West Horsley Parish Council

Appendix 18: Proposed Clerks' Meeting and Community Drop-In Dates to End of Year

The Clerks' meetings will now take place on the first Wednesday of the month (or a Wednesday close to the 1st of the month) and the day after the Full Council meeting. This will allow the Clerks to go through the draft minutes and log separately which Committee / Task Group / Clerk will be responsible for each action discussed at the meeting.

- Dates have been adjusted to allow for the Clerks' annual leave in July and August.*
- Meetings will continue to take place on Wednesdays, 9.30-12.30 in the Rubin Room.
- The Clerks would encourage Councillors to drop in on any session to discuss any ongoing matters (prior arrangement not necessary but advisable).
- Volunteers to host a Community Drop-In session are requested.

Date	**Activity**
Wed 22nd June	
Wed 6th July	*Community Drop-In*
Wed 13th July	- Clerk handover to Deputy
Wed 3rd August	- Debrief
Wed 17th August	- Deputy handover to Clerk
Thu 1st September	- Debrief
Wed 21st September	
Wed 5th October	*Community Drop-In*
Wed 19th October	
Wed 2nd November	*Community Drop-In*
Wed 16th November	
Wed 30 November	*Community Drop-In*
Wed 14th December	

* Holiday Dates:

- Clerk: 17-29 July incl.
- Deputy Clerk: 20-30 August incl.

Prepared by the Clerk, 13/06/22