

Burton in Lonsdale Annual Parish Meeting

Standing Orders

- The Annual Parish Meeting is a meeting of the electors, and is a great opportunity for community engagement. The Parish Meeting must be held once a year between 1 March and 1 June.
- The purpose of the meeting is to give the Parish Council and other local organisations an opportunity to let local residents know what they have been doing over the past year. Local organisations are requested to keep their reports to 250 words or less where possible.
- The meeting is also an opportunity for electors to have a say on anything they consider valuable to the people of the Parish.
- The meeting may be convened by; -
 - the chair of the parish council
 - any two parish councillors for the parish
 - where there is no parish council, the chair of the parish meeting or any person representing the parish on the district council
 - any six local government electors in the parish
- Public notice of the meeting must be given 7 clear days beforehand specifying the time and place of the meeting, with an agenda of what will be discussed and signed by the person(s) convening the meeting. The notice can be posted in a conspicuous place or places, such as a noticeboard, and anywhere else which might help publicise the meeting.
- The meeting cannot commence earlier than 6pm, and may not be held in premises which are used for the supply of alcohol unless no other room is available free or at a reasonable cost.
- The meeting must be open to the public and the press. If the chair of the parish council is present at the meeting, then they must preside over the meeting.
- The Annual Parish Meeting is for all electors of the Parish. It is not a meeting of the Parish Council. Anyone is welcome to attend the meeting but only registered electors of the parish may speak and vote during the meeting.
- Minutes of the proceedings of the Annual Parish Meeting shall be drawn up and entered in a book provided for the purpose. The minutes shall be reviewed and signed at the next Annual Parish Meeting.
- A Parish Meeting may discuss parish affairs, but its resolutions are rarely legally binding. Most decisions are persuasive only and the Parish Council may legally disregard them.