

**Full Council meeting – 7<sup>th</sup> February 2024**

**Agenda Item 11 - SCHEDULE OF MEETINGS 2024/25**

The Town Clerk has submitted a suggestion that the number of cycles of Town Council meetings per year be reduced from six to five with effect from 2024/25. The proposal is supported by Cllr David Hare, Leader, ETC.

This would result in the following standing committee and Council meetings taking place each year:

- Amenities & Leisure Committee – five (currently six)
- Policies & Resources Committee – five (currently six)
- Planning Committee – twelve (no change)
- Full Council – six (currently seven)

The reasons for the proposed changes are as follows:

- Agenda items would be more substantial - a longer gap between committee meetings would mean work/projects would be further progressed and officers' reports could be more informative
- A little more time between meetings would aid officers in completing actions arising from the previous meeting
- The Town Clerk is responsible for creating the agendas and supporting documentation for all meetings except the Planning Committee, which is the responsibility of the Deputy Town Clerk. The current meeting schedule means a significant amount of senior officer time needs to be spent on planning and creating agendas, the supporting documentation, actions from meetings and the minutes. This type of work is often not suitable for more junior staff as they don't have the general oversight or knowledge of what is required to be addressed (many items are long running issues rather than one-offs) and they do not attend the meetings themselves. A reduction in the schedule would allow more time for senior officers to work on things other than these essential administration tasks.

A move to five meeting cycles per year would bring ETC in line with, for example, Woodley Town Council, who have been operating this number of cycles for many years.

A proposed meeting schedule 2024/25 is provided overleaf for councillors' consideration.

# EARLEY TOWN COUNCIL

## Notice of Meetings

### 2024/2025



Notice is hereby given of the following meetings of the Council and its Committees

	Amenities & Leisure (Wednesday 7.00pm)	Planning (Tuesday 7.00pm)	Policy & Resources (Wednesday 7.00pm)	Council (Wednesday 7.00pm)
2024	22nd May	7th May		ANNUAL 8th May <b>MTG</b>
		4th June	19th June	
	24th July	2nd July		10th July
		6th August		
		3rd September	11th September	25th September
	16th October	8th October		
		5th November	13th November	27th November
		10th December		
2025	15th January	7th January	22nd January	
		4th February		5th February
	5th March	4th March	12th March	26th March
		8th April		

All meetings are held at the Council Offices, Radstock Lane, Earley  
Members of the public are welcome to attend

The Annual Meeting of the Town Council will be held on 8th May 2024

Jo Friend, Town Clerk