

Report on the proposed dates of the Annual Town meeting 2024, the Annual Meeting of the Council and the First Full Council meeting 2024.

1. Baildon Town Council is required by law to have an **Annual Town meeting**. It can take place on any day from 1st March to 1st June and no earlier than 6pm. The Chair (or two other Councillors) should convene it and give 7 clear working days of public notice of the meeting, specifying the time and place of the intended meeting and the business to be transacted at the meeting, and signed by the person or persons convening the meeting.

In the BTC Meeting Timetable (approved **FC2223/70**) for 2023/24 it was agreed to hold the **Annual Town meeting** at 7pm on Monday 29th April 2024 venue to be determined.

2. The **Annual Meeting of the Council** is held on any day in May (non-election years). This has been agreed as 7pm on Monday 13th May 2024. This meeting usually elects a Chair and Vice Chair sets committee membership and Terms of Reference.
3. The **first Full Meeting of the Council** is held on any day in May (non-election years). This has been agreed as 7.30pm on Monday 13th May 2024. This meeting is well timed to deal with the Annual Governance and Accountability Return (AGAR) and the budget.

Related Issues

Elections

The pre-election period (referred to as “a period of heightened sensitivity”) for elections to Bradford Council runs from the Notice of Election until the close of the poll. For the May 2024 elections, publication of Notice of Election is scheduled for 26th March and the elections take place on 2nd May 2024. There are elections to the Principal Authority but there are no elections to the Town Council and so there is no absolute requirement to avoid normal business during the period of heightened sensitivity. The Town Council should still take care not to publish any information etc that could be seen to influence the election in any way. Bradford Council ward councillors may still attend a meeting of a parish authority in the area, but they would have to take cognisance of the provisions of the Code of Practice in doing so.

Annual Governance and Accountability Return (AGAR)

The Internal Audit report and AGAR Sections 1 and 2 (Annual Governance Statement and the Accounting Statements) are presented to the May first meeting to give enough time to publish the required documents to the public before 1st July. Moving this later would narrow the time frame for the collating the documents ready for publication.

Resolution: BTC considers the issues raised and other issues related to the dates of the Annual Town meeting and the first full meeting of Council and confirms or amends **FC2223/70** in respect of the dates.