

What is an Annual Parish Meeting

An Annual Parish Meeting is a meeting of the electorate of the parish, as opposed to a Parish or Town Council meeting which is a meeting of the Parish or Town Council of which residents are allowed to attend.

The law in respect of an Annual Parish Meeting is set out in sections 9 & 13, Part, Sch12 of the Local Government Act 1972. The meeting is convened by the Chair of the Parish or Town Council who signs the agenda.

Public notice of the meeting must be given at least 7 clear days beforehand and the notice must:

- Specify the time and place of the intended meeting.
- Specify the business to be transacted at the meeting.
- Be signed by the Chair of the Parish or Town Council.

The Annual Parish Meeting of a Parish or Town Council must assemble annually on some day between 1st March and 1st June and the proceedings shall not commence earlier than 6.00pm in the evening and may not be held in premises which are used for the supply of alcohol unless no other room is available free or at a reasonable cost.

The Chair of the Parish or Town Council, if present, must preside at the meeting. If the Chair is absent, the Vice Chair must, if present, preside. If the Chair and Vice Chair are both absent, then the council may nominate an alternative person to Chair the Annual Parish Meeting.

Only local government electors for the parish are qualified to vote at the meeting. Each elector can give one vote on any question and no more.

Example of Agenda

1. Apologies for Meeting
2. Minutes of Previous Meeting
3. Chairs Report
4. Police Report
5. Report from local organisations
6. Parish Amenities
7. Parish Forum