

## Report No. 4

### Report to Policy and Resources Committee February 2015

#### Annual Town Meeting (All Electors)

##### 1. Purpose of the report

- 1.1 To invite the committee to decide upon a date for the Annual Town Meeting (All Electors) and agree the format for 2015.

##### 2. Background

- 2.1 The Town Council is required under the provisions of the Local Government Act 1972 to organise an Annual Town Meeting between the period 1<sup>st</sup> March and 1<sup>st</sup> June each year.
- 2.2 It is not a meeting of the Town Council as such although the Mayor, if present, chairs the meeting and Committee Chairs usually provide reports on the activities of the Town Council during the year.
- 2.3 The main purpose of the meeting is to enable the electorate to raise any issues of concern involving the town.
- 2.4 A few years ago the Annual Meeting was organised on the same date as the awards for Citizen of the Year but Council has now resolved that the wards will be held on another evening.

##### 3. Proposal

- 3.1 Although it presents the opportunity for the Town Council to present a report to the electorate about the activities during the year it has proved useful to invite a speaker on a suitable local topic.
- 3.2 There is no set format for the Annual Meeting prescribed by legislation but adequate opportunity must be afforded for the electorate to raise and discuss issues of concern.
- 3.3 Only those whose names appear on the register of electors for Malmesbury Town may speak at the meeting unless consent is given at the meeting.

##### 4. Financial implications and risks

- 4.1 The financial cost of holding the meeting is the responsibility of the Town Council.
- 4.2 The timescale for issuing agendas is the same as for a Town Council meeting.

##### 5. Recommendations

- 5.1 Members are requested to agree a date for the Annual Town Meeting (All Electors) and the format of the same.

Jeff Penfold  
Town Clerk  
5<sup>th</sup> February 2015.