

**Meeting: Full Council****Date: 12th March 2024****Author: Town Clerk****Item For Consideration: Proposal for the Annual Assembly/Annual Town Meeting****1.0 Background Information**

**1.1 Statutory Requirement.** There is a requirement for every town and parish council to hold an Annual Town Meeting (ATM) or Annual Assembly, as set out in Part III of Schedule 12 of the Local Government Act 1972. This is not to be confused with the Annual Meeting of the Town Council, which is a council meeting. The ATM must take place between 1<sup>st</sup> March and 1<sup>st</sup> June each year and is open to all electors on the electoral roll and the press. It must have a summons and agenda signed by the Chair of the Council, giving seven days' notice. It also invites electors of the parish to submit written questions in advance of the meeting, so a response can be prepared. The Chair of the Council shall preside, and if unavailable, then the Vice Chair will preside. Councillors are encouraged to attend but attend as members of the parish but might be invited to give presentations and respond to questions.

**1.2 Purpose.** The purpose of the meeting is to communicate with the residents and consider issues and vote on such matters. It is an opportunity for the council to give an update on any of its achievements in the previous year and look forward to the year ahead. It is also a great opportunity for local organisations and community service providers to promote and celebrate the work of their group and how they are bringing benefits to the residents of Kingswood. It might also be a plea for support with their work, a call for volunteers, and an opportunity to network and find out what is going on. It should be Kingswood centric, and a clear agenda will manage the process. There might be an opportunity for local groups to have a stall or display, and networking can take place over refreshments.

**1.3 Communications.** The Council has agreed to communicate with its residents via its statement of community engagement and leadership and this meeting is the first step in stating its intent of keeping residents informed.

**2.0 Arrangements for 2024**

**2.1 Tuesday 28<sup>th</sup> May 2024.** The meeting will be arranged by the Town Clerk and the date for Tuesday 28<sup>th</sup> May 2024 at 7pm – 9pm is confirmed, in the Main Hall in the Park Centre. The agenda will be published on Friday 17<sup>th</sup> May (signed by the Chair) which will ask that written questions be submitted to the council are received by Thursday 23<sup>rd</sup> May.

**2.2 Publicity.** To advertise widely across Kingswood, it is proposed that there is advert in the April and May edition of the Kingswood Voice as well as the SGC Newsletter. Copy needs to be with the Kingswood Voice by 13<sup>th</sup> March and 17<sup>th</sup> April. The first advert will ask for community groups to volunteer to attend with a presentation and stall, the other will confirm the arrangements of the meeting. Use of social media and the website will be made, as well as a poster campaign.

**2.3 Opportunity.** This meeting might be the perfect platform to launch the Community Grant Scheme and explain to those present what the ethos of the scheme is: to bring benefits to the residents of Kingswood to make it a great place to live in. The Finance and

Administration Committee have considered the first draft of the scheme and its objectives and criteria and press and timeline. This is presented to the meeting on 12<sup>th</sup> March 2024.

### **3.0 Financial Implications**

a. Refreshments – to ask the Park Centre to provide hot drinks, and for the town council to provide cold drinks, light bites and biscuits at a cost of £150.

b. Publicity Materials. For the Town Clerk to arrange for the printing of posters for distribution.

c. It has already been agreed that a 6 month full page be used in the Kingswood Voice at a cost of £1,650, which will be used to advertise this meeting, as well as other council initiatives.

### **4.0 Recommendations**

- a. For Councillors to consider this report and agree the format of the meeting.
- b. To consider and agree if there will be presentations from key representatives of the town council on plans for the year ahead.
- c. To consider which key stakeholders to invite to give presentations.
- d. For councillors to be encouraged to attend and to support the clerk on the evening (refreshments and presentation making)