

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

The parish council meets in public in St Keyne Village Hall or Trewidland Village Hall on the second Tuesday of each month, except for August and December. Member of the public are welcome at Parish Council meetings, and can speak, if they wish, during Public Participation. And 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. The shaded box indicates a meeting at Trewidland; the clear boxes are for meetings held in St Keyne.

Jan 12 2021 Tue	Feb 9 2021 Tue	Mar 9 2021 Tue	Apr 13 2021 Tue
May 18 2021 Tue	Jun 8 2021 Tue	Jul 13 2021 Tue	Aug no meeting
Sep 14 2021 Tue	Oct 12 2021 Tue	Nov 9 2021 Tue	Dec no meeting
Annual Parish Meeting to be agreed			

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 'St Keyne Parish Council' and follow the links to Parish Council Documents.

Residents are always welcome to attend public meetings as observers or to take part. There's no need to give notice, but if you are attending and want to comment on any of the items on the agenda or raise an issue with the councillors, time is set aside at the start of every meeting for you to speak.

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 noticeboard. 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.

March 2021