

MEETINGS

THEIR LAW AND PRACTICE

**P LAWTON, E R RIGBY
& L HALL**

4th Edition

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The M & E Handbook Series

Meetings

Their law and practice

Philip Lawton, Eric R Rigby and L Hall

Fourth edition



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Preface

Since we prepared the 3rd edition of this *Handbook* in 1984 a mass of new legislation has necessitated the production of a new edition. This legislation includes the consolidation of Company Law in the Companies Act 1985, the new provisions relating to the public's rights to information stated in the Local Government (Access to Information) Act 1985, the introduction of the Public Order Act 1986 – which required an almost total rewrite of Chapter One – and the repealing of the Bankruptcy Act 1914 and part of the Companies Act 1985 and their re-enactment in the Insolvency Act 1986 together with the publication of new Companies Insolvency rules.

All these changes have been fully incorporated into the text and have been explained in a straightforward manner. A number of new cases have also been noted in an attempt to reflect changing attitudes to important matters and for ease of reference additional tables of statutes and Table A have been included in this edition.

Other changes include a new chapter on the relevance of ultra vires and natural justice in the context of meetings which all students, and in particular those attempting section C (Common Law) of the ICSA paper, will find of value. Since the last edition the Meetings paper has moved from part II to part III of the ICSA examination and a Local Authorities section has been added to the syllabus. This latter is reflected in Part Four of this edition. BTEC courses have grown in popularity, and because of their practical approach to business and local authority problems a knowledge of meetings is essential to BTEC students, particularly at Higher National Certificate/Diploma level. In addition this text will be of great value to all those businessmen, teachers and administrators for whom a basic knowledge of meetings is essential.

vi **Preface**

We wish to thank the Institute of Chartered Secretaries and Administrators for granting permission to use past examination questions.

P Lawton
E R Rigby
July 1987

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