



HORSMONDEN PARISH COUNCIL 2024 MEETING SCHEDULE

All meetings will take place in person in the Village Hall unless otherwise stated on the agenda. Meetings will take place in accordance with the latest Government guidance and in accordance with the Parish Council's Risk Assessment for meetings. Everyone attending a meeting will need to follow the guidance and any restrictions which are in place at that time. Meetings commence promptly at 7.30pm unless otherwise stated.

<u>Month</u>	<u>Parish Council Meeting</u>	<u>Annual Meeting of the Council</u> <small>(See note below)</small>	<u>Annual Parish Meeting</u> <small>(See note below)</small>	<u>Planning Committee Meeting</u> <small>(See note below)</small>	<u>Finance/Risk Assessment Meeting</u> <small>(See note below)</small>	<u>Personnel Committee Meeting</u>
January	Wednesday 10th			Tuesday 16th		
February	Monday 5th			Tuesday 20th	Tuesday 13 th	
March	Monday 11 th			Tuesday 19th		
April	Monday 8th			Tuesday 16th		
May		Monday 13th	Tuesday 28th	Tuesday 21st		
June	Monday 3rd			Tuesday 18th		
July	Monday 1st			Tuesday 16th		
August	None			Tuesday 13th		
September	Monday 2nd			Tuesday 17th	Tuesday 24 th	
October	Monday 7th			Tuesday 15th		Friday 18 th 2pm
November	Monday 4th			Tuesday 19th	Tuesday 26 th	
December	Monday 2nd			Tuesday 17th		

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

These meetings will be used by the Finance Committee to examine each budgeted item on the precept and recommend a precept for the following year as well as to monitor budgetary control. The Council's annual Risk Assessment will also be examined at one of these meetings. These meetings will take place at 7.30pm unless specified otherwise on their agenda. Sometimes they may be scheduled to take place during the day time.

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.

**Please feel free to attend any of our meetings which are open to the public .
If you wish to speak at a meeting please contact the clerk at clerk@horsmonden-pc.gov.uk or on 01892 724989 (or mobile 07484 904765).**