

REPORT TO PICKMERE PARISH COUNCIL

7th February 2017

AGENDA ITEM 7.1 – Merits of Annual Parish Meeting

1 Background

- 1.1 Council will recall having discussed on 6th December 2016 whether to arrange such a meeting in 2017 and it was agreed that it should be discussed at this meeting with a view to deciding the form and date of such a meeting.

2 Report

- 2.1 Such a meeting should be held between 1st March and 1st June each year, not commencing before 6.00 pm. It is a meeting usually called and run by the Parish Council but is not a meeting of the Council as such and no code of conduct applies. It is a meeting of electors, any of whom can attend and vote. It is not a meeting of the Parish Council with the public in attendance, and it is advised that the room layout should not reflect an impression that it is a meeting of the PC. Any vote does not bind the Council; such a meeting cannot make decisions for the Council. If the PC Chair attends the meeting, he would chair the meeting (Vice-Chair if relevant). Public notice of the meeting should be made in a way similar to that for Council meetings, with an agenda.
- 2.2 The form of the meeting is flexible. It could perhaps take the form of different groups in the community making presentations or it could raise and discuss local issues. Any decisions of the Parish Meeting should be made by a show of hands of the 'electors' present; the Chair has a casting vote if required. Any matter which is decided by a Parish Meeting might be the subject of a Parish Poll (referendum), for which there are some prescribed rules.
- 2.3 Advice from the Society of Local Council Clerks suggests that a meagre agenda with little to discuss will produce a poorly attended meeting. It is usual for the PC Chair to present a verbal 'annual report' of the activities of the PC, highlighting significant matters. It may be possible for a brief financial report to be given.
- 2.4 Council has decided that its own annual meeting should take place on 2nd May 2017. A separate date for the Annual Parish Meeting would be advisable, if one is to be held. Tuesday 9th or 16th May may be considered suitable.

3 Recommendation

- 3.1 That Council consider and decide whether to arrange such a meeting, if so on what date, and in what form.

Jack Steel
Clerk to Parish Council