

CALENDAR OF MEETINGS – RATIONALE & GUIDING PRINCIPLES

Full Council (12 + preliminary budget discussion meeting)

- *Generally the Monday of the last full week in the month*
- *AGAR is the June meeting*
- *AGAR needs to be approved by Full Council in person by 30 June*
- *AGAR needs to be publicly available during first ten working days of July*
- *Precept is the December meeting*
- *May meeting must not be day after Mayor's Sunday*
- *Additional Full Council (informal) for Budget Discussion in November unless that should be additional Finance*

January

February

March

April

May

June (AGAR)

July

August

September

October

November (budget discussion) (special meeting)

November (ordinary meeting)

December (Precept)

Specials (additional)

- *Elections are first Thursday in May*
- *Annual meeting (Mayor Making) must be held within 1 March and 1 June)*

Elections

Mayor Making (Annual Meeting) – within 14 days of Election

(Mayor's Sunday)

Annual Town Meeting – avoid school holidays of any type, e.g. half-term

Finance & Properties (5 + 1 dedicated budget meeting)

- *One week before Council meeting*
- *Draft Estimates is the December meeting*

February

April

June (AGAR)

September

November

December (draft estimate)

Parks, Gardens, Allotments and Open Spaces (4)

- *At a point when it makes sense seasonally due to planting patterns (Estates Manager and/or Parks Foreman to suggest)*
- *Not in same month as Bull Croft Trust as content too similar and involves same people*

February

June

September

November

Bull Croft Trust (4)

- *Preceding month to Parks (or Estates if restructured) as content too similar and involves the same people*

January

May

July

October

Tourism & Economic Development Committee (4)

March or April

June

September

November

Personnel (3)

February or March

July

November or December (enabling recommendation to Full Council Draft Estates/Precept meeting)

Planning (every 3 weeks, so around 17 in total during the year)

- *Every 3 weeks, evenly spaced (the availability of a Monday may affect spacing)*
- *Using Wednesdays if Monday not available*

Civic and Ceremonial Committee (3, possibly 4)

February (late)

(April) (provisional extra for MM)

July

September

- *Broadly two months before the Civic Dinner, Mayor Making (Annual Meeting), Wilding Andrew Service and Remembrance Sunday*
- *Meets in Town Council Office (upstairs meeting space)*
- *Lunchtime meetings, 1-2, on Tuesdays or Wednesdays*