



## NETHER STOWEY PARISH COUNCIL

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### Parish Council Meetings 2022-2023

Meetings start at 7pm at the Church Centre

#### Parish Council

- Monday 16 May 2022
- Monday 13 June 2022
- Monday 11 July 2022
- *Monday 8 August (only held if there is urgent or essential business)*
- Monday 12 September 2022
- Monday 10 October 2022
- Monday 14 November 2022
- Monday 12 December 2022
- Monday 9 January 2023
- Monday 13 February 2023
- Monday 13 March 2023
- Monday 10 April 2020
- Monday 8 May 2023 (*Annual Parish Council Meeting*)

If you would like a matter included on the Agenda, please contact the Clerk. Agendas are prepared on the Tuesday preceding the meeting, and items for inclusion should usually reach the Clerk by the Friday before with prepared briefing for your colleagues where necessary.

#### Annual Parish Meeting

- Monday 15 May 2022 (provisional) – The APM must be held between 1 March and 1 June. Ideally we will not hold it between the 20th March and the end of April as it involves a lot of work at an already busy time.

#### Committees

It was agreed that, where possible, all matters would be included in Parish Council meetings with separate Committee meetings held only if the volume or urgency of business requires. Committee meetings will usually be held in the Parish Office unless the business indicates that Parish Office will be too small. **Please check the agenda!**

#### Finance & Audit Committee

If required, Finance and Audit Committee meetings are usually scheduled for the first Monday of the month (ie one week before the Parish Council meeting). The following meetings (for budget estimates/setting the precept) are the most likely to be held:

- *Monday 7 November 2022 (possible)*
- *Monday 5 December 2022*
- *If a further meeting is needed it must be before the Parish Council meeting on 9 January 2023, date to be agreed nearer the time as 2 January is a public holiday*



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### Planning Committee

Planning Committee meetings have no fixed schedule: meetings are held if a particular application or the number of applications demand one.

**All other Committee and Working Group meetings will be arranged as and when a separate meeting is required.**

### **Summons and agendas are sent to Councillors by e-mail.**

Three clear working days' notice is given for all Parish Council and Committee meetings, eg summons are sent on the Wednesday preceding a (Monday) Parish Council meeting. Financial/budget reports are sent on Friday to ensure they are as up-to-date as possible.

The summons and agenda are also posted on the Parish Council Notice Boards on the same day and on the website to advise the Parish.

Working Group agendas are not published, but it is practical to give the same notice

If you need **PRINTED copies** of any documents, please let me know as soon as possible, and collect them well before Friday lunchtime! Please remember I am not in the office on Thursdays.