



## Clerk Report Annual Parish Meeting March 2021

### Clerk Recommendation

That NMPC consider and vote on the following option.

a) Moving the usual date of the annual parish meeting forward to before the current legislation expires. (currently expires 7<sup>th</sup> May 2021). We could move to on the same evening but before the commencement of the April meeting (12<sup>th</sup>) or any date prior to 7<sup>th</sup> May 2021.

The earlier meeting would still present the annual reports from council and the public would still be invited to attend or alternatively, the meeting could include a perfunctory agenda item deferring all business to later in the year.

The current Coronavirus pandemic and associated uncertainty has meant that council have been unable to discuss and work on the plans for a re formatted Annual Parish Meeting. I would suggest that an additional 'public engagement' session could be held later in the year (subject to us being able to meet safely in person or being permitted to present remotely) to consult on some of the projects that NMPC have under discussion, separate from a parish council meeting with invited speakers and community representatives.

### Background

Annual Parish Meeting (England) <sup>i</sup>

The Local Government Act 1972 Part III requires that All Parish and Town Councils throughout England are required by law to hold an Annual Parish Meeting, which must take place between 1<sup>st</sup> March and the 1<sup>st</sup> June (inclusive). Meetings should not commence before 6.00 pm.

The Annual Parish Meeting is a meeting of all the local government electors for the Parish, which the public are entitled to attend and participate in. It is **NOT** a parish council meeting. It is usually convened by the council.

The meeting acts as an annual democratic point of communication enabling the Parish Council to explain what it has been doing over the last year and providing an opportunity for the electors to have their say on anything that they consider is important to the people of the Parish.

The Annual Parish Meeting is a meeting of all the local government electors for the Parish, which the public are entitled to attend and participate in.

NMPC traditionally hold this meeting on the same evening in May as the Annual Council meeting. An agenda from a previous meeting is attached as an example.

The current Coronavirus regulations removed the requirement to hold an annual meeting last year. The regulations permitting remote meetings expire on 7<sup>th</sup> May 2021 and the Local Govt Assoc is currently canvassing Govt for an extension to these. Councils are advised to conduct as much business as possible prior to the 7<sup>th</sup> May to prepare for the eventuality that these regulations may not be extended.

Before returning to face-to face meetings councils will have to conduct detailed risk assessments to ensure that the safety of their staff, colleagues and members of the public are duly considered.

## My previous notice to Cllrs from last year

### Annual Council Meeting and Annual Parish Meeting

*Local Govt Act 1972, s12, Pii, Piii*

#### Annual Meeting of the Parish Council (ACM)

- Must be held annually
- Legal requirement
- It's an official, formal meeting to transact business
- Must be held in May apart from election years
- NMPC traditionally starts at **7.30pm** (must not be before 6pm)
- Agenda is determined, drawn up and signed by clerk as it is official business only as per our standing orders ie election of Chairman/ election of members to committees/ checking of assets register etc.
- The finances will be included as they require monthly sign off
- Any planning matters will be included
- No additional business (unless deemed urgent by the clerk) will be included on the agenda as the meeting is so short.

#### Annual Parish Meeting (APM)

- Must be held annually
- Legal requirement.
- It's a meeting for the electorate
- More informal as limited statutory requirements
- Must be held between 1st March -1st June (inclusive)
- NMPC traditionally hold it on the same evening as the ACM
- Must not commence before 6pm
- NMPC traditionally starts at **8.00pm**
- Should include annual reports from Chairman, Committees, Warden, PCSO, Clerk
- Can include updates from Resident Assoc/awarding of grants (traditionally inc Residents Assoc initiatives although application process is now more structured so applications can be received but would need to be ratified at full council)
- guest speakers.
- Agenda is signed by Chairman-it's an invitation not a formal notice to attend.
- Meeting is usually short with an extended refreshment section at the end for networking/ meet & greet

*Nikki Bugden*

*16/1/2020*

### Example of previous NMPC Annual Parish Meeting Agendas

May 2019 (format copied from historical agendas)

#### AGENDA

- 1) Welcome and Introduction
- 2) Meet the Team
- 3) Public Participation and questions for Councillors
- 4) Hertfordshire Police Annual report
- 5) Minutes of Last Meeting.
- 6) Annual Committee Reports
  - Finance
  - Personnel
  - Planning
- 7) Parish Wardens Annual Report
- 8) Residents Association Initiative Reports and Applications for Funding under RAI.
- 9) Clerks report
- 10) Date of Next APM.

*Nikki Bugden Clerk 25/02/2021*