

## STAPELEY & DISTRICT PARISH COUNCIL CALENDAR OF PARISH COUNCIL MEETINGS – 2016-2017

Meetings of the Council are held on the third Monday in the month and are held in the Community Hall, Pear Tree Field, Stapeley.

Members of the public are entitled to attend meetings and are able to address the Parish Council during the Public Question Time slot. Agendas are published on the website at least three clear days before each meeting.

In addition to the Parish Council meetings, there are several standing Committees. These meetings are held as and when required and members of the public are also entitled to attend.

Date	Notes
16 May 2016	This is the date of both the Annual Parish Meeting and the Annual Meeting of the Parish <u>Council</u> which is the first meeting in the new municipal year.
20 June	
18 July	
25 August	
19 September	
17 October	Budget Meeting
<del>28 November</del> <b>Now 5 December</b>	
19 December	The Parish Council will finalise its budget for the year 2017-2018. Members of the public are particularly encouraged to attend this meeting to express their views on the budget proposals during the Public Question Time slot.
16 January 2017	
20 February	
20 March	
10 April	This is the second Monday; Easter Monday is on 17 April
15 May	This is the date of both the Annual Parish Meeting and the Annual Meeting of the Parish Council

### **PUBLIC HOLIDAYS**

30 May 2016	Late Spring Bank Holiday	2 January 2017	New Year's Day Holiday
29 Aug 2016	Late Summer Holiday	14 April 2017	Good Friday
26 December 2016	Boxing Day Holiday	17 April 2017	Easter Monday
27 December 2016	Public Holiday	1 May 2017	Early Spring Bank Holiday

The **Annual Parish Meeting** is held on the same evening as the Annual Meeting of the Parish Council. These are two separate and distinct meetings but are held for convenience on the same evening.

The Parish Meeting comprises local government electors registered for the parish. If present, the Parish Council Chairman must chair the Parish Meeting. In her/his absence, the Vice-Chairman must preside if she/he is present; otherwise the meeting must elect its own chairman from those present. A Parish Meeting may discuss parish affairs, and resolutions may be passed which the Parish Council is obliged to consider but not necessarily accept.

The Parish Meeting must assemble annually between 1 March and 1 June. Proceedings must not begin before 6 pm. Decisions are taken by a majority of those present and voting.

The Annual Parish Council Meeting is the first meeting in the new municipal year and it is at this meeting that the Chairman and Vice-Chairman are elected. Committees are appointed and appointments to outside bodies are also made. The Parish Council also considers other routine agenda items.

Clerk: Carol Jones. Tel: 01270 812065; e-mail: [carol.jones@stapeleyparishcouncil.gov.uk](mailto:carol.jones@stapeleyparishcouncil.gov.uk)