



PULHAM MARKET PARISH COUNCIL

Reports may be submitted to: - Mrs Lisa Shulver, 59D High Road, Wortwell, Harleston Norfolk IP20 0HA

clerk@pulham-market.co.uk

ANNUAL PARISH MEETING

To be held on

Monday March 13, 7.00 pm

in the Memorial Hall, Pulham Market

A G E N D A

- 1: Apologies for absence**
- 2: Minutes of last Annual Parish Meeting on May 5, 2022**
- 3: Matters arising from the minutes of the meeting on May 5, 2022**
- 4: Presentation of Parish Council Accounts 2022/2023 to date**
- 5: Report from Parish Council Chair**
- 6: Report from County Councillor**
- 7: Report from District Councillor**
- 8: Reports are invited from all village organisations**
- 9. Public Forum**

All members of the public are warmly invited



Annual Assembly of a Parish Meeting

The purpose of the Annual Assembly of the Parish Meeting provides an opportunity for parishioners to discuss parish affairs, and for village organisations to inform them and answer questions. It is NOT a meeting of the Parish Council.

The basic requirements are as follows:-

- Must be held on any day from 1st March to 1st of June.
- It is convened by the Chairman of the Council or by any two councillors for the parish (where no council exists it may be convened by the chairman of the Parish Meeting, or by six electors).
- The agenda is put together by whoever convened the meeting (as above).
- The meeting can be held at such day and hour that the Council fix but not earlier than 6.00pm and may be held in any community building or meeting room for no cost or for reasonable fee. Unless no such room is available, the meeting cannot meet in any premises at the time of the meeting licensed to supply alcohol.
- At least seven clear days' notice of the meeting (and the business to be transacted) to the public, signed by Chairman of the Council (or Chairman of the Parish Meeting where there is no council). At least 14 clear days' notice is required if the Parish will be deciding a matter relating to its governance, e.g. establishing/dissolving a council or grouping with another parish to establish a new combined parish council.
- A Parish Meeting is NOT a council meeting. However, if present, the Chairman of the Council must preside. If the Chairman is not present, the meeting may elect a chairman from those members of the electorate present.
- Councillors are not compelled to attend the parish meeting and are not summoned. However it is good practice for serving councillors to attend.
- It is good practice to produce an annual report detailing the activities of the council, the annual budget and contact details of its councillors. It is also good practice to invite the District and County Councillors for that ward to give a report and the opportunity to answer questions from the electorate. It is also an opportunity for the electorate to hear from community groups.
- Councils may serve food and drink either before or after at the annual meeting. If it includes alcohol, this may only be served after the meeting.