

Date: 7 February 2019

Title: Report Item 10 - Annual Village Meeting

By: Katrina Larkin (Parish Clerk)

Purpose of Report: To provide a draft programme and schedule for the Annual Village Meeting 2019

Recommendations: To agree the programme and schedule

The 2019 Annual Village Meeting is scheduled for Friday 17 May. The relatively late date is due to Easter being late and to the holding of general parish council (and district council) elections in May.

It is suggested that the AVM is structured as in recent years, which has so far worked well. In that case, residents should be asked if there are any specific topics they want aired, and clubs or societies should – as usual – be invited to take a stall and/or give a presentation at the meeting.

A rough timetable for the meeting is sketched below, though this may need to be adjusted subject to the responses received from residents and the clubs and societies.

		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 26 April 2018	6.35pm – 6.40pm
5	Annual Village Report 2019	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

The timings of the stages of the run-up will be affected by the hiatus caused by the elections. The final review of progress will still need to be done at the April PC meeting, even though there will then be a gap of some weeks before the event. The suggested timeline is as follows:

By:-	Item
7 Feb	PCM – agree basic programme
8 Feb	Residents asked for agenda/Q&A items via website, email, and notices Village organisations to receive invitations to attend/report, and suggest topics
6 March	End date for residents/village organisations to suggest topics for agenda/Q&A
7 March	PCM – review progress and agenda items
1 April	Deadline for all contributions to Annual Report
4 April	PCM - review progress
	Agenda and running order finalised, slides agreed, Hall layout confirmed.
3 May	Posters up and reminders sent
16 May?	dry run
17 May	AVM