

# Holme Valley Parish Council

## Meeting Schedule- April 2023 to May 2024

DATE	MEETING	TIME	CLERK
QUARTER 2			
3 April 2023	Holiday		
10 April	Bank Holiday		
17 April	Planning Committee 1	1900HRS	RM/GS
24 April	Finance and Management Committee 1	1900HRS	RM/JM
1 May	Bank Holiday		
8 May	Bank Holiday - Coronation		
15 May	<b>HVPC ANNUAL COUNCIL 1</b>	1900HRS	JM/RM/GS
22 May	Planning Committee 2	1900HRS	GS/RM
29 May	Holiday		
5 June	Service Provision Committee 1 Q2	1900HRS	JM
12 June	Finance and Management Committee 2 AGAR	1900HRS	RM
19 June	<i>FREE BEFORE COUNCIL</i>		
26 June	<b>COUNCIL 2 AGAR HONLEY LIBRARY</b>	1900HRS	JM/RM
QUARTER 3			
3 July	Planning Committee 3 HONLEY LIBRARY	1900HRS	GS
10 July	CACE Committee 1 (Q3)	1900HRS	JM/GS
17 July	Staffing Committee 1	1900HRS	JM
24 July	Holiday		
31 July	Holiday		
7 August	Holiday		
14 August	Planning Committee 4	1900HRS	GS
21 August	Finance and Management Committee 3	1900HRS	RM
28 August	Bank Holiday		
4 September	CACE Committee 2 (Q3)	1900HRS	JM
11 September	Planning Committee 5	1900HRS	RM
18 September	Service Provision Committee 2 – grants (Q3)	1900HRS	JM/RM
25 September	Finance and Management Committee 4- grants	1900HRS	RM/JM
QUARTER 4			
2 October	<i>FREE BEFORE COUNCIL</i>		
9 October	<b>FULL COUNCIL 3</b>	1900HRS	JM/RM
16 October	Planning Committee 6 - budget	1900HRS	GS/RM
23 October	CACE Committee 3 (Q4) - budget	1900HRS	GS/RM
30 October	Holiday		
6 November	Service Provision Committee 3 (Q4) - budget	1900HRS	JM/RM
13 November	Staffing Committee 2 - budget	1900HRS	JM
20 November	<i>FREE BEFORE F&amp;M - budget</i>		
27 November	Finance and Management Committee 5 - budget	1900HRS	RM/JM
4 December	Planning Committee 7	1900HRS	GS
11 December	<i>FREE BEFORE COUNCIL</i>		
18 December	<b>COUNCIL 4- budget</b>	1900HRS	JM/RM
25 December	Holiday		

Agendas published on the Council Website three working days prior to the meeting.

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**Version 4 APPROVED: 9 -10- 2023**

# Holme Valley Parish Council

## Meeting Schedule- April 2023 to May 2024

DATE	MEETING	TIME	CLERK
QUARTER 1			
1 January 2024	Bank Holiday		
8 January	Finance and Management Committee 6 - precept	1900HRS	RM/JM
15 January	Planning Committee 8	1900HRS	GS
22 January	FREE BEFORE COUNCIL		
29 January	<b>COUNCIL 5- precept</b>	1900HRS	JM/RM
5 February	Planning Committee 9	1900HRS	GS
12 February	Holiday		
19 February	Service Provision Committee 4 – Grants (Q1)	1900HRS	JM/RM
26 February	Finance and Management Committee 7 - Grants	1900HRS	RM/JM
4 March	CACE 4 (Q1)	1900HRS	GS
11 March	Planning Committee 10	1900HRS	GS
18 March	<b>Annual Parish Meeting COUNCIL 6 - grants</b>	1900HRS	JM/RM/GS
25 March	Holiday		
QUARTER 2			
1 April	Bank Holiday		
8 April	Planning Committee 1	1900HRS	GS
15 April	Staffing Committee 1	1900HRS	JM
22 April	Finance and Management Committee 1	1900HRS	RM
29 April	FREE BEFORE ANNUAL COUNCIL		
6 May	Bank Holiday		
13 May	<b>ANNUAL COUNCIL (1)</b>	1900HRS	JM/RM/GS
20 May	Planning Committee 2	1900HRS	GS

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 unless there are 2 meetings. Where there are two meetings the first starts at 6.30pm, the second at 8pm or when the previous meeting finishes.
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).

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