

1. The Parish Council is the body corporate which represents the first tier of Local Government for the Parish of Denham, Buckinghamshire.
2. Originally established by the Local Government Act 1894 the Council's powers and activities have been increased by many subsequent Acts of Parliament but are now governed by the Local Government Act 1972 together with the Localism Act 2011. The business of Denham Parish Council is regulated by the Local Government Act 1972.
3. Denham Parish Council consists of up to fifteen unpaid Parish Councillors democratically elected by the registered voters who reside within the Denham Parish. Elections take place every four years in May. All Councillors must for the whole of the 12 months prior to nomination have been an elector of the parish and either occupied or owned/rented premises in the parish or resided within 3 miles of the boundary of the parish; or had their principal or only place of work within the boundary of the Parish of Denham.
4. A minimum of three Councillors need to be present to hold a meeting and form a quorum, voting is by a show of hands or a written ballot if requested. A majority vote by Councillors is required to pass a motion put before the Council always providing that at least three Councillors are in agreement with the motion.
5. Full Parish Council meetings are held every month, throughout the year, except in August. The time and venue of these meetings are publicly advertised in advance and are open to members of the public to observe and listen to the proceedings. Members of the public who attend any meeting will be asked at the start of the meeting, by the Chairman, if they wish to raise any matter for the Parish Council to discuss. The Chairman will decide the amount of time allocated to any such matter. Thereafter, members of the public will not participate in the Council's proceedings unless invited to do so by the Chairman. The Council operates a freedom of information policy, official Parish Council business is available to members of the public, in the main this is covered by the published minutes of the meetings.
6. The Council may set up standing working party to deal with specific matters that require either more extensive consideration of a matter or more dedicated on-going support of an established local facility/amenity. At least one nominated Councillor must be a member of such committees but all other members may be persons from the local community who have a relevant interest in the activities of the committee. Regular reports on the progress and activities of such committees must be given at the routine Parish Council meetings.
7. The purpose of Denham Parish Council is to work within its statutory powers to maintain and enhance the public amenities within the parish and to help the

people of Denham improve their quality of life by working in partnership with Buckinghamshire Council.

8. The Parish Council will exercise all its powers and duties in accordance with the law without favour or prejudice and utilise its limited funding to achieve the greatest good for the community. The funding being obtained by levying a precept on the Council Tax paid by residents of the Parish, the amount being collected by Buckinghamshire Council.
9. Councillors agree to follow the Parish Councils' Code of Conduct, which is overseen by Buckinghamshire Council.
10. The Council's and administrative affairs are dealt with by the Executive Clerk/ RFO, who is an employee of the Parish Council. All expenditures require signatures from both the Chairman and one other authorised signatory and are reported to all other Councillors at the next available Parish Council meeting. The Annual accounts are subject to an internal and external audit.

Derek Wilson - Executive Clerk