



# Annual Public Meeting

## Procedure Guide

Whilst the annual public meeting is not a meeting of the Council it is still governed by the Local Government Act 1972 in respect of the specific provisions that relate to annual parish meetings in areas which have a separate parish council.

The key provisions which relate to the conduct of the meeting itself are:

1. Whilst the meeting is open to all, only electors registered for the Stone Town Council area may speak and/or vote.
2. To ensure that this distinction is clear:
  - a. All attendees will be asked to sign an attendance sheet for the meeting, and,
  - b. Non-electors will be required to sit in a separate area identified for members of the public.
3. Regardless of whether or not they are a Stone elector, the Town Mayor of Stone, and in their absence the Deputy Mayor, may attend and speak and, if present, must chair the meeting. In the absence of both the Mayor and the Deputy, persons present at the meeting may select a chairman from amongst themselves.
4. By convention, Stone Town Councillors sit as part of the meeting whether they are Stone electors or not. If a Town Councillor is not a Stone elector they should not vote on any item, and should only speak in response to a direct question related to the work of the Town Council.
5. Councillors are not expected to ask questions related to the work of their own Council, as they have ample opportunity to do that through normal Council channels.
6. The agenda will consider the minutes of the previous annual public meeting, receive a report from the Town Mayor on the activities of the Town Council and ask Councillors present from the Borough and County Councils to provide reports of their work.
7. The final agenda item will offer the opportunity for other Town Council electors present to raise issues related to “parish affairs”. This is not limited to items within the remit of the Town Council but may include any items which affect the town

specifically, as opposed to a wider area. (For example, whilst the meeting could legitimately discuss the impact of the proposed HS2 railhead on Stone, its remit would not extend to considering HS2 as a whole.)

8. Though unlikely, discussions on issues related to parish affairs may result in a vote being required. If so voting will be by show of hands, with a simple majority being required. Only Stone Town electors may vote, but if voting is tied the chairman may exercise a casting vote, even if they are not a Stone elector so not entitled to an original vote.
9. Other than in very limited and specific circumstances, the outcome of votes are not binding on the Town Council or any other body, but should be communicated to them for their consideration.

Les Trigg  
Town Clerk  
15<sup>th</sup> April 2019

*NOTE: The 2019 annual public meeting will be held during the restricted period leading up to a Town Council election known as "purdah". Due to this there will be additional restrictions placed on anyone present who may be a candidate for election in May 2019, who will be treated in the same way as members of the Council for the purposes of paragraph 5 above. In addition, the Chairman may ask any potential candidate to stop speaking on a subject if they do not consider the question/address to be within the rules or spirit of the purdah protocol.*