

# ANNUAL PARISH MEETING

## What is an Annual Parish Meeting?

There can be, and often is, confusion between the Annual Parish Meeting and the Annual Parish Council Meeting. All Town and Parish Councils throughout England are required by law to hold an Annual Parish Meeting, which must take place between 1 March and the 1 June (inclusive). Meetings should not commence before 6pm.

## What is the purpose of the Annual Parish Meeting?

The purpose of the meeting is to give the Parish Council, and other local organisations an opportunity to let local residents know what they have been doing over the past year. The meeting is also an opportunity for electors to have a say on anything they consider valuable to the people of the Parish.

## What else happens at the meeting?

The meeting can also be an opportunity for local groups, clubs, societies and other voluntary and statutory organisations to provide an exhibition and/or have representatives from the group address those present at the meeting about the work they do and what they are involved in.

## Who can attend the meeting?

The Annual Parish Meeting is for all electors of the Parish. It is not a meeting of the Parish Council. Anyone is welcome to attend the meeting however, only registered electors of the parish may speak and vote during the meeting.

## Will I be able to ask questions and make suggestions?

Any registered elector may ask a question of the Council which will usually be answered by the Chair, the Clerk or the Council, or a designated Councillor. An elector may also make a suggestion and comment on anything pertinent to the residents of the Parish. This will be welcomed and is the whole purpose of the meeting.

## Who will chair the meeting?

The Chairman of the Council will chair the meeting. The Kilmington Annual Parish Meeting is usually convened by the Chairman of the Council however, the meeting can also be convened by any two Parish Councillors, a Councillor representing the Parish on the District Council, or any six local electors of the Parish.

## Will Parish Councillors be at the meeting?

All Parish Councillors will be invited to attend and any Committee Chairs may present the updates of current projects their committees are driving forward. Councillors will also have an opportunity to raise questions and make comments if they wish. However, the purpose of the meeting is to enable the electors to find out what is going on in their parish and to have their say.

### **Will minutes of the meeting be taken?**

Minutes of the proceedings of the Annual Parish Meeting shall be drawn up and entered in a book provided for the purpose. The minutes shall be reviewed and signed at the next Annual Parish Meeting.

### **How long will the meeting last?**

The length of the meeting is dependent on the number of electors present, the number of questions asked and the discussion that is raised. Generally, the meeting will not last longer than two hours.

### **Where can I get copies of papers for the meeting?**

The agenda calling the meeting is published seven clear days before the meeting and is displayed on the village noticeboards and website. The agendas and reports for meetings are available for download on the Kilmington Village Website. If you would like to receive printed copies, contact the Parish Clerk.