

## **Schedule of Meetings Report**

### **Annual Full Town Council**

Standing Orders states under 6a Annual Meetings:

- ii. In a year which is not an election year, the Annual Meeting of a Council shall be held on the first Thursday in May at 7pm.

*Annual Meeting of Saltash Town Council scheduled for Thursday 5<sup>th</sup> May 2022*

### **Full Town Council**

Standing Orders states under 6b Ordinary Meetings:

- i. Ordinary Full Council meetings shall be held on the first Thursday of each month excepting May, unless otherwise determined by resolution at the Annual Meeting of the Council.

*All Full Council meetings are scheduled for the year 2022/23 on the first Thursday of the month.*

### **Planning and Licensing**

As requested by Members under resolution of Full Council minutes 334/21/22 a Planning and Licensing Committee meeting is scheduled for Tuesday 16<sup>th</sup> August 2022.

This is the third Tuesday of the month of August and in keeping with the Committee's Terms of Reference.

#### **Exception to Algorithm:**

- Tuesday 26<sup>th</sup> April 2022

Due to the National Bank Holiday (Easter) the P&L meeting scheduled for April 2022 is to be held on the fourth Tuesday of the month as requested by Members at FTC - *No meetings to be held back-to-back or directly before or after National Bank Holidays.*

This is not as stated in the Terms of Reference for the P&L Committee which states:

Meetings:                Every Third Tuesday of the month

Terms of Reference to be amended.

## **Policy and Finance**

To remain bi-monthly on the second Tuesday of the month.

*All P&F meetings are scheduled bi-monthly for the year 2022/23 on the second Tuesday of the month.*

## **Services**

The Services Committee algorithm has been amended to reflect Members request at FTC.

Services is to be held Bi-Monthly alternate to Policy and Finance on a Thursday. For continuity it would be appropriate to hold Services on the second Thursday of the month.

### Exceptions to the Algorithm:

- Thursday 21<sup>st</sup> April 2022

Due to the National Bank Holiday (Easter) the Services meeting scheduled for April 2022 is to be held on the third Thursday of the month as requested by Members at FTC - *No meetings to be held back-to-back or directly before or after National Bank Holidays.*

- Thursday 16<sup>th</sup> June 2022

Due to the National Bank Holiday (Queens Jubilee) the Services meeting scheduled for June 2022 is to be held on the third Thursday of the month due to FTC being held on the second Thursday.

- Thursday 8<sup>th</sup> September 2022

Due to the meetings being held Bi-Monthly to P&F and historically no meetings are scheduled to be held in August there is a 2-month period (July / August) that no Services Committee meetings are scheduled to be held. Therefore, a meeting has been included in September to avoid further delay in any business requiring attention / action.

## **Personnel**

As requested at FTC under minute 334/21/22 the Personnel Committee is to be held Bi-Monthly on the last Thursday of the month.

*All Personnel meetings are scheduled bi-monthly for the year 2022/23 on the last Thursday of the month.*

**Burial Authority**

Burial Authority is as and when required. Therefore, not listed in the Schedule of Meetings for the year 2022/23.

**Joint Burial Board**

The JBB has been scheduled quarterly, as specified in their Terms of Reference, for the last Tuesday of the month.