

WEST SWINDON PARISH COUNCIL

Full Council

Meeting Dates

1. Background:

- 1.1 Historically, West Swindon Parish Council agrees all meeting dates annually, and did so at the Full Council Meeting on 17th June 2019, however the meeting date for the Annual Parish Council meeting of 2020 was not finalised at this time.

2. Detail:

- 2.1 The Annual Parish Council Meeting is generally held on a Monday, however, due to meeting clashes and Bank Holidays, an alternative day or time needs to be agreed for May 2020. Therefore, we propose to hold the meeting on Tuesday 19th May.
- 2.2 Ahead of setting the 2020/21 calendar, it may be beneficial to consider whether to schedule meetings during the month of August. Generally, other Council's choose not to hold meetings in August, due to holidays affecting attendance at the meetings from both Councillors and members of the public. In 2019, the Parish Council scheduled three Committee meetings on one evening to reduce the frequency during that month.
- 2.3 If the Parish Council chose to not schedule meetings in August, should an important item arise that required discussion and formal decision making, the Parish Council could hold an extraordinary meeting. Equally, the Parish Council could opt to forgo the standard Committee meetings in August and have one Full Council at the end of the month.

3. Recommendations

- 3.1 To give consideration to setting the Annual Parish Council meeting on Tuesday 19th May 2020
- 3.2 To agree the schedule of meetings in August.

Leanne Curtis
Assistant Clerk