

The Annual Parish Meeting - Information

There can be, and often is, confusion between the Annual Parish Meeting and the Annual Meeting of the Parish Council. All Parish and Town Councils throughout England are required by law to hold an Annual Parish Meeting, which must take place between 1st March and the 1st June (inclusive). Although the event is NOT a formal Parish Council meeting it is facilitated by the Parish Council for the benefit of the community.

Purpose of the Annual Parish Meeting. The purpose of the meeting is so that the Parish Council can explain what it has been doing over the last year and it enables the electors to have their say on anything they consider is important to the people of the Parish. Speakers may also be invited to talk on subjects of interest.

Frequently Asked Questions:

Who can attend the meeting? The Annual Parish Meeting is a meeting of all the local government electors for the Parish. It is NOT a Meeting of the Parish Council, which the public can participate in. Anyone may attend but only registered electors of Walford Parish may speak and vote. The meeting is an opportunity to discuss 'parish affairs'.

Will I be able to ask questions and make suggestions? Yes, any registered elector may ask questions of the Council, which will usually be answered by the Chairperson, the Clerk to the Council, or a designated Councillor. An elector may also make suggestions and comment on anything pertinent to parishioners.

Who will chair the meeting? The Chairperson of the Parish Council will chair the meeting. If the Chair is not able to attend, then the Vice Chairman will do so, if they are not present, the meeting will elect a chairperson from amongst those electors present.

Will Parish Councillors be there? Usually they do attend and will speak if need be. But the purpose of the meeting is to enable the ordinary electors to have their say. Councillors will listen with interest and as electors themselves, also have the opportunity to raise questions and make comments if they wish.

Will notes be taken of the meeting? Yes, a written record of the meeting will be taken and will be presented at a future meeting of Council for their consideration.

What else happens at the meeting? In recent years we have invited organisations to provide a representative to speak about the work of their group.

How long will the meeting last? As long as need be, within reason. It really depends on those present, the number of questions and the discussion that is raised. The meeting may last up to one hour.