



## **HORSMONDEN PARISH COUNCIL 2023 MEETING SCHEDULE**

All meetings will take place in person in the Village Hall unless otherwise stated on the agenda. Meetings will take into account the latest Government guidance on Covid 19 and will be 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.

<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>(See note 1)</small>	<b><u>Finance/Risk Assessment Meeting</u></b> <small>(See note 2)</small>	<b><u>Personnel Committee Meeting</u></b>
January	Wednesday 11th			Tuesday 17th		
February	Monday 6th			Tuesday 21st	Friday 24th (2pm)	
March	Thursday 2nd			Tuesday 21st		
April	Monday 3rd			Tuesday 18th		
May		Tuesday 2 <sup>nd</sup>	Monday 15th	Tuesday 16th		
June	Monday 5th			Tuesday 20th	Friday 16th (2pm)	
July	Monday 3rd			Tuesday 18th		
August	None			Tuesday 15th		
September	Monday 4th			Tuesday 19th	Friday 15th (2pm)	
October	Monday 2nd			Tuesday 17th		Friday 20 <sup>th</sup> 2pm
November	Monday 6th			Tuesday 21st	Friday 24th (2pm)	
December	Monday 4th			Tuesday 19th		

## **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

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 the times specified on their agenda, and may 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.

**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 01892 724989 (or mobile 07484 904765).**