

LOCAL GOVERNMENT ACT 1972
ANNUAL TOWN MEETING 2025

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 24th March 2025 at 7pm.**

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:

Agenda

1. **Welcome from the Mayor and year in post round up.**
2. **Minutes of the Annual Meeting held on 18th March 2024**
3. **Matters Arising from those Minutes**
4. **Questions for Group Representatives or Suggestions**
 - Written questions and suggestions will be posted in a ballot box for the round-up session.
5. **Networking Session**
 - 40 minutes of networking via a timed session.
10 minutes allocated for attendees to engage with group representatives.
 - **Refreshments:** A short break will follow with 40 minutes of networking opportunity.
6. **Consideration of Resolutions**
 - For which written notice has been received.
7. **Questions from the Ballot Box**
 - Distributed to those who can answer on the evening or respond in writing following the meeting conclusion.

** All reports from each group will be printed on the evening and made available on the Council Website with the minutes of the meeting. No reports will be read out in the evening **

Cllr Reece Smith
Town Mayor
10th March 2025

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 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.