



HORSMONDEN PARISH COUNCIL 2021 MEETING SCHEDULE

Please note that all meetings will be held remotely until 7th May. We await further guidance for meetings held after 7th May 2021.

If you wish to attend please contact the clerk at clerk@horsmonden-pc.gov.uk or on 07484 904765. Meetings commence promptly at 7.30pm unless otherwise stated.

The Annual Meeting of the Council and Annual Parish Meeting may be subject to a change/cancellation depending on COVID-19 restrictions at those times.

<u>Month</u>	<u>Parish Council Meeting</u>	<u>Annual Meeting of the Council</u>	<u>Annual Parish Meeting</u>	<u>Planning Committee Meeting</u> <small><u>(See note 1)</u></small>	<u>Finance/Risk Assessment Meeting</u> <small><u>(See note 2)</u></small>	<u>Personnel Committee Meeting</u>
January	Monday 11th			Tuesday 19th		
February	Monday 1st			Tuesday 16th	Monday 8th	
March	Monday 1st			Tuesday 16th		
April	Monday 12th		Monday 19th	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 1st March and 1st 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.



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PARISH COUNCIL MEETINGS

These meetings are held monthly on a Monday

11 January

1 February

1 March

12 April

May's meeting will be the Annual Meeting of the Council on 10 May

7 June

5 July

No meeting in August

6 September

4 October

1 November

6 December

ANNUAL PARISH MEETING

17 May

PLANNING COMMITTEE MEETING (See Note 1 below)

These meetings are held monthly on a Tuesday

19 January

16 February

16 March

20 April

18 May

15 June

20 July

17 August

21 September

19 October

16 November

14 December

FINANCE/RISK ASSESSMENT MEETING (See Note 2 below)

These meetings are held on a Monday

6 February

14 June

13 September

29 November

PERSONNEL COMMITTEE MEETING

Annually meeting

Tuesday, 19 October

Notes:

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