



RAUNDS TOWN COUNCIL

Report to: Council 12 March 2019

To confirm arrangements for The Annual Town Assembly.

Summary:

To confirm arrangements for the Annual Town Assembly

Attachments:

none

1.0 **Background.**

Every parish (or Town) must have, by law, two annual meetings. One is the annual meeting of the parish or town council, the other is an entirely separate annual meeting of the electors of the parish/town. In the past the Annual Town Assembly has been poorly attended and it was agreed that an attempt would be made to try and increase attendance.

The Annual Parish Meeting (or Annual Town Assembly) is a meeting of the electors. It must be held between 1 March and 1 June (inclusive). The Annual Town Assembly is convened by the Mayor. It is not a council meeting.

The Annual Meeting of the council must take place in May. The only business which must take place at the annual meeting is the election of the Chairman or Mayor.

2.0 **Annual Town Assembly 2019**

The Mayor is holding the Annual Town Assembly on Thursday 25th April 2019.

3.0 **Timings for the Annual Town Assembly**

The planned timings for the event are:

- 6pm-6.30pm: "Community Fair" – (the council and local groups, schools, churches etc have stalls displaying their work)
- 6.30pm – Concert from local schools
(Refreshments available during talks??)
- 7.10pm- Talk from local police
- 7.20pm: Talk from fire service (Fire Service to give away smoke alarms if possible, may require a donation from RTC)
- 7.30pm Refreshments /Community Fair Continues (Hog Roast and soft drinks)
- 8.15 (ish) event closes

4.0	Recommendations a) To confirm arrangements for the annual town assembly b) To approve the expenditure for refreshments c) To publicise the event with a leaflet drop	
Implications:		
Council objectives:	Demonstrate excellent standards of governance. Increase attendance at Town Assembly	
Equalities & Human Rights	There are no equalities and human rights issues	x
Crime and Disorder	Crime and disorder has been considered	X
Bio-diversity	There are no bio-diversity implications	x
Financial	There are no financial implications at this stage	
	There will be financial implications	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	X
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	X
	- Inherent risk score: - Residual risk score:	
Person originating this report: Kate Houlihan: Town Clerk		
Date: 1 March 2019		