

## **Schedule of Saltash Town Council Meetings 2023/24 Report**

**Please note;** FTC held on 13<sup>th</sup> January 2022:

### **334/21/22 TO RECEIVE A REPORT AND APPROVE THE TOWN COUNCIL SCHEDULE OF MEETINGS CALENDAR FOR THE YEAR 2022/23**

The Acting Town Clerk gave a brief overview of the Schedule of Meetings and the algorithm used historically to create the schedule.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to defer to a future Full Council meeting subject to the amendments as follows:

1. Services to be held Bi-Monthly alternate to Policy and Finance on a Thursday.
  2. Planning and Licensing to be held on the third Tuesday in August.
  3. Personnel to be held Bi-Monthly on the last Thursday of the month.
  4. No meetings to be held back-to-back or directly before or after National Bank Holidays.
- 

### **1. Annual Meeting of Saltash Town Council**

Standing Orders states under 6a Annual Meetings:

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.

## **2. Full Town Council**

Standing Orders states under 6b Ordinary Meetings:

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.

### Exceptions to the Algorithm:

- 6<sup>th</sup> April 2023 - due to Easter Bank Holiday
- 4<sup>th</sup> January 2024 – due to Christmas shut down

Therefore, the above meeting dates have been re-scheduled:

- Thursday 13<sup>th</sup> April 2023
- Thursday 11<sup>th</sup> January 2024

## **3. Planning and Licensing**

Every third Tuesday of the month including August due to the number of planning applications.

## **4. Policy and Finance**

Bi-monthly on the second Tuesday of the month.

### Exception to the Algorithm:

- Tuesday 9<sup>th</sup> May 2023 – The Coronation of His Majesty The King on Monday 8<sup>th</sup> May 2023

Therefore, the above meeting date has been re-scheduled:

- Wednesday 10<sup>th</sup> May 2023

## **5. Services**

To be held Bi-Monthly alternate to Policy and Finance on a Thursday.

### Exceptions to the Algorithm:

- Thursday 13<sup>th</sup> April 2023 - conflicts with the proposed FTC meeting, which requires re-scheduling due to the Easter Bank Holidays.

Therefore, the above meeting date has been re-scheduled:

- Thursday 27<sup>th</sup> April 2023

Due to Services held Bi-Monthly to P&F and historically no meetings are scheduled for August, there is a 3-month period (July / August / Sept) that a Services meeting will not be held. However, the Chairman of the Committee does have the opportunity to call an Extraordinary Services meeting, if required.

## **6. Personnel**

Bi-Monthly on the last Thursday of the month.

Please consider reducing the number of Personnel meetings to assist with the volume of admin work and Member time from bi-monthly to quarterly. The Town Clerk to continue to act as the Senior Manager in respect of the Town Council workforce overseeing members of staff via the organisation structure of the Town Council.

Proposed dates:

- Thursday 29<sup>th</sup> June 2023
- Thursday 26<sup>th</sup> October 2023
- Thursday 29<sup>th</sup> February 2024

## **7. Burial Authority**

As and when required.

It is good practice for the Town Council on a reasonable basis to review the management, regulations and operations of Churchtown Cemetery in line with the Terms of Reference therefore the following scheduled dates are proposed:

- Tuesday 23<sup>rd</sup> May 2023
- Tuesday 7<sup>th</sup> November 2023

## **8. Joint Burial Board**

Quarterly the last Tuesday of the month.

**End of Report**  
**Admin Officer**