

## **REPORT TO PICKMERE PARISH COUNCIL**

**7<sup>th</sup> March 2017**

### **AGENDA ITEM 8.1 To consider the form and date of a proposed Annual Parish Meeting and to decide whether to proceed**

#### **1 Background**

- 1.1 At your meeting on 7<sup>th</sup> February you resolved to reconsider this question at this meeting. The text of the report to the February meeting is hereby reproduced.
- 1.2 Such a meeting should be held between 1<sup>st</sup> March and 1<sup>st</sup> 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.
- 1.3 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.
- 1.4 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.
- 1.5 Council has decided that its own annual meeting should take place on 2<sup>nd</sup> May 2017. A separate date for the Annual Parish Meeting would be advisable, if one is to be held. Tuesday 9<sup>th</sup> or 16<sup>th</sup> May may be considered suitable.

#### **2 Recommendation**

- 2.1 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**