

NORTHSTOWE TOWN COUNCIL
SCHEDULE OF COUNCIL MEETINGS FOR THE CIVIC YEAR 2024-2025
DRAFT – To be proposed at the Annual Meeting of the Town Council on 28th May 2024
This document last updated by: Town Clerk, 21st May 2024

MEETING	DATE
Personnel Committee	Tuesday 4 th June 2024 (7-8.30pm)
Finance & Governance Committee	Tuesday 18 th June 2024 (7-8pm)
Planning Committee	Tuesday 18 th June 2024 (8-9pm)
Full Council	Tuesday 25 th June 2024 (7-9pm)
Events and Markets Committee	Tuesday 2 nd July 2024 (7-8.30pm)
Finance & Governance Committee	Tuesday 16 th July 2024 (7-8pm)
Planning Committee	Tuesday 16 th July 2024(8-9pm)
Full Council	Tuesday 23 rd July 2024 (7-9pm)
Personnel Committee	Tuesday 10 th September 2024 (7-9pm)
Finance & Governance Committee	Tuesday 17 th September 2024 (7-8pm)
Planning Committee	Tuesday 17 th September 2024 (8-9pm)
Full Council	Tuesday 24 th September 2024 (7-9pm)
Events and Markets Committee	Tuesday 1 st October 2024 (7-8.30pm)
Finance & Governance Committee	Tuesday 15 th October 2024 (7-8pm)
Planning Committee	Tuesday 15 th October 2024 (8-9pm)
Full Council	Tuesday 22 nd October 2024 (7-9pm)
Finance & Governance Committee	Tuesday 19 th November 2024 (7-8pm)
Planning Committee	Tuesday 19 th November 2024 (8-9pm)
Full Council	Tuesday 26 th November 2024 (7-9pm)
Finance & Governance Committee	Tuesday 10 th December 2024 (7-8pm)
Planning Committee	Tuesday 10 th December 2024 (8-9pm)
Full Council	Tuesday 17 th December 2024 (7-9pm)
Events and Markets Committee	Tuesday 7 th January 2025 (7-8.30pm)
Personnel Committee	Tuesday 14 th January 2025 (7-9pm)
Finance & Governance Committee	Tuesday 21 st January 2025 (7-8pm)
Planning Committee	Tuesday 21 st January 2025 (8-9pm)
Full Council	Tuesday 28 th January 2025 (7-9pm)
Finance & Governance Committee	Tuesday 18 th February 2025 (7-8pm)
Planning Committee	Tuesday 18 th February 2025 (8-9pm)
Full Council	Tuesday 25 th February 2025 (7-9pm)
Finance & Governance Committee	Tuesday 18 th March 2025 (7-8pm)
Planning Committee	Tuesday 18 th March 2025 (8-9pm)
Full Council	Tuesday 25 th March 2025 (7-9pm)
Events and Markets Committee	Tuesday 1 st April 2025 (7-8.30pm)
Finance & Governance Committee	Tuesday 15 th April 2025 (7-8pm)
Planning Committee	Tuesday 15 th April 2025 (8-9pm)
ANNUAL TOWN MEETING (Meeting of electorate)	Tuesday 29 th April 2025 (7-9pm)
Personnel Committee	Tuesday 13 th May 2025 (7-9pm)
Finance & Governance Committee	Tuesday 20 th May 2025 (7-8pm)
Planning Committee	Tuesday 20 th May 2025 (8-9pm)
ANNUAL MEETING OF THE TOWN COUNCIL	Tuesday 27 th May 2025 (7-9pm)

Changes proposed, compared to the Civic Year schedule for '23-'24:

Change proposed	Reason
Full Council: No Full Council meeting to be held in April.	We already have a full programme that month with the Annual Town Meeting. With careful planning, items could be put onto March or May FC meetings instead.
Personnel Committee: Reduce committee meetings from every three months to every four months; but extend each meeting from 1.5 to 2 hrs.	There is normally not enough business to be discussed - no need to convene every quarter. There is always the opportunity to call for an extraordinary meeting in case of urgent situations re: personnel scenarios. Extend each meeting from 1.5 hrs to 2 hrs, so that the meetings that we do hold can be longer where needed.
Finance & Governance Committee, followed by Planning Committee: To be moved from second Tuesday to third Tuesday of the month.	There is often little spare time to prepare the finance paperwork and associated online accounting and banking early on in the month, considering that invoices often come in just before when the summons needs to go out, and considering the follow-ups from Full Council meetings usually coinciding with the next round of meeting preparations. By having these two meetings one week before Full Council meetings items that are to be deferred to Full Council from either committee can then also be picked up again the next week at FC, rather than having a gap of two weeks. For planning consultations being received just after the Planning Committee summons has been sent out, these could potentially be put onto Full Council instead, in discussion with the committee Chair, or an extension asked for until after the next Planning Committee meeting, as is being done now in most such cases.

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