



## **WHAT IS THE ANNUAL TOWN MEETING?**

Annual Parish Meeting - Local Government Act 1972 SCHEDULE 12 Part III

There can be, and often is, confusion between the Annual Town Meeting and the Annual General Meeting of the Town Council.

All Parish and Town Councils throughout England are required by law to hold an Annual Parish/Town Meeting, which must take place between 1st March and the 1st June (inclusive). Meetings should not commence before 6.00 pm.

### **Purpose of the Annual Parish Meeting**

The meeting acts as an annual democratic point of communication enabling the Town Council to explain what it has been doing over the last year and providing an opportunity for the electors to have their say on anything they consider is important to the people of the Town.

### **Who can attend the meeting?**

The Annual Town Meeting is a meeting of all the local government electors for the Town, which the public are entitled to attend and participate in.

### **Will I be able to ask questions and make suggestions?**

Yes, any registered elector may ask questions of the Council, which will usually be answered by the Chairperson, the Clerk to the Council, or a designated Councillor, if they are able. A written response will be sent after the meeting if an answer cannot be given immediately.

An elector may also make suggestions and comment on anything relevant to the residents of Paddock Wood.

### **Who will chair the meeting?**

The Chairman of the Town Council will chair the meeting or in his/her absence the Vice Chairman.

### **Will Town Councillors be there?**

Yes, however, the purpose of the meeting is to enable the ordinary electors to have their say. Councillors will listen with interest and as electors themselves, also can raise questions and make comments if they wish.

### **Will notes be taken of the meeting?**

Yes, a written record of the meeting will be taken and presented at the next Annual Parish meeting for approval.

### **How long will the meeting last?**

As long as need be within reason. Generally, the meeting will last no longer than 2 hours.