

**Date:** 4 April 2019

**Title:** Report Item 6 - Annual Village Meeting

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

**Purpose of Report:** To review the preparations for the AVM 2019

**Recommendations:**

- a) To note responses received to date
- b) To appoint a team to continue with preparations during the period 4 April – 16 May

The 2019 Annual Village Meeting is scheduled for Friday 17 May. Invitations have been issued to village organisations, as usual. The timetable for the meeting (already approved) is shown below:

		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) Neighbourhood Planning	7.20pm – 7.35pm
	iii) NHS pop-up clinic (is there demand?)	7.35pm - 8.00pm
	iv) Other topics?	
7	Q & A Session/discussion	8.00pm – 8.30pm
8	Conclusion & Close	8.30pm

As at 28 March, nine organisations (including the PC) are expected to have a display table; six have offered to supply a written report for inclusion in the printed Annual Village Report; and four have so far asked to speak. The deadline for these responses is currently 3 April, and the deadline for receipt of material needed at the meeting is 19 April.

However, the parish council will not meet again until 16 May, due to the holding of general parish elections and district elections on 2 May 2019. It is therefore suggested that the council should appoint a small team to carry on with preparations in the interim. It is suggested that the current Chair of the Council should lead the team, as he remains in post, by law, until the next chair is appointed on 16 May. The preparations would include:

- By 19 April: receiving all contributions for the written Annual Village Report and slides to accompany oral presentations
- By the end of April: finalising the Hall layout; the agenda and running order; the sequence of slides to accompany presentations; the compilation of the written Report for printing; and the organization of catering
- On 3 May: posters up and reminders sent

- On 16 May: dry run
- **17 May: AVM 2019**