

Schedule of Saltash Town Council Meetings 2024/25 Report

Please note; the algorithm used historically to create the schedule:

- 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:

- 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.

- 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.

1. Full Town Council

Exceptions to the Algorithm:

Scheduled Dates	Proposed Dates	Reason for Change
Thursday 4 th April 2024	N/A	Please note the agenda for Full Town Council will be required to be issued on Monday 25 th March 2024 due to the Easter Period
Thursday 6 th June 2024	Wednesday 5 th June 2024	D-Day 80 Remembrance events to be held on this historic date.
Thursday 2 nd January 2025	Thursday 9 th January 2025	Christmas shut down and proceeding a National

2. Policy and Finance

Bi-monthly on the second Tuesday of the month.

Exception to the Algorithm:

Scheduled Dates	Proposed Dates	Reason for Change
Thursday 10 th September 2024	Tuesday 24 th September 2024	No meetings being held in August. Services has been rescheduled for this week to ensure business is received. The reason for P&F to be held later in the month is to provide sufficient spacing between Services meetings to allow for business to be collated.

3. Services

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

Exceptions to the Algorithm:

Scheduled Dates	Proposed Dates	Reason for Change
Thursday 8 th August 2024	Thursday 12 th September 2024	Services is 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.

End of Report
Admin Officer