

### **Annual Meeting of the Parish Council**

Held in May.

Election of Chairman is the first business.

Newly elected Chairman signs a declaration of acceptance of office before taking the Chair.

Newly elected Vice – Chairman signs a declaration of acceptance.

### **Annual Parish Meeting**

Held between 1st March and 1<sup>st</sup> June.

It is an OPEN meeting of the Parish electorate.

It is a meeting to ‘discuss parish affairs’ not to be confused with the Annual Parish Council Meeting.

It is separate from the Annual Parish Council Meeting though it is sometimes held on the same evening.

Whether or not there is a local council any six local government electors for the parish may convene a meeting.

Traditionally the P. C. facilitates the meeting and creates an agenda to include matters known to be of interest to the community.

Notice of the meeting 7 clear days before the meeting takes place. (14)

No prescribed format.

Only persons on the current electoral register have a right to attend speak and vote at Parish Meetings.

Press and non-electors may be present but not speak or vote unless there are special reasons.

Any relevant matters can be raised for discussion by any member of the Parish.

The person(s) who convene the meeting are responsible for preparing and signing and displaying the agenda in a conspicuous place within the time scale.

If the chairman of the local council is present then he/she must chair the meeting.

If the chairman of the local council is absent and the vice-chairman is present then he/she must chair the meeting.

If the chairman or vice-chairman is not present then the meeting must elect a chairman.

All other councillors attend the meeting as electors.

Minutes are usually taken by the clerk to the council.

It is **not** a meeting to question the actions of the Parish Council.

It is **not** a meeting to criticise the Parish Council.

Parish Council obliged to meet the costs of holding the meeting regardless of who convenes it.

Resolutions passed by the parish meeting are not binding on the local council or any other authority. (Special cases creation local councils and allotments)

The quorum for a Parish Meeting is **two** unless a document has to be executed in which case it is three.