

## HARTLEBURY PARISH COUNCIL

### Schedule of Meeting Dates 2016-17

**Please note that committee chairs may use their discretion over finalising committee meeting dates and locations**

Day	Date	Time	Committee and Venue	Agenda Item
	<b>2016</b>			
Tuesday	5th January	7.00 pm	Parish Council NE School	
Monday	11th January	7.00 pm	Finance Parish Hall	Finalize Budget & Precept. Review Ground-keeping contract
Thursday	14th January	7.00 pm	Playing Fields Parish Hall	Review Ground-keeping contract
Tuesday	19th January	7.30 pm	Parish Plan Steering Group NE School	
Tuesday	2nd February	7.00 pm	Parish Council NE School	Ratify Budget & Precept
Thursday	25th February	5.30 pm	Biffa/Wienerberger Liaison	
Tuesday	1st March	7.00 pm	Annual Parish Meeting Parish Council NE School	
Wednesday	9th March	7.00 pm	Finance Parish Hall	Revisit 2015/16 Budget Review Financial Regulations Review Insurance Policy Review Risk Assessment document and carry out a Risk Assessment Review Asset Register
Tuesday	22nd March	6.30 pm	Playing Fields - on site	
Tuesday	5th April	7.00 pm	Parish Council NE School	
Tuesday	3rd May	7.00 pm	Parish Council Annual Meeting & Planning NE School	Elect Chairman, Vice-chair & agree Committee Membership Review Governance Statement, Accounting Statements, Internal Auditor Report & Annual Return
Tuesday	17th May	6.00 pm	Allotments – on site OWR	
Thursday	2nd June	7.00 pm	Playing Fields Parish Hall	Review RoSPA Report
Tuesday	7th June	7.00 pm	Parish Council NE School	
Thursday	16th June	7.00 pm	Finance Parish Hall	Review banking arrangements Review of VAT Return
Tuesday	5th July	7.00 pm	Parish Council NE School	
Tuesday	2nd August	7.00 pm	Parish Council NE School	
Thursday	18th August	7.00 pm	Playing Fields Parish Hall	
Tuesday	6th September	6.30 pm	Staffing Committee NE School	Review Clerk's performance, working hours and salary Consider further training
Tuesday	6th September	7.00 pm	Parish Council NE School	

Tuesday	13th September	6.00 pm	Allotments – on site OWR	
Tuesday	4th October	7.00 pm	Parish Council NE School	Ratify Clerk's Appraisal
Thursday	20th October	7.00 pm	Playing Fields Parish Hall	Review Ground-keeping contract
Tuesday	1st November	7.00 pm	Parish Council NE School	
Thursday	10th November	7.00 pm	Finance Parish Hall	Review financial performance to date. Consider 2017/18 Budget & Precept Accept grant requests and budget proposals from committees Review Ground-keeping contract
Tuesday	6th December	7.00 pm	Parish Council NE School	
	<b>2017</b>			
Tuesday	3rd January	7.00 pm	Parish Council NE School	
Monday	9th January	7.00 pm	Finance Parish Hall	Finalize Budget & Precept. Review Ground-keeping contract
Thursday	19th January	7.00 pm	Playing Fields Parish Hall	Review Ground-keeping contract
Tuesday	7th February	7.00 pm	Parish Council NE School	Ratify Budget & Precept
Thursday	23rd February	5.30 pm	Biffa/Wienerberger Liaison	
Tuesday	7th March	7.00 pm	Parish Council NE School	
Wednesday	15th March	7.00 pm	Finance Parish Hall	Revisit 2015/16 Budget Review Financial Regulations Review Insurance Policy Review Risk Assessment document and carry out a Risk Assessment Review Asset Register
Tuesday	21st March	6.30 pm	Playing Fields - on site	
Tuesday	4th April	7.00 pm	Annual Parish Meeting & Parish Council NE School	
Tuesday	2nd May	7.00 pm	Parish Council Annual Meeting NE School	Elect Chairman, Vice-chair & agree Committee Membership Review Governance Statement, Accounting Statements, Internal Auditor Report & Annual Return Agree meeting schedule Review Standing Orders, Code of Conduct and Publication Scheme Ratify Finance Committee decisions on , Financial Regulations, Insurance Policy, Risk Assessment and Asset Register