



# ANNUAL PARISH MEETING

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TOWN COUNCIL MEETING

REPORT 34/21

12 APRIL 2021

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The purpose of this Report is to agree arrangements for the 2021 Annual Parish Meeting.

## NO. DETAILS

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### 1) BACKGROUND

- a) The Town Council has a statutory responsibility to make arrangements for an Annual Parish Meeting between 1 March and 1 June (both inclusive) each year.
  - b) Although that duty was removed in 2020 due to the pandemic, that is not the case for this year.
  - c) The matter was discussed at the Community Development Working Group meeting of 25 March when it was agreed to recommend to the Town Council that arrangements be made for the meeting to take place after the elections and before the 1 June deadline.
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### 2) ARRANGEMENTS

- a) The purpose of the meeting in previous years has been to combine the Mayor's summary of the past year's work of the Town Council followed by Reports from a wide range of the town's voluntary and community organisations.
  - b) If that pattern is followed for this year's Annual Parish Meeting, the Town Council needs to determine whether it should be held virtually or in a face-t-face physical meeting.
  - c) As with Town Council meetings, it has been customary to arrange the Annual Parish Meeting on a Monday in May and this year Monday 24 May would provide a suitable occasion for it.
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### 3) RECOMMENDATION

The Town Council is recommended to:

- i) set the date for Annual Parish Meeting of 2021 as 6pm on Monday 24 May 2021;
  - ii) agree whether the meeting should be held virtually or face-to-face; and
  - iii) ask the Community Development Working Group meeting of 22 April to make the detailed arrangements for in line with established practice.
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