Holme Valley Parish Council

Meeting Schedule- April 2024 to May 2025

MEETING SCHEDULE 2024-25 VERSION 5 approved 29-01-2024					
DATE	MEETING	TIME	CLERK		
QUARTER 2		<u>, </u>			
1 April 2024	Bank Holiday				
8 April	FREE FOR AGENDAS TO BE PREPARED				
15 April	Finance and Management Committee 1	1900HRS	RM		
22 April	Planning Committee 1	1900HRS	GS		
29 April	Staffing Committee 1	1900HRS	JM		
6 May	Bank Holiday				
13 May	HVPC ANNUAL COUNCIL 1	1900HRS	JM/RM/GS		
20 May	Planning Committee 2	1900HRS	GS		
27 May	Bank Holiday				
3 June	CACE Committee 1 (Q2)	1900HRS	GS		
10 June	Finance and Management Committee 2 AGAR	1900HRS	RM/JM		
17 June	Planning Committee 3	1900HRS	GS		
24 June	COUNCIL 2 AGAR	1900HRS	JM/RM		
QUARTER 3					
1 July					
8 July	Service Provision Committee 1 Q3 HONLEY LIBRARY	1900HRS	JM		
15 July	Planning Committee 4 HONLEY LIBRARY	1900HRS	GS		
22 July	Holiday	<u>'</u>			
29 July	Holiday				
5 August	Holiday				
12 August	Planning Committee 5	1900HRS	GS		
19 August	Finance and Management Committee 3	1900HRS	RM		
26 August	Bank Holiday				
2 September	FREE FOR AGENDAS TO BE PREPARED				
9 September	CACE Committee 2 (Q3) – preliminary budget 2025-26	1900HRS	GS/RM		
16 September	Planning Committee 6	1900HRS	GS		
23 September	Service Provision Committee 2 – grants (Q3)	1900HRS	JM		
30 September	Finance and Management Committee 4- grants	1900HRS	RM/JM		
QUARTER 4			,		
7 October	Planning Committee 7	1900HRS	GS		
14 October	FULL COUNCIL 3	1900HRS	JM/RM/GS		
21 October	Staffing Committee 2 - budget	1900HRS	JM		
28 October	Holiday	130011110	3101		
4 November	Service Provision Committee 3 (Q4) - budget	1900HRS	JM/RM		
11 November	Planning Committee 8 - budget	1900HRS	GS/RM		
18 November		1 =====================================			
25 November	CACE Committee 3 (Q4) – 2025-26 budget	1900HRS	GS		
2 December	Finance and Management Committee 5 – budget & precept	1900HRS	RM/JM		
9 December	Planning Committee 9	1900HRS	GS		
16 December	COUNCIL 4- budget	1900HRS	JM/RM/GS		
23 December	Holiday	25001110	111,111,33		
30 December	Holiday				

Agendas published on the Council Website three working days prior to the meeting. clerk@holmevalleyparishcouncil.gov.uk

Version 5: approved 29-1-2024

Holme Valley Parish Council

Meeting Schedule- April 2024 to May 2025

MEETING SCHEDULE 2024-25 VERSION 5 approved 29-01-2024					
DATE	MEETING	TIME	CLERK		
QUARTER 1					
6 January 2025	FREE FOR AGENDAS TO BE PREPARED				
13 January	Planning Committee 10	1900HRS	GS		
20 January	Staffing Committee 3	1900HRS	JM		
27 January	CACE Committee 4 (Q1)				
3 February	COUNCIL 5- precept	1900HRS	JM/RM/GS		
10 February	Planning Committee 11	1900HRS	GS		
17 February	Holiday				
24 February	Service Provision Committee 4 – Grants (Q1)	1900HRS	JM/RM		
3 March	Finance and Management Committee 6 - Grants	1900HRS	RM/JM		
10 March	CACE 5 (Q1)	1900HRS	GS		
17 March	FREE BEFORE COUNCIL				
24 March	Annual Parish Meeting COUNCIL 6 - grants	1900HRS	JM/RM/GS		
31 March	Planning Committee 12	1900HRS	GS		
QUARTER 2					
7 April	Holiday				
14 April	Holiday				
21 April	Bank Holiday				
28 April	Planning Committee 1	1900HRS	GS		
5 May	Bank Holiday				
12 May	FREE BEFORE COUNCIL				
19 May	ANNUAL COUNCIL (1)	1900HRS	JM/RM/GS		
26 May	Bank Holiday				

NOTES

Full agendas and papers for each meeting are published on the HVPC website 3 working days prior to the meeting. All meetings are public meetings – members of the public are welcome to attend. Every meeting begins with a public session where any member of the public can have up to 3 minutes to share information/comment. Contact the Clerk for more information.

Meetings are on Monday evenings and start at 7pm.

Meetings are in the Exhibition Room, Top Floor, Holmfirth Civic Hall, unless otherwise stated.

Meeting-free week before Full Council where possible to enable all previous meetings to be included in Council agenda. The week after a long holiday period should be a free week to allow agendas to be distributed.

Annual Parish Meeting (of electorate) to be held between 1 March and 1 June.

In an election year the Annual Council Meeting is to be held between 4 and 14 days after polling day.

Service Provision and Climate Action Communications and Engagement Committees meet 4 times a year; Planning meets every 4 weeks if possible; Staffing meets 3 times a year or as needed; Finance and Management and Full Council generally alternate month on month.

Meetings are clerked by the lead initials of officer(s) listed with any additional officer in attendance as indicated. JM=Mrs Jen McIntosh (Clerk); RM=Mr Rich McGill (Deputy Clerk/Responsible Financial Officer):GS=Mrs Gemma Sharp (Assistant Clerk).