

Wadhurst Parish Council

Procedure for Full Council and Committee Meetings 2019/20

| Clerk to request Agenda Items | Deadline for Agenda items | Agenda Preparation by Clerk & Chair | Agenda & Papers Posted & Circulated | Meeting Date |
|-------------------------------|---------------------------|-------------------------------------|--|---------------------|
| Monday September 2* | Wednesday September 4 | Thursday September 5 | All papers to be circulated must be received by 1500 on Friday September 6** Agenda Posted | September 12 |
| Friday September 20 | Wednesday September 25 | Thursday September 26 | All papers to be circulated must be received by 1500 on Friday September 27** Agenda Posted | October 3 |
| Friday October 25 | Wednesday October 30 | Thursday October 31 | All papers to be circulated must be received by 1500 on Friday November 1** Agenda Posted | November 7 |
| Friday November 22 | Wednesday November 27 | Thursday November 28 | All papers to be circulated must be received by 1500 on Friday November 29** Agenda Posted | December 5 |
| Friday December 27 | Thursday January 2*** | Thursday January 2 | All papers to be circulated must be received by 1500 on Friday January 3** Agenda Posted | January 9 |
| Friday January 24 | Wednesday January 29 | Thursday January 30 | All papers to be circulated must be received by 1500 on Friday January 31** Agenda Posted | February 6 |
| Friday February 21 | Wednesday February 26 | Thursday February 27 | All papers to be circulated must be received by 1500 on Friday February 28** Agenda Posted | March 5 |
| Friday March 20 | Wednesday March 25 | Thursday March 26 | All papers to be circulated must be received by 1500 on Friday March 27** Agenda Posted | April 2 |
| Friday May 1 | Wednesday May 5 | Thursday May 6 | All papers to be circulated must be received by 1500 on Friday May 8** Agenda Posted | May 14 |

* Request for Agenda papers not Friday August 30 due to Annual Leave

** Any papers received after 1500 on Fridays will not be circulated until the following Monday
All papers must be received by 1700 on the Wednesday prior to the Thursday of Full Council meetings to be circulated to Members and included in the pdf file. Any papers received after this deadline will not be circulated by the Clerk or permissible to be tabled at the meeting unless the matter is of an urgent nature and, if this is the case, it must be approved by the Clerk and Chair.

*** Thursday (not Wednesday) due to public holiday

All Committee meetings (other than Planning) will follow the same procedure. If agreed at Full Council a schedule will be prepared.

Planning Committee will remain the same i.e. Agenda is completed and posted on the Tuesday before the meeting on Saturday.