

Annual Parish Meeting of South Leverton Parish

Sun 2nd May 2021, 6:30pm Virtually via Zoom

Notice to attend given by *Catherine Hoyle* Chairman of the Parish Council. All Members of the Council are summoned to attend, virtually, as per the regulations enacted under the Coronavirus Act 2020, for the purpose of considering and resolving upon the proposed business transacted at the meeting as set out in the Agenda below:

AGENDA

1. To Record Declarations of Interest in any item to be discussed
2. To Approve the previous meeting Minutes
3. To Receive Chairman's Report
4. To Receive South Leverton Memorial Hall Annual Report & Summary of Accounts
5. 10 Minute Parish Meeting Public Open Forum for the purpose of discussing parish affairs (Maximum of 10 Minutes, 2 mins per person)
6. Closure of the Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/85147677341?pwd=TFAXNGplZTUazE3Mk92SGxGV3dQdz09>

Meeting ID: 851 4767 7341

Passcode: 949630

Virtual Meeting Guidance

Please don't all speak at once. So that we have some order, please speak in turn, using the 'reactions' button at the bottom of the Zoom screen or wave if you'd like to speak.

Please note that we will not be using the 'chat' function with the public. If necessary, the Clerk will email any documents to Cllrs by email before the meeting.



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

To all Parish/ Town Council Clerks

Dear Parish/ Town
Council Clerk

Our ref: Coronavirus Act 2020
Please ask for: Cara Hopkinson
Direct Dialling: (01909) 533252
Email: cara.hopkinson@bassetlaw.gov.uk

Coronavirus Act 2020

7th April 2020

I am writing to update you on emergency legislation that has been made to support local authorities including Parish and Town Council's in response to Coronavirus.

Two sets of regulations have been made under the Coronavirus Act 2020. The first set enables meetings before 7 May 2021 to be held remotely and removes the requirement for the annual meeting this year. The second set postpones until 6 May 2021 local by-elections and other polls, either scheduled or which would otherwise arise before that date.

Local authorities, Parish and Town Councils can therefore decide not to hold the legally prescribed annual meeting.

Where meetings are held, there is the flexibility to hold them at any time of day and on any day, to alter how frequently they are held and to move or cancel them without further notice.

Where a local authority does not hold an annual meeting, current appointments will continue until the next annual meeting or when the council determines.

Meetings may be held remotely including via telephone conferencing, video conferencing. Remote attendance by members counts for other purposes such as the six-month rule on attendance, and for allowances. Members of the public and press may also access meetings remotely rather than in person.

The regulations came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021.

You can find the regulations and supporting documents on the legislation.gov website
<http://www.legislation.gov.uk/uksi/2020/392/contents/made>

If you require any further assistance please do not hesitate to contact me.

Yours sincerely

A small, handwritten signature in black ink, appearing to read 'C. Hopkinson'.

CARA HOPKINSON

Democratic and Electoral Services Manager

South Leverton Annual Parish Meeting Rules

The Local Government Act 1972 states that *'for every parish there shall be an Annual Parish Meeting for the purpose of discussing parish affairs'*

A Simple Guide to Parish Meetings

Parish Meetings are quite distinct from meetings of the Parish Council, although the two are often confused.

The confusion arises for several reasons:

- if present, the Chairman of the Parish Council **must** chair the Parish Meeting; Chairman will have the usual powers and authority of Chairman and has a casting vote in addition to his own vote.
- the Clerk to the Parish Council organises and takes the minutes of the Parish Meeting; who should make all arrangements including the best practice of providing beverages/light refreshments and the appropriate associated parish meeting expenses will be paid by the council.
- the Annual Parish Meeting often takes place on the same evening as the Annual Meeting of the Parish Council.
- The Annual Meeting of the Parish Council is similar to a usual parish council meeting except it includes the annual election of the Chairman and Vice-Chair.

Some of the differences are as follows:

- The **Parish Meeting must not be held earlier in the day than 6pm** and at South Leverton it is set at 6:30pm
- At a Parish Meeting, with the exception of the Chairman, **councillors rank the same as other members of the public electorate.**
- **Any person on the electoral register of the parish is entitled to speak at a Parish Meeting**, at a meeting of the Parish Council members of the public may speak only at the Chairman's discretion.
- The press and general public have a right to attend Parish Meetings, **but anyone not on the electoral register of the parish is classed as a 'stranger'** to the parish and does not have the right to vote or speak.
- All procedures must be followed as if it were a normal council meeting with the difference that any decisions or votes to be made on an agenda item of the Parish Meeting **are decided by a majority of those present and voting. Each resident of a parish eligible to vote at an election, has one vote per issue.**
- **All remarks shall be addressed to the Chairman**; please raise a hand if you wish to speak and the Chairman will decide the order of speaking if more than one person wishes to speak.
- **Anyone entitled to and wishing to speak, shall do so for no longer than 2 minutes maximum** unless the chairman decides otherwise.

In a summary

A Parish Meeting is a meeting of where people of the parish may speak about parish matters on the parish meeting agenda.

A Parish Council Meeting is a meeting of the parish councillors; members of the public may only speak in public forum or at the discretion of the Parish Chairman.