

# COTHERSTONE PARISH COUNCIL

## Annual Parish Meeting

Authors Clerk  
Meeting date 13 February 2019

### 1. Introduction

By law, a parish meeting should be held between 1 March and 1 June each year (inclusive).

Section 9(1) of the 1972 Local Government Act states: “for every parish there shall be a parish meeting for the purpose of discussing parish affairs (note this does not mean national affairs) and exercising any functions conferred on such meetings by any enactment...”

Section 13(1) of the 1972 Act states: “The parish meeting of a parish shall consist of the local government electors for the parish.”

There is considerable legislation and National Association of Local Councils (NALC) guidance about giving notice for the parish meeting, who can call it, who should preside at it etc.

Historically, for some years, the parish meeting in Cotherstone Parish Council area was styled as the Annual Meeting and took place on the same day as the Annual Meeting of the Parish Council. It rarely attracted many (if any) electors to attend.

Partly to make clearer the distinction in purpose between the Annual Parish Meeting and the Annual Meeting of the Parish Council, a suggestion might be to hold the Annual Parish Meeting on a completely separate date and time to the Annual Meeting of the Parish Council, and for it to take the form of some ‘Community Forum’ event wrapped around the formal requirement. Doing this might also help to attract people from other community groups to attend to inform the community of their activities, alongside the Parish Council informing the electorate of its own activities over the previous twelve months and what budget it has set for the next twelve months and how it intends to spend it etc.

### 2. Community engagement / consultation

Best practice dictates that the Parish Council should engage with electors, whether about budget planning, general feedback or specific problem issues.

In January this year, councillors received NALC’s ‘Points of Light’, a collection of case studies highlighting the work that local parish and town councils are undertaking to support their communities. These might provide inspiration for this Council or could be used to stimulate engagement with the public at an event, if it chose to hold one.

Whilst the Annual Parish Meeting is not the arena to discuss how the Parish Council delivers its services or is operated, it is the appropriate arena to discuss parish affairs.

### 3. Annual Parish Meeting 2019

Councillors need to decide on arrangements for the Annual Parish Meeting 2019.

- The date / time (possibly Wednesday 1 May, 7pm?)
- The format of the event, incorporating the formal Parish Meeting. Last year’s agenda was: Welcome/introduction, minutes of previous Annual Parish Meeting, Parish Council Chairman’s Annual Report, Parish affairs/Community Forum (the opportunity for local electors to discuss parish affairs).
- The planning and preparation for this year’s event.

### Recommendation

Councillors set the date/time, format and preparation arrangements for the Annual Parish Meeting.