



## **HORSMONDEN PARISH COUNCIL 2021 MEETING SCHEDULE**

With effect from 7<sup>th</sup> May all meetings will take place in person in the Village Hall unless otherwise stated on the agenda.

Owing to ongoing Covid 19 restrictions and in accordance with the Parish Council's Risk Assessment for meetings, only 20 persons can be admitted to the meeting, including officers and clerks, so if you are able to submit your question by email or telephone, rather than attend the meeting, this would be most appreciated. Everyone attending a meeting will need to follow the guidance set out in the PC's Risk Assessment for meetings as well as government guidance. Meetings commence promptly at 7.30pm unless otherwise stated.

<b><u>Month</u></b>	<b><u>Parish Council Meeting</u></b>	<b><u>Annual Meeting of the Council</u></b>	<b><u>Annual Parish Meeting</u></b>	<b><u>Planning Committee Meeting</u></b> <small><u>(See note 1)</u></small>	<b><u>Finance/Risk Assessment Meeting</u></b> <small><u>(See note 2)</u></small>	<b><u>Personnel Committee Meeting</u></b>
January	Monday 11th			Tuesday 19th		
February	Monday 1st			Tuesday 16th	Monday 8th	
March	Monday 1st			Tuesday 16th		
April	Monday 12th		Monday 19 <sup>th</sup>	Tuesday 20th		
May			Monday 17th	Tuesday 18th		
June	Monday 7th			Tuesday 15th	Monday 14th	
July	Monday 5th			Tuesday 20th		
August	None			Tuesday 17th		
September	Monday 6th			Tuesday 21st	Monday 13th	
October	Monday 4th			Tuesday 19th		Tuesday 19th
November	Monday 1st			Tuesday 16th	Monday 29th	
December	Monday 6th			Tuesday 14th		

## **Notes:**

### Annual Meeting of the Council.

This can be held any day in May (except in an election year when it is held between the day the new councillors take office or within 14 days thereafter). The special significance of this meeting is that it elects the Chair and committee make-up for the following year and agrees annual contracts which require renewal. Other than this, the council may then continue to discuss those matters normally raised at a parish council meeting

### Annual Parish Meeting is held on any day between 1<sup>st</sup> March and 1<sup>st</sup> June (inclusive).

This is not the same event as the Annual Meeting of the Council and although presided over by the Chair of the council, any matter affecting the parish specifically, can be raised by an elector of the parish. Horsmonden Parish Council usually presents its accounts for the previous end of financial year for electors to examine at this meeting.

### Planning Committee meetings

These will be subject to change according to the number of applications received.

### Finance committee meetings

The scheduled Finance committee meeting will be used by the Finance Committee to examine each budgeted item on the precept and recommend a precept for the following year. The Council's annual Risk Assessment will also be examined at this meeting. Other Finance meetings will take place throughout the year to monitor budgetary control and details of these will be publicised by additional agendas on the Notice boards and websites at least 3 clear working days in advance.

Financial matters of a day-to-day nature will be discussed at monthly Parish Council meetings and the Parish Council's accounts assessed and checked for accuracy at each meeting.

**If you wish to attend a meeting or speak at a meeting please contact the clerk at [clerk@horsmonden-pc.gov.uk](mailto:clerk@horsmonden-pc.gov.uk) or on 07484 904765.**