

Civic Calendar

Item	Purpose
	The public record of when and where the parish council will meet. This enables residents to know when they can attend and gives councillors the opportunity to reserve time in their diaries.
Legal basis	The Local Government Act 1972 (and Standing Order 16b) requires the council to give three clear days' notice of its public meetings.
Importance to you	<p>The parish council meets a minimum of ten times each year (except for August and December). You are required to attend every public meeting, and if you are unable to attend, then you must contact the Chair or Clerk beforehand to explain why. The minutes of the meeting will record your apologies, but not the reason for not attending (for example, if you cannot attend for health reasons, we would not publish this in the minutes)</p> <p>Publishing these dates in advance enables you to organise and manage your time to prepare for the meeting.</p> <p>If you are unable to attend a series of meetings, then the Local Government Act 1972 states that when a council member fails to attend any meeting for <i>six consecutive months</i> from the date of his last attendance, they cease to be a member of the authority, unless the Council accepts a reason for the failure to attend before the six months period expires.</p>
Key Points	<p>The calendar shows scheduled council meetings. However, the Chair may call an 'Extraordinary Public Meeting' outside of the published calendar if there is an important or critical need to meet. This can sometimes happen when there are urgent planning decisions to make. In these circumstances, the Clerk will try to set a date that is convenient to most councillors.</p> <p>Your attendance record is public information and is published annually as part of the Chair's annual report.</p>

Notes	
Accessibility	If you need this document in paper format, please contact the Clerk's Office
Reference	CD CQG Calendar
Prepared	18 Feb 2021

Calendar of meetings 2021

Public meetings of the parish council are held on the third Thursday of each month, except for August and December when there is no meeting. Any additional public meetings will be advertised on the parish notice boards, the council's website and Facebook page.

Jan 21 2021 Thu	Feb 18 2021 Thu	Mar 18 2021 Thu	Apr 15 2021 Thu
May 20 2021 Thu	Jun 17 2021 Thu	Jul 15 2021 Thu	Aug no meeting
Sep 16 2021 Thu	Oct 21 2021 Thu	Nov 18 2021 Thu	Dec no meeting
Annual parish Meeting Thursday 20 May 2021			

Meetings are held at Menheniot Old School PL14 3QS and start at 7.30pm. The building is accessible for wheelchair users.

Member of the public are welcome at Parish Council meetings, and can speak if they wish, during Public Participation, which is a 15 minute timeslot set aside at the start of the meeting. If you are unable to attend but wish to comment on the agenda, email the Clerk in advance and your comments will be included in the appropriate part of the discussion. You can download our quick guide to 'Attending a council meeting' from the council's website.

How do I know what is going to be discussed?

We publish the agenda of our public meetings at least three working days beforehand so you can see what we are discussing. You can read any documents that will be discussed at the meeting by visiting the website. Search online for 'Menheniot Parish Council' and follow the links to 'The Council' then 'Meetings'.

How do I know what has happened during a meeting?

We publish minutes of all our public meetings within two weeks of the meeting itself. You can always find a copy on display on the parish noticeboards. Copies of the full minutes from each meeting are available on the website or from Parish Clerk.

Impact of Covid-19

Government regulations in force at the time of publication may restrict the format of public meetings. Please check the latest agenda for details of how and where meetings will be held. There will always be an opportunity for residents to participate in public meetings.

Approved: 19 November 2020