

HORSMONDEN PARISH COUNCIL

PROPOSED 2018 MEETING SCHEDULE

Please note that all meetings commence promptly at 7.30pm unless otherwise stated.

Month	Parish Council Meeting (Held at Village hall)	Annual Meeting of the Council (See note 1) (Held at Village Hall)	Annual Parish Meeting (See note 2) (Held at Village Hall)	Planning Committee Meeting (See note 3) (Held at Village Hall)	Finance/Risk Assessment Meeting (See note 4) (Held at Village Hall)
January	Monday 8th			Tuesday 23rd	
February	Monday 5th			Tuesday 20th	
March	Monday 5th			Tuesday 20th	
April	Monday 9th			Tuesday 24th	
May		Tuesday 8th (See Note 1)	Monday 14th (See Note 2)	Tuesday 22nd	
June	Monday 4th			Tuesday 19th	
July	Monday 2nd			Tuesday 17th	
August	None			Tuesday 14th	
September	Monday 3rd			Tuesday 18th	
October	Monday 1st			Tuesday 16th	
November	Monday 5th			Tuesday 20th	
December	Monday 3rd			Held with PC meeting this month	Monday 10th (See note 5)

- Notes:
- 1) 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
 - 2) 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.
 - 3) Planning Committee meetings will be subject to change according to the number of applications received.
 - 4) 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.