

**To receive a report on the Town Council Schedule of Meetings for the year
2026/27**

Report to: Full Town Council

Date of Report: 25.11.2025

Officer Writing the Report: Administration Officer

Officers Recommendations

1. To recommend approval to adopt the schedule of meetings for the year 2026/27 (as attached) at the Annual Meeting of Saltash Town Council to be held on 7 May 2026.

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.

The Town Council has previously agreed that meetings should not be held on consecutive days, nor directly before or after national bank holidays. This principle has therefore been applied when scheduling.

Exceptions to the Algorithm:

1. Full Town Council:

Scheduled Dates	Proposed Dates	Reason for Change
2 April 2026	9 April 2026	The meeting would be held directly before the Easter Bank Holiday
7 January 2027	14 January 2027	To allow time for agenda setting and delivery following the Christmas Holiday period and Bank Holidays

2. Services Committee

Scheduled Dates	Proposed Dates	Reason for Change
August 2026	10 September 2026	Due to no meetings being held in August. Services has been rescheduled to ensure business is received at the earliest opportunity.

Signature of Officer:

Administration Officer