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Report To: Full Council Date: 24 January 2025

Contact Officer: Paula Harrison

Subject: 2025-26 Meetings

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## 1. Annual Parish Council Meeting and Parish Meeting

1.1 At the Annual Parish Council meeting in May 2024, the Parish Council adopted its schedule of meetings for the next municipal year up to April 2025. The dates for the Annual Parish Meeting and Annual Parish Council meeting have not been agreed.

1.2 The latest Monday that is not a public holiday is **Monday 19<sup>th</sup> May**. It is proposed that this date is agreed for the Annual Parish Council meeting.

### Parish Meeting

1.3 Parish meetings are intended to be more informal gatherings of the residents of the Parish with their Parish Councillors. Many Parishes use this meeting as an opportunity to celebrate the successes of their projects and volunteers. There is often presentations from local groups and organisations and time for discussion on local priorities for the year ahead.

1.4 Most often, West Swindon Parish Council has held the Parish Meeting before the Annual Parish Council meeting but sharing the same date and venue. Attendance has primarily been from the Parish's most active volunteers. Ideas for the structure of the next Parish Meeting are invited and date to be confirmed.

### 1.5 Meeting Schedule Preparation

In readiness for the Annual Parish Council meeting, the meeting schedule will be prepared in advance. Council should consider whether the current timing of the Finance and Staffing Meeting before Full Council is helpful and advantageous.

1.6 The current juxtaposition means that the Finance and Staffing Committee recommendations are reviewed at the Council meeting the following month, whereas if it was held on a different day, the recommendations could go to the next Full Council. There is also the challenge of managing matters of confidentiality between the two meetings and staying within a 30 minute slot. Options to consider are

- Assign Finance & Staffing Committee another day e.g. Monday between Planning, Leisure & Environment Committee and Full Council
- Move Finance & Staffing Committee to follow Planning, Leisure & Environment Committee thereby retaining a two evenings per month cycle
- Move Finance & Staffing to follow after Full Council to allow more time for matters particularly where members of the public and press are excluded
- Remain as is but allow more time for Finance & Staffing noting that there may be a gap between the end of one meeting and the start of the next.