

Schedule of Meetings for the Municipal Year 2017/18

| <u>Day</u> | <u>Date of Meeting</u> | <u>Agenda</u> | <u>Lead Officer</u> | <u>Meetings</u> | <u>Notes</u> |
|------------|------------------------|---------------|---------------------|---------------------------------------|--------------|
| Wed | 10-May | 4-May | CEO | Council | |
| Sun | 14-May | 8-May | CEO | Mayor Making | |
| Wed | 24-May | 18-May | CSM | Community Services Committee | |
| Wed | 31-May | 25-May | CEO | Planning & Highways Committee | |
| Mon | 12-Jun | 6-Jun | CM | Civic Pride, Arts & Leisure Committee | |
| Mon | 19-Jun | 13-Jun | CEO | Planning & Highways Committee | |
| Mon | 26-Jun | 20-Jun | CEO | Council | 1 |
| Wed | 28-Jun | 22-Jun | RFO | Grants Sub-Committee | |
| Mon | 10-Jul | 4-Jul | CEO | Planning & Highways Committee | |
| Mon | 17-Jul | 11-Jul | RFO | Policy & Resources Committee | |
| Mon | 31-Jul | 25-Jul | CEO | Planning & Highways Committee | |
| Mon | 21-Aug | 15-Aug | CEO | Planning & Highways Committee | |
| Mon | 4-Sep | 29-Aug | CM | Civic Pride, Arts & Leisure Committee | |
| Mon | 11-Sep | 5-Sep | CEO | Planning & Highways Committee | |
| Mon | 25-Sep | 19-Sep | CSM | Community Services Committee | |
| Mon | 2-Oct | 26-Sep | CEO | Planning & Highways Committee | |
| Mon | 16-Oct | 10-Oct | RFO | Policy & Resources Committee | |
| Mon | 23-Oct | 17-Oct | CEO | Planning & Highways Committee | |
| Mon | 30-Oct | 24-Oct | CEO | Council | |
| Mon | 13-Nov | 7-Nov | CEO | Planning & Highways Committee | |
| Wed | 15-Nov | 9-Nov | RFO | Grants Sub-Committee | |
| Mon | 20-Nov | 14-Nov | CM | Civic Pride, Arts & Leisure Committee | |
| Mon | 4-Dec | 28-Nov | CEO | Planning & Highways Committee | |
| Mon | 11-Dec | 5-Dec | CSM | Community Services Committee | 2 |

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|-----|--------|--------|-----|---------------------------------------|---|
| Wed | 3-Jan | 28-Dec | CEO | Planning & Highways Committee | |
| Mon | 15-Jan | 9-Jan | RFO | Policy & Resources Committee | 3 |
| Mon | 22-Jan | 16-Jan | CEO | Planning & Highways Committee | |
| Mon | 29-Jan | 23-Jan | CEO | Council | 4 |
| Mon | 12-Feb | 6-Feb | CEO | Planning & Highways Committee | |
| Mon | 26-Feb | 20-Feb | CM | Civic Pride, Arts & Leisure Committee | |
| Mon | 5-Mar | 28-Feb | CEO | Planning & Highways Committee | |
| Mon | 12-Mar | 6-Mar | CSM | Community Services Committee | |
| Mon | 19-Mar | 13-Mar | CEO | Annual Town Meeting | |
| Mon | 26-Mar | 20-Mar | CEO | Planning & Highways Committee | |
| Mon | 16-Apr | 10-Apr | CEO | Planning & Highways Committee | |
| Mon | 30-Apr | 24-Apr | RFO | Policy & Resources Committee | |
| Mon | 7-May | 1-May | CEO | Planning & Highways Committee | |

This draft schedule of meetings has been prepared on the basis of four meeting cycles per annum, each cycle including one meeting of Community Services, Civic Pride Arts and Leisure, and Policy and Resources, and culminating in a meeting of Full Council, except in May where the annual meeting of Full Council precedes Mayor Making, and the June Full Council where the accounts are signed off. Policy and Resources meetings have been timed to fall after each accounting quarter, to include correct timings for the financial year end and for the budget setting process. Planning and Highways meetings are at three-weekly intervals to ensure that all plans in the parish can be considered.

The agenda will be published three clear working days before the meeting (this does not include the day of the meeting or the day of publication). All meetings start at 7.30 pm unless shown otherwise.

CEO = Chief Executive Officer; RFO = Responsible Financial Officer; SM = Services Manager, CM = Civic Manager

Notes:

- 1 This is the meeting at which the 2016/2017 Statutory Accounts are signed off.
- 2 This is the meeting at which the 2018/2019 Services budget is discussed.
- 3 This is the meeting at which the 2018/2019 budget is set.
- 4 This is the meeting at which the 2018/2019 precept is declared.

All meetings take place in the Council Chamber, apart from the annual meeting of the Council (Mayor Making) which takes place in the Corn Exchange.