**Sandringham Parish Council**

**REQUIREMENT TO HOLD A PARISH MEETING (Parish Assembly)**

1. Each parish is expected to hold an annual Parish Meeting or Parish Assembly; they are two terms for the same event. The event is separate from the Parish Council and does not have to be called or arranged by the Parish Council, but it is incumbent on the on the Council to ensure that one is held and to arrange it if no other organisation in the parish does so.
2. The Parish Meeting must be held between the end of March and the end of May each year. We therefore have to plan to hold such an event in April or May 2019.
3. The annual Parish Meeting is not the same as the Parish Council Annual General Meeting, although it is possible for them to be held on the same date and at the same venue and run consecutively. Parish Councillors are not required to attend but if the Chairman does do so, then he or she must elected Chair of the Parish Meeting for that occasion.
4. The Parish Meeting is an opportunity for resident electors to see what is happening in the parish, it is an opportunity for clubs and societies to highlight their activities, and it is an opportunity for residents to raise issues that they wish the Parish Council to pursue in the forthcoming year. In an election year such as 2019, therefore, it makes sense for the Meeting to be held before Parish Council elections, therefore during April.
5. My proposal is that we hold a Parish Meeting at Wolferton Social Club, subject to availability, on Saturday 13th April, from 10am to 12.30pm. This would require it to be advertised in advance of that date, and I propose copy in the April issue of Village Voice, with a loose flyer inserted in it. Posters can be put up in the three Parish Council notice boards.
6. Organisations that we can invite include all those resident at the three Social Clubs, plus the WI, Church and any others known to us. We would invite them to have a stand at the event to promote their own activities. We could also consider organisations, including commercial ones, which deliver services specifically to our residents.
7. The advice I have received from local Parish Councils is that, even in larger parishes such as Snettisham and Dersingham, only a handful of people attend and it is not unusual for no attendees.

BC 05/01/19