

**To receive and consider the proposed meeting schedule for the Town Vision
Sub-Committee for the 2025/26 municipal year.**

Report to: Town Vision

Date of Report: 24 June 2025

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

Officers Recommendations

Members are asked to consider future Town Vision Sub Committee meeting dates to fit with the review of the Business Plan Deliverables:

- 28 October 2025 (Quarter 2)
- 29 January 2026 (Quarter 3)
- 30 April 2026 (Quarter 4)

Report Summary

It is recommended to set regular meeting dates for the Town Vision to monitor the delivery of the Town Council's Business Plan priorities, vision, aims, objectives and to support the Town Clerk in the process.

Terms of Reference states:

Meetings – the sub committee meets for a minimum of four times each financial year (April to March).

Signature of Officer:

Office Manager / Assistant to the Town Clerk