

HARTLEBURY PARISH COUNCIL

Schedule of Meeting Dates March 2017 – May 2018

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

2017

Day	Date	Time	Meeting	Venue	Agenda Item
Tuesday	7 th March	6.30 pm	Finance Committee	NE School	Revisit 2015/16 Budget Review Financial Regulations Review Risk Management Register
Tuesday	7 th March	7.00 pm	Parish Council	NE School	
Thursday	23 rd March	5.30pm	Hartlebury & Waresley Community Liaison Committee	Waresley	
Tuesday	28 th March	6.30pm	Hartlebury Community Project Steering Group	Parish Hall	
Tuesday	28 th March	7.30 pm	Playing Fields Committee	Parish Hall	
Tuesday	4 th April	6.30pm	Finance Committee	NE School	Review Insurance Policy
Tuesday	4 th April	7.00 pm	Annual Parish Meeting & Parish Council	NE School	
Tuesday	2 nd May	6.30pm	Finance Committee	NE School	
Tuesday	2 nd May	7.00 pm	Parish Council Annual Meeting	NE School	Elect Chairman, Vice Chairman & agree Committee membership. Review Governance Statement, Accounting Statement, Internal Audit Report & Annual Return. Review Standing Orders, Code of Conduct and Publication Scheme. Ratify Finance Committee decisions on Financial Regulations, Insurance policy, Risk Assessment & Asset Register
Tuesday	16 th May	6.00 pm	Allotments Committee	On-site	

Day	Date	Time	Meeting	Venue	Agenda Item
Thursday	1 st June	7.00 pm	Playing Fields Committee	Parish Hall	Review RoSPA Report
Tuesday	6 th June	6.30 pm	Finance Committee	NE School	
Tuesday	6 th June	7.00 pm	Parish Council	NE School	
Tuesday	4 th July	6.30 pm	Finance Committee	NE School	
Tuesday	4 th July	7.00pm	Parish Council	NE School	
Tuesday	1 st August	6.30 pm	Finance Committee	NE School	
Tuesday	1 st August	7.00 pm	Parish Council	NE School	
Thursday	17 th August	7.00 pm	Playing Fields Committee	Parish Hall	
Tuesday	5 th September	6.30 pm	Finance Committee	NE School	
Tuesday	5 th September	7.00 pm	Parish Council	NE School	
Tuesday	12 th September	6.00 pm	Allotments Committee	On site	
Tuesday	3 rd October	6.30pm	Finance Committee	NE School	
Tuesday	3 rd October	7.00 pm	Parish Council	NE School	
Thursday	19 th October	7.00 pm	Playing Fields Committee	Parish Hall	Review Grounds Maintenance Contract
Tuesday	7 th November	6.30 pm	Finance Committee	NE School	Review financial performance to date. Consider 2017/2018 Budget & Precept Accept grant requests and budget proposals from committees
Tuesday	7 th November	7.00 pm	Parish Council	NE School	
Tuesday	5 th December	6.00 pm	Staffing Committee/Clerk's Assessment	NE School	Review performance, working hours and salary Consider further training
Tuesday	5 th December	6.30pm	Finance Committee	NE School	Review Grounds Maintenance Contract
Tuesday	5 th December	7.00 pm	Parish Council	NE School	
2018					
Tuesday	2 nd January	6.30pm	Finance Committee	NE School	Finalise budget & precept
Tuesday	2 nd January	7.00pm	Parish Council	NE School	Approve budget & precept
Thursday	18 th January	7.00pm	Playing Fields Committee	Parish Hall	
Tuesday	6 th February	6.30pm	Finance Committee	NE School	Review Asset Register
Tuesday	6 th February	7.00pm	Parish Council	NE School	

Day	Date	Time	Meeting	Venue	Agenda Item
Tuesday	6 th March	6.30pm	Finance Committee	NE School	Revisit 2015/16 Budget Review Financial Regulations Review Risk Assessment Register
Tuesday	6 th March	7.00pm	Parish Council	NE School	
Tuesday	21 st March	6.30 pm	Playing Fields Committee	On-site	
Tuesday	3 rd April	6.30pm	Finance Committee	NE School	Review Risk Assessment Register Review Insurance Policy
Tuesday	3 rd April	7.00 pm	Annual Parish Meeting & Parish Council	NE School	
Tuesday	1 st May	6.30pm	Finance Committee	NE School	
Tuesday	1 st May	7.00 pm	Parish Council Annual Meeting	NE School	Elect Chairman, Vice Chairman & agree Committee membership. Review Governance Statement, Accounting Statement, Internal Audit Report & Annual Return. Review Standing Orders, Code of Conduct and Publication Scheme. Ratify Finance Committee decisions on Financial Regulations, Insurance policy, Risk Assessment & Asset Register
Tuesday	15 th May	6.00 pm	Allotments Committee	On-site	