

Agenda item 10

To review the frequency of Full Council meetings in 2022/23

Cllr Williamson has prepared a schedule of meetings. The meetings in block yellow are the proposed omissions to consider.

Key Full Council meetings are as follows:

January	grants/budget/precept
March	SO/F Regs review/ Asset register valuation/ prep for Parish Meeting
May	ASM/Audit review/AGAR/Notice of Rights
July	pre summer break
September	post summer/start budget and strategic planning
November	pre Christmas break, budget strategy

There may need to be amendments made to the Financial Regulations for payments of bills etc to allow for longer gaps.

Environment and CIL meetings will need to be scheduled.

The aim is for majority of the council workload to be the responsibility of the individual committees.

Preparation time for a Full Council agenda takes approximately 3 hours, minutes take on average 4.5 hours to complete, the Clerk report an hour over the month, actions are dependent on agenda items but could also take several hours and the meeting itself which is on average 1.5 hours.

If four Full Council meetings are removed from the schedule this could save the Clerk approximately 10 hours per meeting which would be 40 hours in total, time for actioning items on the agenda is not included. This will allow the Clerk more time to work on the CIL and Environment issues.