declaration by the Chairman that a Resolution has been carried by a particular majority, or not carried by a particular majority, shall be conclusive.
- 12.7 The following Officers and representatives shall be elected at this meeting:
- The Association Chairman and Vice Chairman
 - Honorary Secretary
 - Honorary Treasurer
 - Honorary Auditor
 - Eleven Members to serve on the Management Committee: (One Member from each of the six groups plus one Member from each of the Five Towns.)
 - The Management Committee shall meet to elect a Chairman & Vice Chairman
 - Eleven Members to serve on the Wealden Planning Panel. (One Member from each of the six Groups plus one Member from each of the Five Towns.)
 - Three Directors to ESALC.
 - Four Members to serve on the Wealden Standards Committee Pool. Such appointments being made within the term prescribed by the District Council.
 - Three Members to serve on the Wealden Local Strategic Partnership. One Member to represent all the Towns, one Member from Rural Parishes North and one Member from Rural Parishes South.
 - To appoint Bankers

13 Voting at the Annual Meeting

- 13.1 Only paid up Members of the Association shall be entitled to vote. Voting shall be by show of hand and shall be restricted to one vote per Member Council.
- 13.2 In the event of there being an equality of vote, the Chairman shall have a casting vote.

14 Accounts

- 14.1 A copy of the Annual Accounts for the year, shall be circulated with the Agenda of the Annual General Meeting

15 Amendments

- 15.1 This Constitution and/or Standing Orders may be altered or repealed or new Rules may be made at an Annual Meeting.
- 15.2 Notice of any alteration or addition to the Constitution and/or Standing Orders intended to be proposed by a Member Council or by the Management Committee shall be given to the Honorary Secretary in writing at least (where possible) thirty-five days before the same is to be proposed at the Annual Meeting. Full particulars of any such proposed alterations or additions shall be set out in the notice convening the Meeting given to Members twenty-one clear days before that meeting.
- 15.3 All such proposed alterations or additions and any amendments to them, which may be proposed and seconded, shall be put to the vote at the Meeting. The Resolution, with or without amendment, shall be incorporated in the Constitution and/or the Standing Orders

APPENDIX A

PARISH GROUPS					
Danehill Fletching Forest Row Hartfield Withyham	Frant Hadlow Down Mayfield Rotherfield Wadhurst	Buxted Framfield Isfield Little Horsted Maresfield	Chalvington & Ripe Chiddingly East Hoathly Horam Laughton Warbleton	Hellingly Herstmonceaux Hooe Ninfield Pevensey Wartling Westham	Alciston Alfriston Arlington Berwick Cuckmere East Dean/Friston Long Man Selmeston Willingdon
Group 1	Group 2	Group 3	Group 4	Group 5	Group 6

Crowborough, Hailsham, Heathfield & Waldron, Polegate and Uckfield will act independently