

NORTHSTOWE TOWN COUNCIL
SCHEDULE OF COUNCIL MEETINGS FOR THE CIVIC YEAR 2023-'24

As proposed for Full Council meeting 23rd May 2023, item 44/23-24.

This document last updated by: Town Clerk, 18th May 2023 (V0.1).

The below schedule is based on the following principles;

- All meetings to take place on Tuesday evenings.
 - This is: to ensure consistency, leading to reduced risk in possible confusion, and thus reduced risk of being not quorate; to ensure all current and any future Cllrs. are aware of gravity in terms of their availability needs within the week.
 - Experience has shown that Tuesdays would allow for best timing in the week for staff for both preparation of summons, and for follow-up needs post-meetings. The Clerk's and Deputy Clerk's working patterns in the week also match this pattern.
 - Tuesday meetings allows Fridays, Saturdays, Sundays and Mondays, plus the meeting day itself for Cllrs. to consider all paperwork sent by (usually) Thursday latest, which seems the best scenario considering most Cllrs. work F/T during weekdays.
- No two Council meetings to take place in the same week, wherever possible: experience has shown that this puts undue pressure on staff, usually resulting in considerable overtime needs in such scenarios.
- Full Council meetings: monthly, 4th Tuesday of the month.
- Finance and Governance Committee meetings: monthly, 3rd Tuesday of the month; to ensure statutory duties such as payroll-related payments can be approved in time; to allow for referral of items to FC that need FC quickly; and to allow for deferral of items to FC that need quick payment, in case of any non-quorate issues.
- Planning Committee meetings: monthly, 2nd Tuesday of the month; to ensure that, were any important planning applications come after the summons has already been sent these can then still potentially be brought to the FC meetings two weeks thereafter, reducing usually the need for any extraordinary committee meetings (considering that the usual statutory planning consultation deadlines given by the planning authority).
- Personnel Committee: Quarterly, 1st Tuesday of the month.
- Events and Markets Committee: quarterly, 1st Tuesday of the month.
- No Council meetings are to take place in the month of August, to allow staff to take up annual leave in this period; and as the risk of being non-quorate is particularly high in August.
- Highlighted in **bold** in the schedule:
 - Schedule in December and January adapted, to work around Bank Holidays.
 - Full Council meeting in October has been moved to the fifth Tuesday of the month, to avoid the half-term week - experience has shown that both for staff and for many Cllrs. such meetings provide difficulties for preparing and attending. NB: Considering the high number of meetings Northstowe Town Council has throughout the year (x43) it has proven impossible to move other meetings to exclude these from half-term weeks.

- All meetings to commence at 7:00 pm unless stated otherwise.
- Venue: TBC
- Meeting dates can be subject to change; additional extra-ordinary meetings may also be scheduled.
- Up-to-date meeting dates and timings, with agendas, papers and minutes, are available on the Northstowe Town Council website: www.northstowetowncouncil.gov.uk

MEETING	DATE
Planning Committee	Tue 13 th June 2023 (7-8 pm)
Finance & Governance Committee	Tue 20 th June 2023 (7-8 pm)
Full Council	Tue 27 th June 2023 (7-9 pm)
Events and Markets Committee	Tue 4 th July 2023 (7-8:30 pm)
Planning Committee	Tue 11 th July 2023 (7-8 pm)
Finance & Governance Committee	Tue 18 th July 2023 (7-8 pm)
Full Council	Tue 25 th July 2023 (7-9 pm)
Personnel Committee	Tue 5 th September 2023 (7-8 pm)
Planning Committee	Tue 12 th September 2023 (7-8 pm)
Finance & Governance Committee	Tue 19 th September 2023 (7-8 pm)
Full Council	Tue 26 th September 2023 (7-9 pm)
Events and Markets Committee	Tue 3 rd October 2023 (7-8:30 pm)
Planning Committee	Tue 10 th October 2023 (7-8 pm)
Finance & Governance Committee	Tue 17 th October 2023 (7-8 pm)
Full Council	Tue 31 st October 2023 (7-9 pm)
Planning Committee	Tue 14 th November 2023 (7-8 pm)
Finance & Governance Committee	Tue 21 st November 2023 (7-8 pm)
Full Council	Tue 28 th November 2023 (7-9 pm)
Personnel Committee	Tue 5 th December 2023 (7-8 pm)
Planning Committee	Tue 12 th December 2023 (7-8 pm)
Finance & Governance Committee	Tue 19 th December 2023 (7-8 pm)
Full Council	Thu 21st December 2023 (7-9 pm)
Events and Markets Committee	Tue 9 th January 2024 (7-8:30 pm)
Planning Committee	Tue 16 th January 2024 (7-8 pm)
Finance & Governance Committee	Tue 23 rd January 2024 (7-8 pm)
Full Council	Tue 30 th January 2024 (7-9 pm)
Planning Committee	Tue 13 th February 2024 (7-8 pm)
Finance & Governance Committee	Tue 20 th February 2024 (7-8 pm)
Full Council	Tue 27 th February 2024 (7-9 pm)
Personnel Committee	Tue 5 th March 2024 (7-8 pm)
Planning Committee	Tue 12 th March 2023 (7-8 pm)
Finance & Governance Committee	Tue 19 th March 2023 (7-8 pm)
Full Council	Tue 26 th March 2024 (7-9 pm)
Events and Markets Committee	Tue 2 nd April 2023 (7-8:30 pm)
Planning Committee	Tue 9 th April 2023 (7-8 pm)
Finance & Governance Committee	Tue 16 th April 2023 (7-8 pm)
Full Council	Tue 23 rd April 2023 (7-9 pm)
ANNUAL TOWN MEETING (Meeting of the electorate)	Tue 30 th April 2023 (7-9 pm)
Planning Committee	Tue 14 th May 2023 (7-8 pm)
Finance & Governance Committee	Tue 21 st May 2023 (7-8 pm)
ANNUAL MEETING OF THE TOWN COUNCIL	Tue 28 th May 2023 (7-9 pm)
Personnel Committee	Tue 4 th June 2024 (7-8 pm)