



BROMSGROVE DISTRICT COUNCIL

PARISH COUNCILS' FORUM

TUESDAY, 24TH JUNE 2008

AT 6.30 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

❖ PLEASE NOTE LOCATION OF MEETING ROOM ❖

AGENDA

Copies of the Parish Councils' Forum Agendas, Reports and Minutes are available on the Council's web-site at www.bromsgrove.gov.uk/pcf

1. Apologies
2. Minutes of the last meeting of the Forum held on 1st April 2008 (attached - enclosure no. 1)
3. Matters arising from the minutes and feedback / follow-up from the last meeting
4. Planning Enforcement
5. "Smartwater" - West Mercia Constabulary initiative to help combat dwelling burglary (Presentation by Inspector D. Shaw)
6. Co-option of Parish Councillors - Procedure (attached - enclosure no. 2)
7. Parish Meetings and Parish Polls (attached - enclosure no. 3)
8. Neighbourhood Area Committees - update / future proposals

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

17th June 2008

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BROMSGROVE DISTRICT COUNCIL**PARISH COUNCILS' FORUM**Tuesday, 1st April 2008, at 6.30 p.m.

PRESENT: Councillors R. Hollingworth (Chairman) and Mrs. J. M. L. A. Griffiths

Parish	Representative(s)
Alvechurch	Mr. J. Cypher
Barnt Green	Mrs. J. M. Jagger (Chairman) Mr. R. Westbury (Executive Officer) Mr. D. A. Gilburn
Belbroughton	Mr. J. Bradley (Chairman) Mr. C. R. Scurrall
Clent	Mrs. P. A. Harris (Clerk)
Cofton Hackett	Mr. B. Hodgson (Clerk) Mr. B. Bridgewater
Hagley	Mr. S. R. Colella (Chairman)
Hunnington	Mr. J. Peeney (Chairman) Mrs. R. Mullett (Clerk)
Lickey End	Mr. C. W. Bateman
Romsley	Mr. I. A. Hodgetts (Chairman)
Stoke	Mrs. T. Roll (Chairman)
Wythall	Mr. L. J. Turner

In attendance: Mr. R. Levett (County Association of Local Councils)

Observers: Councillors Mrs. J. Dyer M.B.E. and Mrs. M. A. Sherrey JP

Officers: Mr. P. Street, Mr. H. Bennett, Mrs. C. L. Felton, Mr. M. Bell, and Mr. A. C. Stephens

1. **APOLOGIES**

Parish	Representative
Alvechurch	Mrs. Y. Goode
Belbroughton	Mrs. C. Limm (Clerk)
Beoley	Miss P. Harrison (Clerk)
Clent	Mr. E. Sheppard
Dodford with Grafton	Mr. V. Dawson (Chairman) Mrs. C. Limm (Clerk)
Finstall	Mrs. S. Reynolds (Clerk)
Lickey and Blackwell	Mrs. J. A. Casey (Clerk)
Stoke	Mr. P. Callaway (Clerk)
Tutnall and Cobley	Mrs. H. Davies (Clerk)
Wythall	Miss P. Harrison (Clerk) Mrs. S. J. Baxter

2. **MINUTES AND MATTERS ARISING**

The minutes of the meeting of the Parish Councils' Forum held on 8th January 2008 were submitted. With the exception of the deletion of "Councillor R. Hollingworth" from the list of apologies, it was **AGREED** that the minutes be approved as a correct record.

The Chairman referred to the Parish Seminar which had been planned following discussions at the last meeting. He stated that four meetings would take place in the next two months or so, as soon as the availability of the 'facilitators' to attend had been arranged.

3. **LITTER COLLECTION - MINIMUM STANDARDS / "ZONING" POLICY**

At the invitation of the Chairman, Mr. M. Bell, the Head of Street Scene and Waste Management, addressed the meeting and spoke on the issues relating to the policy and standards used by the Council in respect of litter collection throughout the District.

He explained how the "zoning" policy had been developed, and stated that the standards for litter collection used by the Council were publicly available on the DEFRA website. Mr. Bell outlined how the processes were put into place concerning the standards being applied to the zones and invited suggestions concerning how the policy could be adapted within individual parishes in order to deal with areas which may fall within the various zones. It was **AGREED** that suggestions be fed back from the parishes via communication with their relevant local Ward Councillor(s).

After answering a number of questions from members of the Forum, the Chairman thanked Mr. Bell for his presentation.

4. **ADOPTION OF PARISH PLANS**

Mr. H. Bennett, the Assistant Chief Executive, addressed the meeting and explained the Council's proposed approach in respect of the integration and adoption of Parish Plans within the district-wide Local Strategic Partnership (LSP) and the Local Development Framework (LDF).

He referred to the report circulated with the agenda for the meeting and outlined the key stages in the process, including an extensive consultation procedure, as well as indicating who the different partners to be involved were.

Members of the Forum expressed concern that the new LSP/LDF process would remove the need for those Parish Plans (and Village Design Statements) which had already been produced, and any others which may be in the course of preparation. However, Mr. Bennett confirmed that Parish Plans would remain a valuable element in the

work of the Local Development Framework and would remain a feature of the work undertaken by the LSP.

After answering a number of questions from members of the Forum, the Chairman thanked Mr. Bennett for his presentation.

5. **NEIGHBOURHOOD AREA COMMITTEES**

The Chairman invited Mr. Bennett to address the Forum to give a brief presentation in respect of the Neighbourhood Area Committees (NACs).

Mr. Bennett outlined the introduction of the two Neighbourhood Area Committee 'pilots' in Rubery and Alvechurch, which had been established in January 2007, in response to the Government's drive to increase partnership and community working.

He stated that the NACs comprised Parish, District and County elected Members, together with senior officers and interested residents. It was hoped that the NAC's would build on the success of Partners and Communities Together (PACT) meetings and feed into the Local Strategic Partnership. He added that the two 'pilots' had been set up individually, with their own nominal budget, and initial feedback had been largely positive.

The Forum was informed that proposals were underway to extend the scheme by increasing the budgets provided to both 'pilots', resolve known issues which have emerged during the first year of operation and to set up a further NAC in the Hagley (and rural) area.

After responding to several questions, the Chairman thanked Mr. Bennett for his presentation.

6. **REGULATIONS AND GUIDANCE RELATING TO THE NEW LOCAL ASSESSMENT REGIME - UPDATE**

Mrs. C. Felton, Head of Legal, Equalities and Democratic Services, addressed the Forum and explained that the Regulations and Guidance relating to the new Local Assessment Regime, under the Local Government and Public Involvement in Health Act 2007, had not yet been published.

She reported that it was anticipated the Regulations and Guidance would be published within the month and that the Parish Clerks would be informed in due course.

7. **COUNCIL AND COMMITTEE MEETINGS - ACCESS TO AGENDAS, REPORTS AND MINUTES**

Mr. A. C. Stephens, Committee Services Officer, informed the Forum of the new arrangements for the publication of Council and Committee

agendas, reports and minutes, together with other relevant Council information, on the Council's website.

He added that it was possible for users of the relevant part of the website to subscribe to free updates relating to the publication of Council and Committee documents and issues within Ward areas of particular interest.

This was noted.

The Meeting closed at 8.15 p.m.

Chairman



Bromsgrove District Council

www.bromsgrove.gov.uk

Notes for the Guidance of Parish Council Clerks

CASUAL VACANCIES IN THE OFFICE OF COUNCILLOR

This guidance is provided for information only. Full guidance can be found in the Local Government Act 1972, Local Elections (Parishes and Communities) (England and Wales) Rules 2006, Representation of the People Act 1983, Representation of the People Act 1985

Qualifications to be a Councillor

A person is qualified to be elected and to be a councillor if they are a British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or day of election) they are 18 or over.

In addition, the person must meet at least one of the following criteria:-

- (1) on the relevant day and thereafter they continue to be on the electoral register for the parish, or
- (2) during the whole of the twelve months before that day they have owned or tenanted land or premises in the parish, or
- (3) during the whole of the twelve months before that day their principal or only place of work has been in the parish, or
- (4) during the whole of the twelve months before that day they have resided in the parish or within three miles of it.

Except for qualification (1), these qualifications then continue for the full term of office, until the next ordinary elections.

Certain people are disqualified from standing, and these include paid officers (including the Clerks) of the council, bankrupts and those subject to recent sentences of imprisonment.

Causes of a Casual Vacancy and the Effective Date of the Vacancy

Failure to Accept Office: Failing to complete a declaration of acceptance of office within the proper time. This must be done before or at the first meeting of the Council, unless the council permits otherwise. The effective date of the vacancy is the closing date for making declarations of acceptance of office.

Receipt of Resignation: A councillor may at any time resign their office by written notice delivered to the chairman of the parish council. There is no special form for the notice. There is no procedure for withdrawing a notice of resignation once it is made. There is no need to report the resignation to the council for it to take effect. The resignation takes effect upon receipt, and this is the effective date of the vacancy.

Death: The vacancy is deemed to have occurred on the date of the death.

Ceasing to be Qualified: This would normally only occur where a councillor had used their registration as an elector as their qualification for nomination and election and where that qualification had been lost because they had ceased to be on the register of electors. As noted above, all other qualifications continue for the full term of office. The council must declare the vacancy forthwith, and the vacancy is deemed to have occurred on the date of this declaration.

Becoming Disqualified: Through bankruptcy, office holding, surcharge, conviction, court order or being found guilty of corrupt or illegal practices in election law.

Failure to Attend Meetings: If a councillor fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the council (including committees, sub-committees or as a representative of the council), they shall, unless the failure was due to some reason approved by the council before the expiry of that period, cease to be a member of the council. The effective date of the vacancy is the date declared by the council.

Action to be taken when a Casual Vacancy occurs

Notice of casual vacancy

Notification of the existence of a vacancy should be sent to the Returning Officer at Bromsgrove (via the Elections Office) as soon as possible. Copies of the Notice of the Casual Vacancy will be prepared by Bromsgrove District Council's elections staff and supplied to the parish clerk and should be put up forthwith (in the case of a vacancy occurring through the death of a member it is customary to wait until after the funeral before advertising such a vacancy).

The notice allows ten electors of the parish or ward to request that an election be held to fill the vacancy. There is no form of words for this request, which might simply be a letter headed with such words as "We the undersigned being electors for the [Ward of] ... Parish, call for an election to fill the vacancy arising from the [death] [resignation] of ...". It is helpful if the ten signatures are accompanied by printed names, addresses and electoral numbers from the current electoral register.

The request is sent to the Returning Officer at Bromsgrove District Council and must be received within fourteen days computed in accordance with the election rules. The request is open to public inspection. The election must then be held within sixty days of the date of the notice of casual vacancy.

If no request is received, then, after the expiry of the fourteen day period, the Returning Officer will notify the parish council, who shall co-opt a person to fill the vacancy as soon as is practicable.

In the case of a casual vacancy occurring in the last six months before the ordinary elections, the council is required to give a notice of the casual vacancy but an election is not held. The council may co-opt if it wishes, leaving any unfilled vacancies to be filled at the ordinary elections.

If an election is called for

The Returning Officer will set a date for polling day, and the election process will begin with the publication of a Notice of Election, copies of which will be supplied to the clerk. That notice informs the electors where they may obtain nomination papers and the date by when they should be delivered. It gives the dates by which applications to vote by post or proxy must be made. It also gives the date of the poll in the event of a contest.

Once an election is called for, irrespective of whether it is contested or not the Returning Officer will require the full costs incurred to be paid by the parish council.

Co-option

The council may co-opt whoever it pleases to fill a casual vacancy. However, *that person must be qualified to serve as a councillor*. The councils may advertise for expressions of interest in being co-opted. Although there is no legal requirement to do this, it is generally regarded as good practice to make the vacancy as widely known as possible.

The person co-opted must receive an absolute majority vote of the councillors present and voting. For example, where there is a council of eleven members and there are nine councillors present and voting, the absolute majority is five. Where there are more than two candidates for the vacancy, it may be necessary to run a series of votes, each time removing the candidate who has the least number of votes until one candidate secures an absolute majority.

The usual rules on voting apply. Provided that the meeting has a quorum, the decision must be made by a majority of members who are present and voting. The person presiding over the meeting may vote, and if there is an equality of votes they may exercise their casting vote. Members must vote by show of hands unless the council has standing orders that provide otherwise.

The council's debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.

The Returning Officer and Monitoring Officer should be notified of the full name and address of the person co-opted and date that they took up office.

Declaration of Acceptance/Code of Conduct/Interest Requirements

Before taking office the member must complete a written declaration of acceptance of office which includes an undertaking to observe the parish council's Code of Conduct.

The member is required to complete a Register of Interests form within 28 days of the date of co-option/election. The original of the form must be sent to the Monitoring Officer and a copy of it must be given to the parish clerk.

The Register of Interests form should be reviewed regularly and any changes should be recorded in writing on a notification of amendment form. The original of that form must be sent to the Monitoring Officer and a copy of it must be given to the Clerk to the parish council.

For further assistance

Staff of Legal, Equalities and Democratic Services at Bromsgrove District Council are always ready to assist clerks to parish councils who require advice. You should contact:

Susan Mould

Electoral Services Manager
s.mould@bromsgrove.gov.uk
01527 881462

Claire Felton

Head of Legal, Equalities & Democratic
Services and Monitoring Officer
c.felton@bromsgrove.gov.uk
01527 881429

Debbie Warren

Senior Solicitor and Deputy
Monitoring Officer
d.warren@bromsgrove.gov.uk
01527 881609

Other Useful References:

The Worcestershire County Association of Local Councils (www.worcscalc.org.uk)

The Electoral Commission (www.electoralcommission.org.uk)

Acknowledgement

Telford & Wrekin Council Democratic Services Business Unit for sharing their briefing guidance documents

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BROMSGROVE DISTRICT COUNCIL

PARISH COUNCIL – CASUAL VACANCY SUMMARY

Date Of Notice	Parish	Co-Option/Election Outcome	Appointment Notification
2007	Hunnington	Co-Option	Yes
2007	Romsley	Co-Option (4no.)	Yes
2007	Barnt Green	Co-Option	Yes
2007	Stoke/Stoke Heath	Co-Option	Yes
2007	Stoke/Stoke Prior	Co-Option	Yes
9 Feb 2008	Catshill & Marlbrook/Marlbrook	Co-Option	Outstanding
12 Feb 2008	Beoley	Co-Option	Yes
21 Feb 2008	Wythall	Co-Option	Yes
24 Mar 2008	Finstall	Co-Option	Outstanding
7 April 2008	Alvechurch/Hopwood	Election	
15 May 2008	Wythall/Drakes Cross & Walkers Heath	14 days to expire	
20 May 2008	Stoke/Stoke Prior	14 days to expire	

As at 2 June 2008

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Bromsgrove District Council

www.bromsgrove.gov.uk

PARISH MEETINGS AND PARISH POLLS

Notes for the Guidance of Parish Council Clerks and Others

This guidance is provided for information only. Full guidance can be found in the following and in the legislation:

NALC – Legal Briefing L18-07 Parish Polls, 13 November 200

NALC – Legal Briefing L04-08 Parish Polls, 30 January 2008

Sections 9 and 13 and Schedule 12 (Part III) Local Government Act 1972

*The Parish and Community Meetings (Polls) Rules 1987 (SI 1987/1)
Representation of the People (England and Wales) Regulations 2001 (SI
200/341)*

Introduction

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’.

A parish meeting is a public body exercising public functions and as such any decision, action or failure to act in relation to the exercise of its public function is capable of being judicially reviewed.

Convening the Parish Meeting

A parish meeting has to be properly convened. It is convened either by the chairman of the parish council, or by two councillors of the parish or by six local government electors of the parish.

Proper notice of the meeting must be given not less than seven clear days before the meeting. This must specify the time and place, the business to be transacted at the meeting, and it must be signed by the person(s) convening the meeting. The notice must be posted in some conspicuous place or places or given in such a manner that it will give publicity to the meeting.

The time and place of the meeting is specified: it must not be held before 6 p.m. and must not be held in premises used for the supply of alcohol (unless there are no other suitable venues).

NALC advises that parish councils 'should endeavour to secure the largest possible turn out at a parish meeting so that the local electorate, with careful steering from the chairman of the parish council, can debate and democratically decide any business which legitimately features on the agenda and further decide if a poll on any question arising is required.'

The Meeting

The chairman of the parish council is entitled to attend, and if he is present he shall preside over the meeting. If he is absent, the vice-chairman (if any) shall, if present, preside. NALC urges the parish council chairman to attend; without him 'the meeting risks being procedurally defective and may need to be reconvened at a later date. Conversely, the non-attendance of the chairman or vice-chairman at a parish meeting could be disastrous.'

In particular, NALC urges that the parish council chairman will be in a position to ensure that the parish meeting only considers parish affairs, that any call for a poll relates to parish affairs, that the cost of funding a parish poll will be borne by the parish council and ultimately by the electors, and that the outcome of a poll is not binding.

If the chairman and vice-chairman are absent, the meeting may appoint a person to chair the meeting. The meeting's chairman will have the usual powers and authority of chairman and has a casting vote in addition to his own vote.

At a meeting, an issue is decided by a majority of those present and voting. Each local government elector present has one vote on an issue which is put to the vote.

Parish Councils have a right to obtain a copy of the electoral register from the Electoral Registration Officer 'for the purpose of establishing whether any person is entitled to attend and participate in a meeting of or take any action on behalf of the parish or community as the case may be'. No person supplied with the Full Register shall supply a copy of it, disclose any information it contains or make use of such information other than for the particular purpose for which the copy is supplied.

Minutes of the meeting shall be drawn up and entered in a book provided for the purpose and shall be signed at the same or the next parish meeting by the chairman. Any minute purporting to be so signed shall be received in evidence without further proof.

Until the contrary is proved, a parish meeting for which minutes have been made and signed shall be deemed to have been duly convened and held, and all the persons present at the meeting shall be deemed to have been duly qualified. It is considered that the validity of a parish meeting can only be challenged by way of legal process.

Parish councils may make, vary and revoke standing orders for the regulation of proceedings and business of parish meetings for the parish.

The Call for a Poll

A poll may be demanded before the end of a parish meeting on any question arising at the meeting, but no poll shall be held unless the person presiding at the meeting consents to it or the poll is demanded by 10 or one third of the local government electors present (whichever figure is the less) call for it.

The parish meeting does not vote on whether or not to have a poll once this call has been made.

The poll is a poll of the local government electors of the parish; there is no provision for a ward poll.

Unlawful Polls

In the case of *Bennet. v Chappell* (1965 - 3 WLR 829), the Court of Appeal recognised that a parish poll requested for a purpose that was 'devoid of practical application' might not be granted by the Returning Officer. Clearly, a question of whether there should be a referendum on the constitution of "Ruritania" or a war against "Ruritania" would be 'devoid of practical application' as far as a Town or Parish Council would be concerned. The poll can serve as an instruction to the town or parish council to do or to desist from doing something that is within its power, and there would be no practical application in asking the electorate to vote on a question that was wholly outside the remit of the council.

The Audit Commission has issued further guidance on this matter, referred to in NALC Legal Briefing L04/08: 'Some principal authorities have conducted, or may be preparing to conduct, parish polls in respect of the recently signed EU Lisbon Treaty. In the Commission's view the purpose of these polls does not constitute 'parish affairs' within the meaning of the legislation and so may be unlawful. Consequently, any costs incurred may be ultra vires and irrecoverable.'

The Question

The meeting does, however, vote on the question which is to be put in the poll, and each local government elector present may give one vote and no more on any question.

The proposer of the question becomes a key figure in the subsequent poll, and he or she will have many of the rights of a candidate at any other elections, including the appointment of polling agents to attend inside the polling stations and the appointment of counting agents to attend at the count. The proposer's name and address will need to be recorded by the clerk of the meeting.

The form of words used in the question itself is also important. The chairman should ensure that the question can be voted for either 'yes' or 'no'. The question should not lend itself to vague or double-negative answers.

Once the wording has been agreed at the meeting, the question cannot be changed.

The Returning Officer is notified

The chairman of the meeting has a duty to provide the Returning Officer with the following:

the question

the name and address of the proposer of the question

the date of the parish meeting.

The Polls Rules do not stipulate a time limit for this notification, but this will need to be sooner rather than later to permit the Returning Officer to meet the statutory deadlines detailed below.

The Returning Officer will consider whether a poll shall be held, and in those cases where a poll would clearly not be unlawful (see above) the Returning Officer will prepare to hold a poll.

Preparations for the Poll

Polling takes place according to the following timetable:

polling - between 4 p.m. and 9 p.m., between 14 and 25 days after the poll was demanded

publication of notice of poll - five days before polling day

appointment of a polling or a counting agent by the proposer of the question - three days before polling day

(These days are calculated excluding Saturdays, Sundays and Bank Holidays.)

The Poll and Count

The rules for the conduct of the poll are similar to those common to all elections, with some variations or exceptions outlined here.

Polling is between 4 p.m. and 9 p.m.

There are no provisions for electors' poll cards or for postal or proxy voting.

The notice of poll must include the date, time and place of the poll, a description of the electors who may vote and the particulars of the question with the name and address of its proposer.

The form of the ballot paper is prescribed in the rules, and a copy of that is appended. It will be seen from this that the wording of the question is an important consideration.

The only persons who may enter the polling station are the Returning Officer and his clerks, the proposer of the question and any polling agents appointed by him to ensure that the poll is properly conducted.

A count of the votes follows. The only persons who may attend the count are the Returning Officer and his clerks, the proposer of the question and any counting agents appointed by him to ensure that the count is properly conducted. The Returning Officer may also invite persons to attend, and a small number of courtesy invitations would probably be made. There is no provision for the proposer of the question to call for a recount.

Notice of the Result must be given by the Returning Officer.

Conclusion

The outcome of the poll is no more and no less than an expression of the views of the electorate of the parish who have voted in the poll. It is not binding.

Bromsgrove District Council will recharge the cost of parish polls to parish councils, in the same way as the Council exercises a policy of recharging the costs of all parish council elections to the relevant parish council and in accordance with Section 150 (2 and 7) of the Local Government Act 1972.

For Further Assistance

Staff of the Legal, Equalities and Democratic Services at Bromsgrove District Council are always ready to assist clerks to parish councils who require advice. You should contact:

Susan Mould

Electoral Services Manager
s.mould@bromsgrove.gov.uk
01527 881462

Claire Felton

Head of Legal, Equalities and Democratic Services
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Acknowledgement

Telford & Wrekin Council Democratic Services Business Unit for sharing guidance briefing documents

Annex 1:

FORM OF BALLOT PAPER ON A QUESTION OTHER THAN THAT OF APPOINTMENT TO AN OFFICE

Rule 4, Parish and Community Meetings (Polls) Rules 1987

Form of front of ballot paper

Form of front of ballot paper

Counterfoil No.	Question[s]	Answer[s]	
		Yes	No
The counterfoil is to have a number to correspond with that on the back of the ballot paper	[Insert question or questions to be asked]		

Form of back of ballot paper

Form of back of ballot paper

No.

Poll consequent on Parish/Community Meeting for the Parish/Community of on 19.....

Note. — The number on the ballot paper is to correspond with that on the counterfoil.

Directions as to printing the ballot paper

1. Nothing is to be printed on the ballot paper except in accordance with these directions.
2. So far as practicable, the following arrangements shall be observed in the printing of the ballot paper:-

- (a) no word shall be printed on the face except the words "Question[s]" and "Answer[s]", the question or questions to be asked and the words "Yes" and "No" underneath "Answer[s]";
- (b) no rule shall be printed on the face except the vertical rules separating the questions from the answers and the answers from each other and, where more than one question is asked, a horizontal rule separating the answers to each question; and
- (c) an equal amount of space shall be allocated for the answer "Yes" and the answer "No" to each question.

3. The number on the back of the ballot paper shall be printed in small characters.

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Annex 2:

MODEL TIMETABLE OF PROCEEDINGS

BROMSGROVE DISTRICT COUNCIL

Poll Consequent on a Parish Meeting – Parish of

6th DECEMBER 2007

TIMETABLE OF PROCEEDINGS

Date on which the Parish Meeting was held	(M)	Friday, 2 nd November 2007
Notice of Poll	(P-5)	Not later than Thursday, 29 th November 2007
Notice of Appointment of Polling and Counting Agents	(P-3)	Not later than Monday, 3 rd December 2007
Polling	P	Thursday, 6 th December 2007 4.00 p.m. - 9.00 p.m.
Declaration of Result		Forthwith after the Count, by declaration, by public notice and by notification to the Chairman of the Parish Meeting

The poll shall be held between the hours of 4pm and 9pm on the day fixed by the Returning Officer which shall not be earlier than the fourteenth day nor later than the twenty-fifty day after the day on which the poll was demanded.

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