

Madeley Parish Council Policy: Calling of Committee Meetings

Adopted: 1st August 2024

Scope of Policy:

This policy states the process and procedure agreed by Madeley Parish Council for the calling of and arrangement of Parish Council Committee meetings and should be read in conjunction with the Parish Council's Standing Orders.

Who may Call a Committee Meeting:

A Committee Meeting may be called by the Chair of the Committee or the Clerk upon the receipt of a written request made by two Committee members.

When Meetings will be held:

The date of any committee meeting can be agreed at the end of any meeting of that committee or called for by the Clerk or Chair, under the above procedure (Who may Call a Committee Meeting).

If a committee meeting is requested under the above procedure the requestor must provide a minimum of 3 potential dates for the meeting. A period of 1 week will be given for Councillors to agree a suitable date. If no date is agreed during that period the requestor can call a meeting of the committee on any date, but not one which has already been proposed and not agreed.

Five clear days notice of any meeting called must be given.

The committee meeting would then take place on that date, subject to the meeting being quorate (not less than 3).

How Meetings are held:

Meetings can be held in person or remotely or a combination of the two. All committee members must be given the option of attending any committee meeting held in person or remotely.