



**LEYBURN TOWN COUNCIL**  
**Market and Burial Authority**

---

**THE ANNUAL  
MEETING OF THE  
PARISH LEYBURN**

**will be held in the Oak Room,  
Thornborough Hall on  
Monday 29<sup>th</sup> April at 7pm**

**AGENDA**

---

- 1. Introductions & Welcome.**
- 2. Minutes from the Annual Parish Meeting 2023-** To consider approving the Minutes of the meeting held on Tuesday 23rd May 2023 as a correct record.
- 3. To receive Annual Reports from**
  - a. The Chairman of the Town Council.
  - b. North Yorkshire Councilor
  - c. Local groups & organisations
- 4. Question and Answer Session with Councillors:** To invite the public to raise any matters of interest.
- 5. Items raised by residents of Leyburn.**
- 6. Final comments from Chair and Meeting Close.**

*The Parish Meeting is an opportunity for parishioners on the Electoral Roll for Leyburn to raise any matters of concern to them that relates to their local community. It would be helpful to have written notice of any matters to be raised but it is not essential. Matters can be raised at the meeting without prior notice. If new questions are tabled on the night, they may only receive a reply after the meeting. For any queries, please contact the Clerk to the Town Council.*

[Clerk@leyburntowncouncil.gov.uk](mailto:Clerk@leyburntowncouncil.gov.uk)

*All presentations/reports are subject to confirmation.*

*The order in which the presentations/reports are to be given is subject to change.*



**LEYBURN TOWN COUNCIL**  
**Market and Burial Authority**

---



# **LEYBURN TOWN COUNCIL**

## **Market and Burial Authority**

---

# **FREQUENTLY ASKED QUESTIONS**

---

---

## **WHAT IS AN ANNUAL PARISH MEETING?**

---

There is often confusion between the Annual Parish Meeting and the Annual Parish Council Meeting. All Town and Parish Councils throughout England are required by law to hold an Annual Parish Meeting, which must take place between 1 March and the 1 June.

---

## **WHAT IS THE PURPOSE OF THE ANNUAL PARISH MEETING?**

---

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. The meeting is also an opportunity for electors to have a say on anything they consider valuable to the people of the Parish.

---

## **WHAT ELSE HAPPENS AT THE MEETING?**

---

The meeting can also be an opportunity for local groups, clubs, societies and other voluntary and statutory organisations to provide an exhibition and/or have representatives from the group address those present at the meeting about the work they do and what they are involved in.

---

## **WHO CAN ATTEND THE MEETING?**

---

The Annual Parish Meeting is for all electors of the Parish of Leyburn. It is not a meeting of the Parish Council. Anyone is welcome to attend the meeting however, only registered electors of the Leyburn parish may speak and vote during the meeting.

---

## **WILL I BE ABLE TO ASK QUESTIONS AND MAKE SUGGESTIONS?**

---

Any registered elector may ask a question of the Council which will usually be answered by the Chair, the Clerk or the Council, or a designated Councillor. An elector may also make a suggestion and comment on anything pertinent to the residents of the Parish. This will be welcomed and is the whole purpose of the meeting.



# **LEYBURN TOWN COUNCIL**

## **Market and Burial Authority**

---

---

### **WHO WILL CHAIR THE MEETING?**

---

The Chairman of the Council will chair the meeting. The Annual Parish Meeting is usually convened by the Chairman of the Council however, the meeting can also be convened by any two Parish Councillors, a Councillor representing the Parish, or any six local electors of the Parish.

---

### **WILL PARISH COUNCILLORS BE AT THE MEETING?**

---

All Parish Councillors will be invited to attend and representatives from Committees/ working groups will also present the updates current projects.

Councillors will also have an opportunity to raise questions and make comments if they wish.

However, the purpose of the meeting is to enable the electors to find out what is going on in their parish and to have their say.

---

### **WILL MINUTES OF THE MEETING BE TAKEN?**

---

Minutes of the proceedings of the Annual Parish Meeting shall be drawn up and shall be reviewed and signed at the next Annual Parish Meeting.

---

### **HOW LONG WILL THE MEETING LAST?**

---

The length of the meeting is dependent on the number of electors present, the number of questions asked and the discussion that is raised. Generally, the meeting will not last longer than two hours.