



GRENDON UNDERWOOD PARISH COUNCIL

All correspondence to the Parish Clerk on clerk.gupc@outlook.com
Tel: 0787 368 3043 Web Site: <https://www.gupc.org.uk/>

MEETING SCHEDULE 1st April 2023 – 31st March 2024

CD28.01

GENERAL PARISH COUNCIL MEETINGS are held on the FOURTH TUESDAY of MOST MONTHS.

AN ANNUAL PARISH COUNCIL MEETING will be called on the FOURTH TUESDAY in MAY.

AN ANNUAL PARISH MEETING will be called on the FOURTH TUESDAY in MAY [immediately prior to the Annual Parish Council Meeting].

Please note dates are subject to confirmation at the previous meeting and dates may change at short notice subject to holidays or unavoidable circumstances beyond the council's control.

Council may call extra-ordinary additional meetings at any time according to need arising.

Please check with a councillor or the council web site (as above) as Council can take no responsibility for consequences arising from new or changed dates.

KEY MEETING MILESTONES

10 days before a meeting – cut off for requests for clarification of Minutes of the previous meeting.

7 days before a meeting – cut off for requests to add Agenda items.

3 clear days before a general meeting - Agenda posted to the web site & village notice board.

7 clear days before an annual meeting - Agenda posted to the web site & village notice board.

THE MEETING HELD

3 clear days after a meeting – Approved minutes of previous meeting posted to web site & notice boards.

3 clear days after a meeting - Draft minutes of meeting posted to the web site & notice board.

YOU CAN REQUEST THIS DOCUMENT IN LARGE PRINT ON REQUEST TO YOUR COUNCILLOR

| Date | Meeting | Agenda Posted | Draft Minutes Posted |
|--------------------------------|-------------------------------|----------------------------|----------------------------|
| 25 th April 23 | Full General Meeting | 20 th April | 1 st May |
| 23 rd May 23 | Annual Parish Meeting | 15 th May | 27 th May |
| 23 rd May 23 | Annual Parish Council Meeting | 15 th May | 27 th May |
| 27 th June 23 | Full General Meeting | 22 nd June | 3 rd July |
| 25 th July 23 | Full General Meeting | 20 th July | 28 th July |
| August | No meeting | unless by agreement | - |
| 26 th September 23 | Full General Meeting | 21 st September | 29 th September |
| 24 th October 23 | Full General Meeting | 19 th October | 27 th October |
| 28 th November 23 | Full General Meeting | 22 nd November | 1 st December |
| December | No meeting | unless by agreement | - |
| 23 rd January 2024 | Full General Meeting | 18 th January | 26 th January |
| 27 th February 2024 | Full General Meeting | 22 nd February | 1 st March |
| 26 th March 2024 | Full General Meeting | 20 th March | 29 th March |