

Date: 7 April 2022

Title: Report Item 10 - Annual Village Meeting

By: Katrina Larkin (Parish Clerk)

Purpose of Report: To review the preparations for the AVM 2022

Recommendations: a) To note responses received to date
b) To approve the draft agenda for the AVM 2022

The 2022 Annual Village Meeting is scheduled for Friday 20 May. Invitations have been issued to village organisations, as usual. Posters went up on 22 March. The timetable for the meeting (already approved) is shown below, with additional information based on responses from village organisations:

		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 17 May 2019	6.35pm – 6.40pm
5	Annual Village Report 2022	6.40pm – 6.50pm
6	Presentations	
	i) Clubs and Societies – PCC; Badminton Club; Community Watch; Gardening Club; Players; Village Flower Show	6.50pm – 7.20pm 7.20pm – 7.35pm 7.35pm - 8.00pm
	ii) Parish council – Lead Members to give brief presentations; community to be consulted about future CIL applications; community to be consulted about precept;	
	iii) Other topics?	
7	Q & A Session/discussion	8.00pm – 8.30pm
8	Conclusion & Close	8.30pm

As at 31 March, eleven organisations (including the PC) are expected to have a display table; five have offered to supply a written report for inclusion in the printed Annual Village Report; and six have so far asked to speak. The deadline for these responses is currently Monday 4th April, and the deadline for receipt of material needed at the meeting is 19th April.

The preparations now need to cover the following:

- By 19 April: receiving all contributions for the written Annual Village Report and slides to accompany oral presentations. Reminders could be sent in the week beginning 11th April
- 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
- 10 May is the date for publishing the formal agenda which should be signed by the Chair

- 19 May: dry run
- **20 May: AVM 2022**