

**Date:** 1 February 2018

**Title:** Report Item 8 - Annual Village Meeting

**By:** Katrina Larkin (Parish Clerk)

**Purpose of Report:** To provide a draft programme and schedule for the Annual Village Meeting 2018

**Recommendations:** To agree the programme and schedule

The 2018 Annual Village Meeting is scheduled for Thursday 26 April. The council at its meeting on 4 January agreed that the structure of the event should be as in previous years, though a theme has yet to be decided. This note now provides the latest programme:-

		Indicative Timing
1	Browse the club displays; wine & nibbles	5.30pm – 6.30pm
2	Welcome	6.30pm – 6.35pm
3	Apologies	
4	Minutes - Annual Village Meeting held on 28 April 2016	6.35pm – 6.40pm
5	Annual Village Report 2017	6.40pm – 6.50pm
6	Presentations	
	i) Clubs and Societies	6.50pm – 7.20pm
	ii) Outside speaker?	7.20pm – 7.35pm
	iii) Topics?	7.35pm - 8.00pm
7	Q & A Session/discussion	8.00pm – 8.30pm
8	Conclusion & Close	8.30pm

An article about the event is included in the February edition of *Rendezvous* asking residents for any specific topics they want to hear about. Subject to their response, and the response from Clubs etc who wish to make a presentation, the above programme/timings may need to be amended. The timings of the stages of the run-up need to be adjusted from last year as the event is not only two weeks earlier but is also being held in the fourth week of the month, not the second:-

By:-	Item
<b>1 Feb</b>	<b>PCM – agree basic programme</b>
5 Feb	Residents asked for agenda/Q&A items via <i>Rendezvous</i> , website, email, NB's Invitations to attend/report, and requests for topics sent to village organisations
28 Feb	End date for residents/village organisations to suggest topics for agenda/Q&A
<b>1 March</b>	<b>PCM – review progress and agenda items</b>
29 March	Deadline for all contributions to Annual Report
<b>5 April</b>	<b>PCM - review progress</b>
	Agenda and running order finalised, slides agreed, posters up, email reminders sent. Hall layout confirmed.
25 April?	dry run
<b>26 April</b>	<b>AVM</b>

