

Parish Meeting

Every parish must have a parish meeting at least once a year. (Not to be confused with a parish council's annual meeting.) The parish meeting consists of the local government electors registered for the area of the parish. If there is a parish council for the parish, its chairman may attend (whether he/she is an elector or not) and if he/she is present he/she must preside. The vice-chairman must preside in the chairman's absence. If both are absent, the meeting must elect a chairman.

The parish meeting must assemble annually between 1st March and 1st June. A parish meeting must not begin before six o'clock in the evening. It may be convened by the chairman of the parish council or any two parish councillors, or by six electors of the parish. Notices specifying the time, place and business to be considered and signed by the convenors must be displayed in some conspicuous place(s) in the parish giving at least seven clear days' notice.

The quorum for a parish meeting is two unless a document has to be executed when the quorum is three. Decisions are taken by a majority of those present and entitled to vote. If the chairman is an elector for the area he has a personal and a casting vote. If he is not an elector, he only has a casting vote. Minutes of the parish meeting should be kept and signed as a true record by the chairman either at the end of the meeting or at the next parish meeting (not the next meeting of the parish council).

The agenda is at the discretion of the Chairman. It will usually include a report of the parish council's activities over the past year and will provide an opportunity for electors to raise any matters relevant to the parish.