SANTON DOWNHAM PARISH COUNCIL

ANNUAL PARISH MEETING – TUESDAY, 17TH MAY 2022

VILLAGE HALL 6.00PM

**What is an Annual Parish Meeting?**

There can be, and often is, confusion between the Annual Parish Meeting and the Annual General Meeting of the Parish Council. All Parish and Town Council’s throughout England are required by law to hold an Annual Parish Meeting, which must take place between 1st March and 1st June (inclusive). Meetings should not commence before 6.00 pm.

**What is the purpose of an Annual Parish Meeting?**

The purpose of the meeting is so that the Parish Council can explain what they have been doing over the last year. It also enables registered electors to have their say on anything they consider is important to the people of the Parish.

**Who will Chair the Meeting?**

Generally speaking the current Chair or 2 of the Councillors

**Will Minutes be taken?**

Not formal Minutes will be taken. However, notes will be taken of any pertinent questions or suggestions put forward by any registered electors.

**How long will the Meeting last?**

Since it is the practice of Santon Downham Parish Council to hold both the Annual Parish Meeting and the Annual General Meeting on the same date, we will try to keep the Annual Parish Meeting to just under one hour, which will immediately be followed by the Annual General Meeting. If anyone desires to only attend the Annual Parish Meeting and/or stay for only some of the Annual General Meeting, we would ask that they leave as quietly as possible so as not to disrupt the procedures.