

**Document 2.2**

**ANNUAL TOWN MEETING**

**Adopted 27 March 2017**

**Review by March 2019**

**1. The Legal Background**

- 1.1. Under the Local Government Act 1972, the Annual Town Meeting must take place between 1 March and 1 June (both inclusive) in each year. It may not start before 6pm. The Annual Town Meeting is not the same as the Annual Council Meeting (Mayor Making). The Town Council usually determines the date of the meeting.
- 1.2. All town electors are entitled to attend and vote. Under The Public Bodies (Admission to Meetings) Act 1960, the public and the press may attend as well.
- 1.3. The Mayor or, in his/her absence, the Deputy Mayor, will preside if present. If not, the meeting may appoint a chairman for the meeting.
- 1.4. At least seven days' public notice will be given. If the agenda includes any of the following items, fourteen days notice must be given:
  - (a) dissolution of the Town Council
  - (b) grouping the Town with another Parish.
- 1.5. The notice will specify the business to be done. It must be signed by the Mayor or any two Town Councillors or six electors may act as convenors.
- 1.6. The expenses are paid by the Town Council.
- 1.7. A few resolutions of a Town Meeting are necessary or binding on the Town Council, This includes

A resolution by a well-attended meeting requiring the Council to provide allotments, places an obligation on it to do so.

**2. Agenda**

- 2.1. The Town Council is responsible for the Agenda and publicising the meeting. This will usually be implemented by the Town Clerk after consulting with a Group comprising: the Mayor, the Leader of the Council, Committee Chairmen and others as the Group considers appropriate.
- 2.2. A non-electors may always speak during a meeting with the consent of the meeting. This should normally be treated as having been given and will only not be given if there is an objection.

**3 Publicity**

- 3.1. In addition to the statutory publicity undertaken for the meeting, the following additional publicity will be undertaken:
  - (a) *Press publicity.*
  - (b) *Website.*
  - (c) *Notices.* Put up notices in shops, the Post Office or pubs and on the Council's noticeboards.
  - (d) *Annual Reports.* Produce and circulate a formal annual report

**4. At the Meeting**

- 4.1. To assist with the informal nature of the meeting, seating will be arranged in a manner to encourage discussion and interaction; Refreshments will also be provided.