

**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 24<sup>th</sup> 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**  
**7<sup>th</sup> March 2025**