



MANNINGTREE TOWN COUNCIL

CONSTITUTIONAL & LEGAL GOVERNANCE

Constitutional and Legal Governance Manningtree Town Council is made up of seven councillors and one part-time clerk (who is the Proper Officer and Responsible Financial Officer of the Council).

The Manningtree electorate vote the Councillors onto the council at the May elections which are held every four years. If there are less than eight candidates then an election is not held and the candidates automatically become councillors (unless there is a strong objection by a member of the public).

Should a vacancy for a councillor occur between elections then candidates are invited to apply for the position. Provided an election has not been requested then the candidates are interviewed by members of the Council for co-option onto the council.

The leader of the council is the Mayor and a Deputy Mayor is usually appointed. The Mayor and Deputy Mayor are voted in by the Council at the Annual Town Council Meeting of the Council that is usually held on the 3rd Thursday in May. The elected Mayor usually chairs the monthly council meetings unless he/she is absent in which case the Deputy Mayor will take over.

Manningtree Town Council meets every month (except August) usually on the 3rd Thursday of the month at 7:30 p.m. in the Manningtree Methodist Church, South Street, Manningtree. The general public are welcome at these meetings and may speak during the Open Session to ask questions and voice concerns. The agenda is issued at least 3 working days prior to the meeting and displayed on the two town noticeboards and our website.

At the Annual Town Council Meeting the councillors are voted on to various Committees, Associations and local organisations that are beneficial to the local community.

A Finance Committee and Personnel Committee is also elected at this time. A chairman of those committees is elected at its first meeting. An agenda is issued at least 3 working days prior to any meeting and displayed on the town noticeboard.

The general public is welcome to attend these meetings. The Council holds an Annual Town Assembly, usually before the April or May full council meeting at which attendance by the general public is encouraged.

Date of policy: 20/05/2019

Approving committee: MTC

Date of committee meeting: 20/03/2025

Policy version reference: 3

Supersedes:

Policy effective from: 20/05/2019

Date for next review: **20/03/2026**