Dear Sir / Madam,

Notice of Annual Parish Meeting / Annual Assembly

I hereby give you notice that the Annual Parish Meeting will take place on Tuesday 16th May 2017 in the vestry of the Baptist Church, Rose Terrace, commencing at 7.00pm.

Yours faithfully

Paul T Bird
Clerk

Agenda

1. Apologies for Absence
3. Matters Arising
4. Woodford Parish Council Report
5. Presentation of Woodford Charity Accounts
6. Presentation of Woodford General Charity (Temperance Hall) Accounts
7. Annual report from District / County Councillors
8. Comments from the floor
9. Any other business (Please notify Clerk before start of meeting).
The Annual Parish Meeting

The Annual Parish or Town Meeting, sometimes known as the Annual Assembly, must be held between 1st March and 1st June and may not commence before 6pm. Using the term 'Annual Assembly' will help both members and electors alike to differentiate between this meeting and the Annual Meeting of the Parish Council (held any day in May). There is a duty under the Local Government Act 1972, Schedule 12, paragraph 14 to hold an Annual Assembly.

Elector should be aware that the occasion is an opportunity to discuss matters together and is very suitable for considering a particular local public issue. It is also a good opportunity for the Parish Council and any other village bodies to present an annual report.

The meeting is not an opportunity to question the council although the meeting may resolve to write to the town or parish council with an enquiry, or to give its view on a particular issue.

Who can attend the Annual Assembly and who will preside?
The Annual Assembly is the most basic form of local government, and if there is a parish or town council, the chairman of the council may attend, and if present he/she must preside at the Annual Assembly. The vice-chairman of the parish or town council must preside (if present) if the council chairman is not present. If neither are present the meeting must elect someone to take the chair, and this person will have the powers and authority of the chairman.

Parish and town councillors may attend the meeting if they wish but do so only as electors. It is quite permissible for non-electors to attend the Annual Assembly but it may be important to recognise these people since non-electors do not have a vote.

If the chairman is an elector he has an original as well as a casting vote; if he is not an elector he only has a casting vote.

Who will take the minutes and attend to correspondence from the meeting?
This responsibility normally falls to the council clerk, although this does not have to be the case. In any event, minutes of the meeting must be taken and these must be kept in a book for the purpose, separate from the parish or town council minutes. The clerk to the parish or town council normally retains the parish meeting minute book.

What power does the meeting have?
Though the Annual Assembly and other parish meetings may discuss parish affairs, its resolutions differ considerably in their legal consequences. In only a few cases is a resolution legally binding and the parish or town council may legally disregard most resolutions taken by the parish meeting.

Voting at the meeting
Unlike a parish or town council, a parish meeting is not required to vote in any particular way, and so the chairman may ascertain the most effective form of vote to take. This may be by voice, show of hands or paper ballot.

Adapted from a document produced by National Association of Local Councils