

Shipton Parish Council

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Mechanism for electing emergency public meeting chair if the elected chair is absent from a public meeting

BACKGROUND & METHODOLOGY.

There is no legal requirement for a Parish Council to have a vice chair.

However, a public meeting at which resolutions are required to be made by council against a pre-published agenda require one of the councillors to legally be in the chair.

This is normally the councillor who has been elected chair during the previous AGM to serve for that financial year, and work closely with the Clerk/RFO

However in the event of the elected chair being unable to attend the meeting for any reason, and sufficient councillors being there to achieve "QUORUM" (which is 3 councillors) then the Clerk /RFO will invite the attending councillors as first order of business to elect from among their number an interim chair for that meeting.

The appointment of an interim chair for that meeting will enable the meeting to proceed, and legal resolutions against agenda items to be completed, and duly recorded in the minutes.

It should be noted that this mechanism is designed to ensure the best chance of enabling a planned public meeting to proceed in the absence of the elected chair.

Resolved date: _____ 16th May 2025 _____

Signed Chair _____ *David Hellens* _____