

## **ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL**

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23 May 2024

### **ANNUAL PARISH MEETING**

You are hereby invited to attend the **ANNUAL PARISH MEETING** for the villages of Ancaster, Sudbrook, and West Willoughby to be held on **20 May 2024** at **7.30pm** in the Parish Hall Annexe.

Those of you who have attended previously will be aware of the regular items on the Agenda which are listed below and there is an opportunity for any resident to raise an issue which they consider important (see over for details).

Yours sincerely,

David Sayer  
Chair Ancaster Parish Council

### **AGENDA**

1. Welcome by the Chair.
2. Apologies for Absence.
3. To resolve and approve the Minutes of the Annual Parish Meeting held on 22 May 2023 (copies available) and Chair to sign.
4. Presentation of Annual Reports:
  - Chair of Parish Council – D Sayer
  - County Councillor – P Martin
  - District Councillors – I Stokes and P Stephens
  - Andrew Newton – Cemetery Working Party
5. Finance Report by Responsible Finance Officer 2023/2024.
6. Any other matters which residents wish to raise.

**Purpose of the Annual Parish Meeting** – The main purpose is to enable the registered electors to discuss parish affairs and to pass resolutions thereon. This meeting is also an opportunity for the Council and the Community group leaders to update the community about their activities over the past year and outline plans for the future.

**Who can attend the meeting?** – Anyone may attend but only registered electors in the parish of Ancaster, Sudbrook, and West Willoughby may speak and vote.

**Will I be able to ask questions and make resolutions?** Yes, any registered elector may ask questions of the Council. These will usually be answered by the Chair of the Parish Council, or Parish Clerk or a designated councillor.

An elector may also make suggestions, comment on parish issues, and propose resolutions. Resolutions relating to allotments are legally binding, but all others are persuasive only, but will be considered by the Parish Council at a future meeting.

**Who will chair the meeting?** - The Chair of the Parish Council must chair the meeting if present. In the absence the Vice-Chairman must preside if present. If neither can attend the meeting, then the meeting will elect a Chair from those electors present.

**Will Parish Councillors be there?** Although there is no compulsion Councillors normally attend. They will speak if required, but the purpose of the meeting is to enable the ordinary electors to have their say. Councillors will listen with interest and as electors themselves will also have the opportunity to raise questions and make comments if they wish.