

# CONSTITUTION

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## **1 Legal and Regulatory Framework**

The Town Council represents the first tier of local government for the citizens of Quedgeley Town and is a statutory body which has numerous powers bestowed upon it through various acts of Parliament as shown in appendix A

The Council is managed by Councillors that are either elected by the public every four years or are co-opted onto the Council, and are supported by a Town Clerk and three part time administrators as shown in appendix B.

The Council's Standing Orders sets out the general rules that governs the day-to-day business of how the Council conducts itself and also sets out those rights of the public to access information, attend meetings and raise issues. The Standing Financial Regulations defines the rules for managing the Council's financial affairs. (See attached Standing orders and SFRs)

Councillors agree to follow the Council's Code of Conduct, which is overseen by the Monitoring Officer at Gloucester City Council. Councillors agree to work to the adopted Standing Orders, last reviewed and signed in 2021.

The Council exercises its powers and duties in accordance with the law and this Constitution and utilise the budget to achieve the greatest good for the community.

### **1.1 Freedom of Information**

The Council operates a freedom of information policy and publishes its agendas on the many town council notice boards around Quedgeley and Kingsway. Minutes are advertised on the town council website once adopted by the council. Any member of the public can inspect Council papers and attend Council or committee meetings. They may also inspect the Council's accounts and make their views known to the external auditor.

## **2 Committee Structure**

The Council conducts most of its business through a committee structure through which delegated responsibilities are conferred by the Full Council, these meetings take place on a monthly basis and are publicised and open to the public to attend. All meeting dates are set in advance to the New Year and agreed by Full council

The Full council is attended by all Councillors who are individually and collectively accountable for decisions made by Committees.

There are four committees which operate in accordance with their agreed terms of reference as follows;

- Finance and General Purposes
  - Staff Sub Committee
  - Appeals Sub Committee
- Recreation & Amenities
- Community Buildings
- Planning & Development

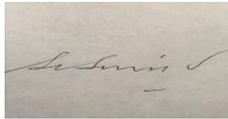
In addition The Council also sets up working group parties as and when required. Extra Ordinary Meetings may be called at any time, either by the Town Clerk or Chair.

### 3 The Council's Vision and Aim

The purpose of the Council is to work within its statutory powers to maintain and enhance the town's amenities, and to help the people of Quedgeley to improve their quality of life, in accordance with the Council's vision, and to work in partnership with Gloucestershire City and County Councils.

Quedgeley Town Council's vision is "to ensure Quedgeley and Kingsway continue to develop as a strong community, taking pride and responsibility in their own surroundings, where everybody matters". The aim is for Quedgeley to be a prosperous, safe and attractive place in which to live and work for the present generation, and for generations to come and to further improve the social, economic and sustainability of Quedgeley and Kingsway.

Reviewed and agreed by Full Council on Monday 17<sup>th</sup> July 2023

A rectangular image showing a handwritten signature in cursive script, which appears to be 'Steve Smith', written on a light-colored piece of paper.

Signed:  
Steve Smith – Chair

Minute Ref: F066/23-24