

COPYTHORNE PARISH COUNCIL MEETING

TUESDAY 12th FEBRUARY 2019

ITEM NO:13 – Annual Parish Meeting (APM) 26th March 2019

This report sets out a proposed agenda for items and timings for the APM on 26th March 2019

Information

The next Annual Parish Meeting (APM) takes place next year on the 26th March 2019.

The APM in 2018 was very successful as a showcase for activities and services within the Parish with a number of contributors making presentations. Billed as a 'celebration' event, it functioned particularly well in highlighting activities which often go unnoticed.

For 2019, we determined that a similar approach be adopted. There are a number of update items we can include, such as the Playground 'first 6 months' and presentations by groups which help us in the Parish and which have made some form or approach to the Parish Council in the past year or have asked for our support in some way.

There is, however, the need for us to also acknowledge that the APM takes place after the purdah period has started in the lead up to the local elections. Therefore, and having taken advice from the Monitoring Officer, we need to avoid any items which might be deemed contentious or promoting of an individual. Hence some items not appearing on the agenda which might have done in other years.

Theme

- 1. 'Celebrating Parish Success and Those Who Help Us'**
- 2. 'Your Parish - The Future: Have Your Say'**

The 'Celebration of Success' will comprise presentations and updates from those who lead them.

The 'Your Parish – The Future: Have Your Say' item will be a factual presentation inviting feedback over time from the community on a 5 Year Plan which will be developed by the newly elected Council leading to a final draft publication in September 2019 for consultation and endorsement.

Agenda

The current proposed agenda, which we will need to publish at the beginning of March, is as follows:

7:00p.m. – 7:30p.m. Refreshments provided by the W.I. (assuming they can).

7:30p.m. APM starts

1. Introduction and welcome - 5 minutes
2. Parish Council Report - 10 minutes max.
3. District Councillor Feedback / Update - (*we need to check what they can say in the light of the election purdah*) - 10 minutes
4. County Councillor Feedback / Update - (*ditto*) - 5 minutes
5. Parish Award - Presentation - 5 minutes max inc. photos
6. First Responders Presentation - 10 minutes - *Need to make contact*
7. Neighbourhood Watch Presentation - 10 minutes – Cllr. *Steve Herra is in contact already and this will hopefully also include a brief report on behalf of the PCSO, Richard Williams, who is unable to attend the APM.*

8. Playground Presentation - The First 6 Months! - 10 minutes – *Cllr. Simon Lucas is in contact already*
9. CSW Report (to be presented by SL) - 5 minutes (*written annual report to be relayed*)
10. Village Agent Presentation - 10 minutes - *Need to make contact*
11. Parish Hall Presentation - Progress on Development Plan - 10 minutes – *Cllr. Simon Lucas has already made contact with Chair of PHC*
12. Your Parish - Have Your Say - 5 Year Plan brief Presentation and Q/A and start of consultation - 30 minutes - *to be led by the Working Group and MUST be in a factual frame of presentation*
- Total: **120 minutes** assuming all presenters can attend, inc. allowance for changeover time with some flexibility on the Parish Council Report which could reduce by a few minutes plus.
- End - 9.30 pm: refreshments, mingling and chat

Recommendation

That the proposed agenda is accepted and preparations can commence on finalising presenters.