

	<b>Annual Parish Meeting (Assembly)</b>	<b>Annual Meeting of the Parish Council</b>
Summary	A Parish Meeting is a meeting of the people of the parish.	A Parish Council Meeting is a meeting of the parish councillors.
Arnold-Baker reference	Chapter 10.	Chapter 7.
Legislation	LGA 1972, s9(1)	LGA 1972, Schedule 12, Part II, Parish Councils, 7 (1)
2019	<b>13<sup>th</sup> MAY 2019</b>	<b>13<sup>th</sup> MAY 2019</b>
2020	<b>Cancelled – unable to lawfully hold.</b>	<b>11<sup>th</sup> MAY 2020 – via zoom</b>
2021	<b>?</b>	<b>10<sup>th</sup> May 2021 – via zoom or in person</b>
when	Must be between 1st March and the 1st June (inclusive). <sup>1</sup> Meetings should not commence before 6.00 pm. <sup>2</sup>	Ordinary year = any day in May. Election year = Election Day or within 14 days after. <sup>3</sup> Held at 6pm if no other time fixed <sup>4</sup>
Who calls the meeting	Chairman of the Parish Council. The full list of those empowered to summon a meeting is: <ul style="list-style-type: none"> <li>• Chairman of the Parish Council</li> <li>• two Parish Councillors</li> <li>• six local government electors.<sup>5</sup></li> </ul>	The Clerk to the Parish Council.
Chair the meeting	Chairperson of the Parish Council, or Vice-Chairman, but if neither are able to attend, then the meeting will elect a chairperson from amongst those electors present. <sup>6</sup>	Chairman, or Vice-Chair, or if both absent then council appoint another councillor. <sup>7</sup> Clerk is unlawful.
Notices	Seven (7) clear days notice <sup>8</sup> (unless creating, dissolving or merging a Parish council which is Fourteen days notice.) Displayed in locality	Three (3) clear days notice not including days of issue or meeting, Sundays or Bank holidays. <sup>9</sup>  Displayed in locality
Agenda	State time, place and business Signed by conveners. (Usually Chairman)	State time, place and business; <ul style="list-style-type: none"> <li>• Must be signed by proper officer.</li> <li>• Served by email if member has given consent. (1<sup>st</sup> biz = elect chairman from elected councillors)</li> </ul>
Quorum	Two (2) unless a document is to be executed in which case three (3)	Three (3) or one third of total membership (wherever greater) <sup>10</sup>
Purpose	The purpose of the meeting is so that the Parish Council can explain what it has been doing over the last year and it enables the electors to have their say on anything they consider is important to the people of the Parish.	Elect Chairman and Vice-chair Agree roles for councillors. Appoint representatives in community. Welcome volunteers. Reports from representatives and committees and working groups. Election of committees.
Who can attend	The Annual Parish Meeting is a meeting of all the local government electors for the Parish. It is NOT a Meeting of the Parish Council, which the public can participate in. Anyone may attend but	Open to public and press.

<sup>1</sup> LGA 1972, sch 12, Part III, para 14, (1)

<sup>2</sup> LGA 1972, sch 12, Part III, para 14, (4)

<sup>3</sup> LGA 1972, sch 12, Part II, para 7 (2)

<sup>4</sup> LGA 1972, sch 12, Part II, para 7 (3).

<sup>5</sup> LGA 1972, sch 12, Part III, para 1 (a), (b), (c)

<sup>6</sup> LGA 1972, sch 12, Part III, para 17 (1), (3)

<sup>7</sup> LGA 1972, sch 12, Part II, para 11 (1), (2), (3)

<sup>8</sup> LGA 1972, sch 12, Part III, para 15 (2 & 4)

<sup>9</sup> LGA 1972, sch 12, Part II, para 10, 2b. also LGA 1972, s243.

<sup>10</sup> LGA 1972, sch 12, Part II, para 12

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	only registered electors of the Parish may speak and vote. <sup>11</sup> With the exception of the Chairman, councillors rank the same as other members of the electorate.	
Can anyone ask questions?	Yes, any registered elector may ask questions of the Council, which will usually be answered by the Chairperson, the Clerk to the Council, or a designated Councillor. An elector may also make suggestions and comment on anything pertinent to the people of the parish. This will be welcomed and is the whole purpose of the meeting.	Only in public session.  Only Councillors may request items to be placed on the agenda of a Parish Council meeting.  Subjects for discussion should be limited to those matter on which the council has the power to act
Will Parish Councillors be there?	Usually they do attend and will speak if need be. But the purpose of the meeting is to enable the ordinary electors to have their say. Councillors will listen with interest and as electors themselves, also have the opportunity to raise questions and make comments if they wish.	Councillors are summoned to attend. <sup>12</sup>
Is the meeting minuted?	Yes, a written record of the meeting will be taken and will be presented at a future meeting of Council for their consideration. <sup>13</sup> (Usually next year's Parish meeting.)	Yes, a written record of the meeting will be taken and will be presented at a future monthly meeting of Council for their consideration.
What else happens?	Some meetings invite local clubs, societies and other voluntary and statutory organisations to provide an exhibition and/or a representative to speak about the work of their group.	Same as usual meeting with additions of extra requirements as set out in standing orders, and in an election year as set out in statute.
Meeting length	Usually no more than 2 hours.	Usually no more than 2 hours.
Cost borne by:	Parish Council.	Parish Council.

<sup>11</sup> LGA 1972, sch 12, part III, para 18, 1.

<sup>12</sup> LGA 1972, sch 12, Part II, para 10, 2b.

<sup>13</sup> LGA 1972, sch 12, part III, para 19.