

# Newbury Town Council

## Schedule of Meetings for the Municipal Year 2018/19

Day	Date of Meeting	Agenda	Lead Officer	Meetings	Notes
Sun	20-May	15-May	CEO	Annual meeting and Mayor Making	
Wed	30-May	23-May	CEO	Planning & Highways Committee	
Mon	4-June	29-May	CSM	Community Services Committee	
Mon	11-Jun	5-Jun	CM	Civic Pride, Arts & Leisure Committee	
Mon	18-Jun	12-Jun	CEO	Planning & Highways Committee	
Mon	25-Jun	19-Jun	CEO	Council	1
Wed	27-Jun	21-Jun	RFO	Grants Sub-Committee	
Mon	9-Jul	3-Jul	CEO	Planning & Highways Committee	
Mon	16-Jul	10-Jul	RFO	Policy & Resources Committee	
Mon	30-Jul	24-Jul	CEO	Planning & Highways Committee	
Mon	20-Aug	14-Aug	CEO	Planning & Highways Committee	
Mon	3-Sep	28-Aug	CM	Civic Pride, Arts & Leisure Committee	
Mon	10-Sep	4-Sep	CEO	Planning & Highways Committee	
Mon	24-Sep	18-Sep	CSM	Community Services Committee	
Mon	1-Oct	25-Sep	CEO	Planning & Highways Committee	
Mon	15-Oct	9-Oct	RFO	Policy & Resources Committee	
Mon	22-Oct	16-Oct	CEO	Planning & Highways Committee	
Mon	29-Oct	23-Oct	CEO	Council	
Wed	7-Nov	1-Nov	CEO	Planning & Highways Committee	
Mon	19-Nov	13-Nov	CM	Civic Pride, Arts & Leisure Committee	
Wed	21-Nov	15-Nov	RFO	Grants Sub-Committee	
Mon	3-Dec	27-Nov	CEO	Planning & Highways Committee	
Mon	10-Dec	4-Dec	CSM	Community Services Committee	2

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Wed	2-Jan	19-Dec	CEO	Planning & Highways Committee	
Mon	14-Jan	8-Jan	RFO	Policy & Resources Committee	3
Mon	21-Jan	15-Jan	CEO	Planning & Highways Committee	
Mon	28-Jan	22-Jan	CEO	Council	4
Mon	11-Feb	5-Feb	CEO	Planning & Highways Committee	
Mon	25-Feb	19-Feb	CM	Civic Pride, Arts & Leisure Committee	
Mon	4-Mar	26-Feb	CEO	Planning & Highways Committee	
Mon	11-Mar	5-Mar	CSM	Community Services Committee	
Mon	18-Mar	6-Mar	CEO	Annual Town Meeting	
Mon	25-Mar	19-Mar	CEO	Planning & Highways Committee	
Mon	15-Apr	9-Apr	CEO	Planning & Highways Committee	
Mon	29-Apr	23-Apr	RFO	Policy & Resources Committee	
Thur	02-May			COUNCIL ELECTIONS	
Wed	8-May	1-May	CEO	Council	
Sun	12-May	7-May	CEO	Annual meeting and Mayor Making	5
Mon	13-May	6-May	CEO	Planning & Highways Committee	

This draft schedule of meetings has been prepared on the basis of four meeting cycles per annum, each cycle including one meeting of Community Services, Civic Pride Arts and Leisure, and Policy and Resources, and culminating in a meeting of Full Council, except for the June Full Council meeting where the accounts are signed off. Policy and Resources meetings have been timed to fall after each accounting quarter, to include correct timings for the financial year end and for the budget setting process. Planning and Highways meetings are at three-weekly intervals to ensure that all plans in the parish can be considered.

The agenda will be published three clear working days before the meeting (this does not include the day of the meeting or the day of publication). All meetings (apart from Mayor Making) start at 7.30 pm unless shown otherwise.

CEO = Chief Executive Officer; RFO = Responsible Financial Officer; SM = Services Manager, CM = Civic Manager

### Notes:

- 1 This is the meeting at which the 2017/2018 Statutory Accounts are signed off.
  - 2 This is the meeting at which the 2019/2020 Services budget is discussed.
  - 3 This is the meeting at which the 2019/2020 budget is set.
  - 4 This is the meeting at which the 2019/2020 precept is declared.
  - 5 The Annual Meeting must take place on, or within fourteen days after, the day on which the councillors elected at that election take office. (Councillors take office 4 days after the date of the election, which will be on 2.5.2019).
- All meetings take place in the Council Chamber, apart from the annual meeting of the Council (Mayor Making) which takes place in the Corn Exchange.