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| <b>Meeting</b>          | Community Development Committee                                                                                                                   |
| <b>Date</b>             | 3 <sup>rd</sup> June 2025                                                                                                                         |
| <b>Report Title</b>     | Annual Parish Meeting – 29 <sup>th</sup> April 2025                                                                                               |
| <b>Agenda Reference</b> | 12                                                                                                                                                |
| <b>Author(s)</b>        | Laura Cutter, Deputy Clerk, HR & Services Manager<br>Liz Matthews, Marketing & Events Co Ordinator<br>Julie McMorrow, Meetings & HR Administrator |

## Recommendations

- 1) To note the post event audit for the Annual Parish Meeting 2025.

## Background

The Annual Parish Meeting was held at GLL Haydon Centre for the third year in a row as the meeting room available at the Parish Council Offices is too small. The cost of hiring the room was £70.00 and there was £30.00 available for refreshments.

The meeting was well attended from key organisations within the community such as The Kelly's Foundation, Wiltshire Wildlife Trust, Swindon & Cricklade Railway, The Tuesday Art Group, Seven Fields Conservation Group.

There were also some grant recipients from 2024/2026 that attended but did not wish to speak and a handful of our regular volunteers.

The Police Crime Commissioner and two Police Officers were also in attendance to give a useful community safety insight and key trends.

## Feedback

There was not much feedback from the event other than:

- Inviting more younger people to attend (perhaps give out more than one Young Achiever hero certificate/award). Move the award ceremony closer to the beginning of the meeting or give the younger people an activity to do (such as colouring) whilst the meeting is in place. *Action for Deputy Clerk if changes to Haydon Wick Heroes are needed / Meetings Administrator*
- Having a podium set up for speakers to have somewhere to place their papers and a glass of water. *Action Meetings Administrator*
- Consider more Council involvement with Seven Fields Conservation Group, as per the plea for volunteers. This was discussed at Parks & Open Spaces Committee and the action was for the Seven Field Liaisons: Councillor L Stevenson and P Park, to organise a meeting and report back. *Action: POS Committee to agree a Working Party with the Group.*
- More time for residents' questions to the Police Crime Commissioner, a lot of the questions filtered through in advance were from the Councillors. Although the community did have an opportunity to raise questions in advance, as well as during the meeting.
- Unfortunately, the film recording didn't produce a useable file. File sizes too big to upload to system and quality poor. Podium could also help us achieve a more targeted focal point. With dedicated camera operator to ensure quality. *Action for Marketing & Events Co-ordinator.*
- Haydon Centre PA system was adequate for this event. However, we understood that they had a handheld microphone, but we were given a headset, so we couldn't use for the audience questions. *Action: Meetings Administrator*
- Digital feedback form wasn't accessed by audience or mentioned at the end of the meeting. Consider going back to paper copies on seats next time or promote better on the night. *Action: Chairman / Meetings Administrator*
- It was an unusually hot day, and the room didn't have aircon which made it quite uncomfortable towards the end. Depending on weather forecast consider jugs of water and paper cups for the audience to help themselves to *Action: Meetings Administrator*