

To receive a report on the Town Council Schedule of Meetings for the year 2025/26

Report to: Full Town Council

Date of Report: 2 January 2025

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Officers Recommendations

To approve the schedule of meetings for the year 2025/26 (as attached) subject to amendments.

To recommend to formally adopt the schedule of meetings for the year 2025/26 at the Annual Meeting of Saltash Town Council to be held on 15 May 2025.

Report Summary

Each year, the Town Council drafts its meeting schedule for the upcoming fiscal year in January to allow sufficient preparation time. The finalised schedule is formally adopted at the Annual Meeting in May.

Please note; the algorithm used historically to create the schedule adheres to each Committees Terms of Reference and the Joint Burial Board Constitution:

- Full Town Council held on the first Thursday of each month;
- Policy and Finance held Bi-Monthly alternate to Services on a Tuesday;
- Services held Bi-Monthly alternate to Policy and Finance on a Thursday;
- Planning and Licensing held on the third Tuesday of every month inclusive of August due to planning application deadlines;
- Personnel held quarterly on the last Thursday of the month;
- Burial Authority held six monthly;
- Joint Burial Board held quarterly.

No meetings to be held on consecutive days or directly before or after National Bank Holidays.

Please note; Standing Orders States:

- **6.1. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.**

Exceptions to the Algorithm:

1. Policy and Finance:

Scheduled Dates	Proposed Dates	Reason for Change
Tuesday 13 May 2025	10 June 2025	Elections / Planning and Licensing 20.5.25 / Bank Holidays
Tuesday 12 August 2025	9 September 2025	No meetings held in August. Policy and Finance rescheduled for this week to ensure business is received at the earliest opportunity.

2. Services:

Scheduled Dates	Proposed Dates	Reason for Change
Thursday 12 June 2025	10 July 2025	Volume of meetings in June and new Town Council
Thursday 11 September 2025	9 October 2025	Due to no meetings being held in August. Services has been rescheduled to ensure business is received at the earliest opportunity.

3. Joint Burial Board:

Scheduled Dates	Proposed Dates	Reason for Change
Tuesday 24 June 2025	29 July 2025	Due to the number of meetings in June following the elections
Tuesday 25 November 2025	7 October 2025	To allow sufficient time to set the budgets and fees and charges for 2026/27 / Burial Authority held on 14.10.25

Signature of Officer:

Office Manager / Assistant to the Town Clerk