

**LOCAL GOVERNMENT ACT 1972**  
**ANNUAL TOWN MEETING 2024**

FOR THE PARISH OF  
**SAWBRIDGEWORTH**  
(including SPELLBROOK)

**NOTICE IS HEREBY GIVEN THAT**

The Annual Town Meeting for Sawbridgeworth and Spellbrook will be held at The Council Offices, Sayesbury Manor, and Bell Street. Sawbridgeworth on **Monday 18<sup>th</sup> March 2024 at 7.30pm.**

Local Government electors for the Town are entitled to vote at the Meeting which is also open to the public.

**The business to be transacted at the Meeting will be as follows:**

1. Minutes of the Annual Meeting held on 3rd April 2023.
2. Matters Arising from those Minutes.
3. Report by the Town Mayor on Town Council activities in 2023/24
4. Report by the Town Clerk on the Council's budget for 2024/25.
5. Receipt of Trustee reports from the Hailey Centre and the Sawbridgeworth Young Peoples Recreation Centre.
6. Reports from other local bodies;

309 Squadron ATC, Bowls Club, Cricket Club, Central Surgery Patients Group, Eco-Audit Working Group, Friends of Pishiobury Park, Girlguiding Sawbridgeworth and High Wych District, Great St Mary's Church, Homes for Ukraine Support Group, Local History Society, Memorial Hall, Police, Reedings Junior School, RHSO, Rotary, SECC, Scouts 1st Sawbridgeworth Scouts Group, Sports Association, Sustainable Sawbridgeworth, Tennis Club, The WI, Town Twinning Association, Travel Challenge.

7. Report on the Town Action Plan.
8. Consideration of Resolutions for which written notice has been received.
9. Open Forum for electors to raise any other matters.

**Cllr Ruth Buckmaster**  
**Town Mayor**  
**5<sup>th</sup> March 2024**

# Sawbridgeworth Annual Town Meeting

Under the Local Government Act 1972 s9 all parishes/towns in England must hold an Annual Parish/Town Meeting. This is an annual statutory public meeting of the Town's electors and is therefore not used to address standard Council business.

The Annual Town meeting is an annual review of the Council year and follows a legal requirement for town and parish councils to hold an electors meeting, once a year to raise an issue of their choice.

Section 9 of the Local Government Act 1972 states that "for every parish there shall be a parish meeting for the purpose of discussing parish affairs and exercising any functions conferred on such meetings by any enactment..."

Section 13 of the Act states that "the parish meeting of a parish shall consist of the local government electors for the parish".

The 1972 Local Government Act therefore requires every town and parish council to host a meeting between March and June each year, to which all their electors are invited.

The meeting is open to the public and all residents who are on the electoral role of the parish are entitled to raise an issue of their choice and vote at the meeting. The Annual Town Meeting is not a council meeting; it is a meeting of the town electors and often involves partners such as Police and District and County Councillors

Formal notice of the meeting is given through the local press and staff will be happy to advise you on the best way to include items on to the agenda or to submit questions in advance.

In recent years, Sawbridgeworth has hosted the event as an annual meeting and used it as an opportunity to debate important local issues and celebrate community achievements and awards. Local organisations are invited to provide a report on their activities.

The Mayor and Town Council Officers will aim to address elector's questions and any resident wishing to raise a specific matter which requires a detailed answer are asked to give prior notice with details in writing to: The Town Clerk or email to [chris.hunt@sawbridgeworth-tc.gov.uk](mailto:chris.hunt@sawbridgeworth-tc.gov.uk) in order that a full and complete response may be provided at the meeting.

The meeting is called by the Council Chair and we also use this meeting as an opportunity for local groups and organisations to update on the preceding years achievements.