

Date: 2 February 2017

Title: Report Item 6 - Annual Village Meeting

By: Cllr Stewart Fuller

Purpose of Report: To update Councillors on the structure etc. of the Annual Village Meeting

Recommendations: To agree the outline structure for the 2017 AVM.

Each year Parish Councils are obliged to arrange a Parish Meeting under Sch 12 Part III of the Local Government Act 1972. This is NOT a Parish Council Meeting, although it is chaired by the Chair of the Parish Council, if present. The meeting must be held between 1 March and 1 June, both dates inclusive.

The ED&F 2017 Annual Meeting is scheduled for Thursday 11 May 2017 in the Main Village Hall. Minutes of the previous five Annual Meetings are available from the PC on-line library.

Past meeting structures have worked well with over 100 residents attending. It is therefore proposed that a similar structure be adopted for 2017 with village organisations being invited to provide a stand/display for residents to browse prior to the formal meeting. However, it is not intended to invite organisations to speak this year owing to the relatively full agenda, but they will be asked for contributions to the Annual Report in time for copies to be available on or before 11 May.

On the day, doors will open at 6pm to allow residents to visit the various stands/displays. Refreshments will be provided from 6pm. The formal meeting will start at 7pm; the following is a draft agenda:-

1	6pm – 7pm - browse the displays; wine & nibbles
2	7pm - welcome
3	Apologies
4	Minutes - Annual Village Meeting held on 28 April 2016
5	Annual Village Report 2017
6	Presentations <ul style="list-style-type: none"> i) PCSO Update (outside speaker) ii) Playground upgrade (possible mandate for funding) iii) Sheltered Housing
7	Q & A Session
8	Conclusion

Residents will be asked for suggestions for the Agenda and Q&A via noticeboards, website, emails, and the March editions of *Rendezvous* and Parish Magazine. Based on responses, the draft agenda may need to be altered.

A summary timetable of the run-up to the event is:-

By:-	Item
2 March	PCM - finalise programme
5 March	residents asked for agenda/Q&A items – <i>Rendezvous</i> , website, email, NB's
19 March	invitations/requests sent to village organisations
31 March	end date for suggested topics for agenda/Q&A
6 April	PCM – review progress
15 April	replies received from organisations, including contributions to Annual Report
22 April	agenda and running order finalised, slides agreed, posters up, email reminders sent. Hall layout confirmed.
tba	dry run
