

Annual Meeting of the Council and Annual Parish Meeting

Every council is required by statute to call an Annual Meeting of the Parish and hold an Annual Meeting of the Council.

There are distinct differences between the two, including the business that must be transacted and the meetings should not be confused with each other.

Annual Meeting of the Council

The purpose of the annual meeting of the council is to elect the chairman of the council. The council may also appoint a vice-chairman and councillors to any committees and outside bodies on which the council is represented.

Annual Meeting Facts:

- The Annual Meeting must be held on any day in May or following an ordinary election (which take place four-yearly) on the fourth day after the election or within 14 days thereafter.
- The meeting can be held at such day and hour that the council fix and may be held in any community building or meeting room for no cost or for reasonable fee. There is a condition that the council may not meet in any premises that at the time of the meeting alcohol is being served.
- The council must give at least three clear days notice of the meeting to the public
- The clerk must summon the councillors to attend informing them of the business to be transacted at least three clear days before the meeting.
- At the meeting the election of the chairman must be the first business transacted on the agenda, before any other business including apologies. This item is taken by the outgoing chairman who should use their casting vote if there is a tied vote.
- The chairman must then sign the declaration of acceptance of office before proceeding with the meeting.

In any order on the agenda a council may:

- Appoint a Vice Chairman
- Appoint members to the councils committee's
- Appoint members to outside bodies

Annual Meeting of the Parish

The purpose of the annual meeting of the parish is for the members of the electorate to meet annually and is an opportunity to discuss parish affairs and for village organisations to inform them and answer questions.

Annual Meeting of the Parish Facts:

- The Annual Meeting of the Parish must be held on any day between 1st March and 1st of June every year.
- The meeting is convened by the chairman of the council or by any two councillors for the parish. Where no council exists it may be convened by the chairman of the parish meeting or by six people on the electoral roll.
- The agenda is put together by whoever convened the meeting subject to the conditions above.
- The meeting can be held at such day and hour that the council fix but not earlier than 6.00pm and may be held in any community building or meeting room for no cost or for reasonable fee. There is a condition that the council may not meet in any premises that at the time of the meeting alcohol is being served.
- The council must give at least seven clear day's notice of the meeting to the public signed by chairman of the council or parish meeting.
- The council must give at least fourteen days clear notice if the parish will be deciding a matter relating to its governance e.g. establishing a council, dissolving a council or grouping with another parish to establish a new combined parish council.
- The chairman of the council must preside if present. If the chairman is not present the parish meeting may elect a chairman from those members of the electorate present.
- Councillors are not compelled to attend the parish meeting and are not summoned. However it is good practice for serving councillors to attend.
- It is good practice to produce an annual report detailing the activities of the council, the annual budget and contact details of its councillors. It is also good practice to invite the district and county councillors for that ward to give a report and the opportunity to answer questions from the electorate. It is also an opportunity for the electorate to hear from community groups.
- Councils may serve food and drink either before or after at the annual meeting. If it includes alcohol this may only be served after the meeting.