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**Report To:** Planning, Leisure & Environment Committee      **Date:** 11<sup>th</sup> March 2024

**Contact Officer:** Paula Harrison

**Subject:** Annual Parish Meeting

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### **1. Annual Parish Meeting - Background**

- 1.1 All Parish's must hold an annual meeting of the Parish as set out in the 1972 Local Government Act between 1 March and 1 June each year. Meetings should not commence before 6.00 pm. This is, in legal terms, a separate body from the Parish Council, but it is invariably the Parish Council that arranges it (simply because it is unlikely that anyone else will do so). Its decisions are not binding on the Council.
- 1.2 The Annual Parish Meeting is open to all electors of the Parish, who have the right not only to attend but also to speak on any matter of local interest. This is in contrast to a Parish Council meeting, where electors who are not Councillors have no automatic right to speak.
- 1.3 It is common for Annual meetings to invite speakers or focus on a theme or local issue. This meeting has its own minutes, which are distinct from the Parish Council minutes, and these minutes can only be approved by the next Annual Parish Meeting which will, of course, not be held until the following year.
- 1.4 The Annual Parish meeting is usually chaired by the Parish Council's Chair and typically, a Parish Council will present an annual report through their Chair or nominated Councillor. Residents should be able to ask questions and raise any ideas or concerns that relate to their Parish.

### **2. Annual Parish Meeting – West Swindon Parish**

- 2.1 The West Swindon Parish Council has had a number of different approaches to the Annual Parish Meeting. Most often it has invited the local Policing team to make a presentation and for local volunteer groups to provide information about their work that year. For 2024, West Swindon Parish Council has its Annual Parish Council meeting scheduled for Monday 20<sup>th</sup> May. The Annual Parish Meeting could be before this meeting or on a separate date.

### **3. Recommendation**

That the Committee confirms the date and venue for the Annual Parish Meeting and instructs the Clerk on the format and proposed Agenda items.