The main difference between a Parish Annual Meeting and an Annual Meeting of the Parish Council lies in their purpose and the attendees.

**Annual Parish Meeting** This sometimes referred to the Annual Parish Assembly. It is a community event where the public can discuss parish matters and question local representatives. Electors, public and community groups are invited.

**Annual Parish Meeting: INFORMAL**

**Purpose:**

Provides an opportunity for the community to discuss parish issues, raise concerns, and question local representatives, including parish council members, district, and county councillors.

**Attendees:** Open to all local government electors (registered voters) of the parish who wish to see how the council has spent their funding throughout the year.

Local Headmasters, sports organisations, community police, sports organisations may wish to speak.

**Format**: More informal, often includes community presentations, refreshments, and an opportunity for public speaking.

Anyone can take minutes, clerk does not need to attend. Minutes are kept separate from Annual meeting of the Parish Council.

**Legal Binding:**

Any votes passed at this meeting are NOT legally binding, however the council should consider the votes at their next meeting. – Only members on the electrol roll can vote on an issue.

Other members of the public can attend but cant vote.

**Timeframe:** Typically held between March 1st and June 1st.

**Annual Meeting of a Parish Council** is a formal meeting of the council to conduct business, make appointments, and elect a new chair.

**Annual Meeting of Parish Council: FORMAL**

**Purpose:**

A formal meeting of the Parish Council or other organisation to conduct business, make appointments, elect a new chair, review policies such as risk management, financial, GDPR, etc.

At this meeting the previous years finances are signed off and then submitted for its external audit – this is known as the AGAR.

**Attendees:**

Primarily composed of council members (or board members in other organizations).

**Format:**

More formal, following a specific agenda, and often governed by rules of procedure.

**Legal Binding:**

Resolutions passed at this meeting are usually legally binding.

**Timeframe:**

Parish Council annual meetings must be held in May, and in an election year, within 14 days of the new council taking office.

**In summary:**

An Annual Parish Meeting is a public forum for community discussion, while an Annual Meeting of a Parish Council is a formal meeting of the elected body to conduct business.

Both can be held on the same day, they are SEPARATE MEETINGS.