

## **GODALMING TOWN COUNCIL**

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7 January 2023

**ADDITIONAL AGENDA ITEM** to be considered at the POLICY & MANAGEMENT COMMITTEE Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 12 JANUARY 2023.

Andy Jeffery  
Town Clerk

### 19A. AMENDMENT TO THE SCHEDULE OF MEETINGS – ITEM FOR DECISION

**Recommendation: Members to resolve to agree to:**

- a. **amend the 2022/23 Schedule of Meetings to move the Annual Town Meeting from 23 March to 16 March 2023;**
- b. **amend the 2022/23 Schedule of Meetings to move the meetings of the Environment & Planning Committee and Policy & Management Committee from 16 March to 23 March 2023;**
- c. **amend the 2023/24 Schedule of Meeting to ensure that the Annual Town Meeting is held in calendar week 11; and**
- d. **future Annual Town Meetings to be scheduled for calendar week number 11.**

As required by The Local Government Act 1972, Schedule 12, Part III, Section 14, the Annual Town Meeting must be held between 1 March and 1 June each year. Whilst the Annual Town Meeting can be held after the end of the current civic year, traditionally GTC has arranged for the meeting to be held before the Annual Meeting of the Council; this arrangement allows for the Mayor who has been in post for the majority of the period reported in the Annual Report (which is presented at the Annual Town Meeting) to Chair the meeting.

This year's Annual Town Meeting is scheduled for 23 March 2023, however, with local elections scheduled for 4 May 2023, it means that the Annual Town Meeting would be held during the pre-election (purdah) period that starts on 22 March 2023.

Advice received recommends that the Annual Town Meeting should not be held during the pre-election period.

Local elections are normally held in calendar week 18 (first week in May), as such it is suggested that the 2023 and all subsequent Annual Town Meetings be held during calendar week 11, thus avoiding the pre-election period.

The recommendations above, are to amend the current published Schedule of Meetings and to provide guidance for future arrangements.