

## Quick Briefing: Public Meeting Location

### 1.0 Background

1.1 At their public meeting held on 10 November 2020, councillors agreed to maintain is calendar of public meetings on the second Tuesday of each month. Meetings are usually held in the Village Hall at St Keyne, except for August and December. Councillors are being asked to agree a new schedule that will allocate meetings between the village halls at St Keyne and Trewidland.

1.2 Both halls offer similar facilities – they are accessible, spacious, heated and enable us to group tables and chairs together and hold a public meeting that complies with your Standing Orders.

You can view their facilities here:

<https://stkeynevillagehall.org.uk/>

<https://trewidlandhall.wixsite.com/thevillagehall>

### 2.0 Meeting dates

2.1 Although it is not yet possible to hold public meetings in real life, we need to plan ahead for when it is possible and decide which meetings will be held in what location. The new parish will be warded and councillors will be allocated with 5 in St Keyne and 4 in Trewidland. This reflects the size of the electorate in each ward. It makes sense to divide your public meetings between the two locations. This note suggests what you might consider when deciding where to hold your meetings.

2.2 Latest information from Dobwalls & Trewidland Parish Council is that of the past 12 meetings held in real life, 9 have been in Dobwalls and 3 in Trewidland.

### 3.0 Recommendations

Because St Keyne has the slightly larger population, suggest that your principal annual meetings are held in its village hall for 2021, and the remainder divided between St Keyne and Trewidland. That is:

Meeting date 2021-22	Meeting	Location
11 May 2021	Annual Meeting of the new Parish Council	St Keyne
27 May 2021	Annual Parish Meeting of the new council	St Keyne
8 Jun 2021	Signing off the annual audit	St Keyne
13 Jul 2021	Public meeting	Trewidland
14 Sep 2021	Public meeting	Trewidland
12 Oct 2021	Public meeting	St Keyne
9 Nov 2021	Budget and precept setting	St Keyne
11 Jan 2022	Public meeting	Trewidland
8 Feb 2022	Public meeting	St Keyne
8 Mar 2022	Public meeting	Trewidland
12 Apr 2022	Public meeting	St Keyne

3.1 For the civic year 2021/22 (May 2021-April 2022, this would mean that of the 10 meetings scheduled, 6 would be held in St Keyne and 4 in Trewidland. (The Annual Parish Meeting is not a council meeting). Councillors would be free to allocate any Extraordinary Public Meetings at either location.

3.2 Provision has been made in the 2021/22 Budget for expenses to reimburse councillors travelling from St Keyne to Trewidland.

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