

DISCUSSION PAPER ON SCHEDULE OF JPC FULL MEETINGS /PARISH ASSEMBLIES AND TOWN MEETINGS MAY 2016 – APRIL 2017

WHEN PLANNING DECISIONS ARE REQUIRED WHICH DO NOT COINCIDE WITH NORMAL MEETINGS A SPECIAL MEETING WILL BE CALLED OR MAYBE PLANNING SUB-COMMITTEE IS REQUIRED FOR THE WHOLE YEAR.

PREPARED BY CLLR. CRATHORNE 18.04.16

| DATE         | REGULAR TWO MONTHLY MEETING         | ANNUAL PLAN OF ITEMS TO BE DISCUSSED   | NOTES |
|--------------|-------------------------------------|--|-------|
| MAY 16TH     | ANNUAL MEETING                      | ALL ITEMS REQUIRED OF AN A.M. INCLUDING ELECTIONS; MEETINGS SCHEDULE; APPOINTMENT OF WORKING PARTIES AND THEIR TERMS OF REFERENCE AND PORTFOLIO HOLDERS AND THEIR TERMS OF REFERENCE; PLUS REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS |       |
| JUNE 20TH    | FULL COUNCIL                        | REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS  |       |
| JULY 18TH    | FULL COUNCIL                        | REVIEW COMUNICATIONS AND INFORMATION PROVIDED BY THE COUNCIL TO THE RESIDENTS PLUS REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS   |       |
| SEPT 19TH    | FULL COUNCIL                        | ARRANGE PARISH ASSEMBLIES FOR 2017, PLUS REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS   |       |
| OCTOBER 17TH | TOWN MEETING ALSO A COUNCIL MEETING | TOPICS TO INCLUDE HOW MUCH ARE WE PREPARED TO PAY FOR THE SERVICES, GRANTS AND FACILITIES PROVIDED BY THE COUNCIL REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS  |       |
| NOV 28TH     | FULL COUNCIL                        | REVIEW BUDGET MONITORING AND DISCUSS FIRST PROPOSALS FOR THE BUDGET NEXT YEAR, MAIN GRANTS PROCEDURES AND DATES, PLUS REPORTS  |       |

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|             |                                    |   |              |
|-------------|------------------------------------|---|--------------|
|             |                                    | FROM CLERK, ALL WPs and PORTFOLIO HOLDERS   |              |
| <b>DATE</b> | <b>REGULAR TWO MONTHLY MEETING</b> | <b>ANNUAL PLAN OF ITEMS TO BE DISCUSSED</b>   | <b>NOTES</b> |
| JAN 16TH    | FULL COUNCIL                       | APPROVE BUDGET AND REVIEW FINANCE REGULATIONS, APPROVE MAIN GRANTS, PLUS REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS                        |              |
| FEB 13TH    | FULL COUNCIL TRAINING EVENING      | OPPORTUNITY TO DISCUSS FUTURE PLANS WITHOUT RESTRICTION NEW IDEAS, NEW FORMS OF ORGANISATION AND A TRAINING TOPIC CHOSEN BY BALLOT OF THE COUNCIL |              |
| MAR 20TH    | FULL COUNCIL                       | INTERNAL AUDITOR'S REPORT PLUS REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS  |              |
| APRIL 17TH  | FULL COUNCIL                       | PREPARATION OF ANNUAL REPORT PLUS ANNUAL REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS  |              |

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1. All reports from every, WPs and Portfolio holders should be in writing and circulated 7 days before the meeting. The reports should be prepared for every meeting. Presenters should assume the reports have been read and be prepared to answer questions or raise issues that have arisen since the report was written only. Each report should conclude with a proposition for approval and/or action.
2. The Agenda items other than routine reports should include a brief introduction and explanation of the item followed by a proposition from the author of the discussion paper.
3. During the meeting when amendments are proposed they should be written down by the proposer or the clerk and read to the meeting before voting takes place; the amended proposal should then be put to the meeting for final approval. (see standing orders)
4. Clerk has powers to act between meetings if necessary.
5. This schedule of meetings will provide a better time frame for the working parties to meet and undertake actions approved by the council between meetings, prepare further actions for the council to debate and decide.

PARISH ASSEMBLIES: THIS YEAR.

A PROPOSAL TO CONSIDER.

Hold them on a Saturday afternoon, reverse the agenda for the Henley one with items from the residents first. Second section would be the reports from co-councillors and principal organisations and beadesert would then have their resident specific discussions.

Invite all local organisations to have a stall advertising what they do and enable them to recruit members.

Offer child care and refreshments.

Book a larger venue like the secondary school.

An event on a Saturday would have to be on 7<sup>th</sup> May.

Follow this up with an informal meeting of the councillors without a record to reflect on what has been said and give some open ended thought to the future activities and organisation of the council.

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We will have to set the date t this meeting whatever happens please bring your  
diaries.