East Dean & Friston
Parish Council

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| **Date:** | **01 February 2024** |
| **Title:** | **Report Item 15 - Annual Village Meeting** |
| **By:** | **Sam Adeniji (Parish Clerk)** |
| **Purpose of Report:** | **To provide a draft programme and schedule for the Annual Village Meeting 2024** |
| **Recommendations:** | **To agree the programme and schedule** |

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1. The 2024 Annual Village Meeting is scheduled for Friday 12 April. The relatively early date mirrors the timing of last year's meeting.

2. The council has already agreed in principle that the AVM is structured in the normal way, with clubs and societies being invited to take a stall and/or give a presentation at the meeting, and residents being asked if there are any specific topics they want aired.

3. A timetable for the meeting is set out below, though the titles of the Presentations will need to be filled in nearer the time, and a final review can be done at the council meeting on 4th April:

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| | | **Indicative Timing** |
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| 1 | Browse the club displays; wine & nibbles | 5.30pm – 6.30pm |
| 2 | Welcome | 6.30pm – 6.35pm |
| 3 | Apologies | |
| 4 | Minutes - Annual Village Meeting held on 21 April 2023 | 6.35pm – 6.40pm |
| 5 | Annual Village Report 2024 | 6.40pm – 6.50pm |
| 6 | Presentations | |
| | i) Clubs and Societies | 6.50pm – 7.20pm |
| | ii) Topics – to be confirmed, e.g. reduced verge cutting in the 30 mph zone from 2024 onwards? | 7.20pm – 7.35pm |
| | iii) to be confirmed | 7.35pm - 8.00pm |
| 7 | Q & A Session/discussion | 8.00pm – 8.30pm |
| 8 | Conclusion & Close | 8.30pm |

4. Here is a timetable for the preparations:

| **By:-** | **Item** |
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| 5th February | Residents asked for agenda/Q&A items via website, email, and notices<br>Village organisations invited to attend, contribute to the Report, and suggest topics |
| *Thur 7th March* | *Update at March Council meeting* |
| Mon 11th March | Last day for contributions to the Annual Village Report, and graphics for the slide show |
| Mon 25th March | Draft Annual Village Report to the Chairman for comments |
| Mon 25th March | Publication of formal agenda by the Chairman |
| Thurs 4th April | Parish Council Meeting – finalise agenda, running order, agree final draft of Annual Village Report, graphics for the slide show and table plan |
| Friday 5th April | Annual Village Report to printers |
| 11/12 April | Dry run |
| **12 April** | **Annual Village Meeting** |