



**HAYWARDS HEATH
TOWN COUNCIL**

Town Hall 40 Boltro Road, Haywards Heath West
Sussex, RH16 1BA
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7th May 2024

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 13th May 2024** in the Council Chamber, 40 Boltro Road, Haywards Heath at 7.30pm when the following business will be transacted.

Yours sincerely
Steve Trice
Town Clerk

A G E N D A

1. Town Council Prayer
This will include a minute's silence to mark the passing of Reverend Ray Smith the former Rector to St Wilfrids Church who has recently passed away.
2. To elect a Town Mayor for the Council year 2024/2025.
(The Town Mayor to make Declaration of Acceptance of Office.)
3. To note any apologies for absence.
4. Public Forum - *Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. Notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.*
5. To appoint a Deputy to the Town Mayor for the Council year 2024/2025. (The Deputy Town Mayor to make Declaration of Acceptance of Office.) (pages 4 – 6)
6. To appoint the Town Council's Leader for the Council year 2024/2025.
7. To appoint the Town Council's Deputy Leader for the Council year 2024/2025.
8. To confirm Committee membership for the Council year 2024/2025. (To be tabled at the meeting)
 - (a) Environment & General Purposes Committee (8)
 - (b) Planning Committee (8)
 - (c) Policy & Finance Committee (8)
9. To confirm appointments of Committee Chairman and Vice Chairman for the Council year 2024/2025. (To be tabled at the meeting)
 - (a) Environment & General Purposes Committee Chairman
 - (b) Environment & General Purposes Committee Vice Chairman
 - (c) Planning Committee Chairman
 - (d) Planning Committee Vice Chairman

- (e) Policy & Finance Committee Chairman
- (f) Policy & Finance Committee Vice Chairman

10. To confirm membership of the following Working Groups/Party for 2024/2025. (To be tabled at the meeting)

- (a) Haywards Heath in Bloom (1)
- (b) Communications and IT Working Group (5)
- (c) Planning/Consultation Working Group (5)
- (d) Staff Working Party (5)
- (e) Chairman's Working Group (5)
- (f) 2024/2025 Working Group (4)
- (g) Environment Working Group (5)
- (h) Active Haywards Heath Active (1)

11. To confirm Council representatives on the following outside bodies for 2024/2025. (To be tabled at the meeting)

- (a) Mid Sussex Association of Local Councils and West Sussex Association of Local Councils (2) including formal voting rights.
- (b) Mid Sussex Association of Town Councils (4)
- (c) Haywards Heath Twinning Association (1)
- (d) Blunts/Paiges Meadow Reserve and Scrase Valley Reserve (2)
- (e) Ashenground Park & Bolnore Open Spaces Steering Group (2)
- (f) Woodside Pavilion Management Committee (1)
- (g) Haywards Heath Business Association (1)
- (h) Haywards Heath Town Team (1)
- (i) Burgess Hill Northern Arc Liaison Group (1)
- (j) Mid Sussex Cycle Forum (2)
- (k) Clair Hall working group (4)
- (l) Bentswood Hub (1)
- (m) Mid Sussex Voluntary Action (1)

12. To receive Declarations of Interest (Personal, or Pecuniary Interest) from Members in respect of any matter on the agenda.

13. To confirm the Minutes of the Meeting of the Council held on 8th April 2024.
(Pages 7 - 9)

14. To dispose of any business outstanding from the last meeting.

15. To note the Mayor's List of Engagements and any announcements. (Page 10)

16. To receive for noting the Resolutions of the following Committees. (Page 11)

- a) Planning Committee held on the 15th April 2024
MINS. 139 - 147

- b) Planning Committee held on the 7th May 2024
MINS. 148 -158

- c) Environment and General Purposes Committee held on the 22nd April 2024
MINS. 64 -74.

- d) Policy and Finance Committee – No meeting held.

17. To undertake the annual review of the Council's Standing Orders and Financial Regulations. (Page 12).
18. To undertake the annual review of the Councillor's Code of Conduct. (Page 13-14).
19. To receive the calendar of Town Council committee meetings for 2024/2025 and start times of meeting. (Pages 15-16).
20. To consider any urgent items the Mayor has received.
21. To consider exclusion of Public and Press.
Members are asked to consider **RESOLVING** to exclude the press and the public, under the Public Bodies (Admission to Meetings) Act 1960 and section 100-102 of the Local Government Act 1972. To consider a confidential matter relating to the submission of a councillor motion regarding the consideration of a Code of Conduct complaint being made to the Monitoring Officer at Mid Sussex District Council.

*'During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.'*

Town Mayor Cllr Stephanie Inglesfield

Town Clerk Mr Steven Trice

Committee Meeting: Annual Meeting of Haywards Heath Town Council

Report of: Town Clerk

Date: 13th May 2024

Subject: Appointment of Deputy Mayor, Leader, Deputy Leader and Committee Membership 2024 - 2025

Purpose of Report:

1. The purpose of this report is to enable Members to consider nominations for the Membership of Council Committees and official individual appointments for the forthcoming Council year 2024 - 2025.

Summary:

2. Members are firstly asked to agree the appointment of the Deputy Mayor, Leader of the Council and Deputy Leader of the Council for the 2024 – 2025 Council year. Members will then be required to agree to the Council's committee membership, working party/group membership and representation on outside bodies as laid out in this report including new positions that have been developed. Members will also be asked to appoint a Chairman and Vice Chairman for the Council's Planning Committee, Policy and Finance Committee and the Environment and General Purposes Committee.

Recommendation(s):

Members are recommended to nominate and agree the membership of the Council's Standing Committees, working groups/parties and make the individual appointments laid out in the background of this report;

- (a) **Appoint the Deputy Mayor for 2024 - 2025;**
- (b) **Appoint the Leader of the Council for 2024- 2025;**
- (c) **Appoint the Deputy Leader of the Council for 2024 - 2025;**
- (d) **Agree to the membership of the Council's Environment and General Purposes Committee, Planning Committee and Policy and Finance Committee and for 2024 - 2025;**
- (e) **Agree to each of the Committee's Chairman and Vice Chairman;**
- (f) **Agree the membership of the Council's working parties/groups;**
- (g) **Agree to the appointment of Members to represent the Council on outside bodies.**

Background

3. **Town Mayor 2024– 2025** will have been appointed under **item 2 of the agenda** and duly will have made their Declaration of Office.

4. **Deputy Mayor 2024 – 2025 (Agenda front sheet item 5)**

Nominations are sought to represent the Council on the following outside bodies.

- (a) Mid Sussex Association of Local Councils and West Sussex Association of Local Councils (2) these appointments will allow both representative to have voting rights on behalf of the Town Council.
- (b) Mid Sussex Association of Town Councils (4) (Mayor, Leader, Chair of P and F plus 1, which should be from the minority party).
- (c) Haywards Heath Twinning Association (1)
- (d) Blunts/Paiges Meadow Reserve and Scrase Valley Reserve (2)
- (e) Ashenground Park & Bolnore Open Spaces Steering Group (2)
- (f) Woodside Pavilion Management Committee (1)
- (g) Haywards Heath Business Association (1)
- (h) Haywards Heath Town Team (1)
- (i) Burgess Hill Northern Arc Liaison Group (1)
- (j) Mid Sussex Cycle Forum (2)
- (k) Clair Hall working group (4)
- (l) Bentswood Hub (1)
- (m) Mid Sussex Voluntary Action (1)

11. Please note - If there are more nominations for a committee, appointment or working group than is allowed by Standing Orders on the evening, Members will vote by a show of hands, which will be recorded by the Town Clerk. All placements must be filled.

Town Clerk

**HAYWARDS HEATH TOWN COUNCIL
MEETING OF HAYWARDS HEATH TOWN COUNCIL
Minutes of the meeting held on Monday 8th April 2024**

**Councillors: Abdul Bashar
Nick Chapman
Anne-Marie Cooke
Rachel Cromie
Sandy Ellis
Stephanie Inglesfield
Barbara King
Anne-Marie Lucraft
Paul Lucraft
Allan Murray
Deanna Nicholson
Alison Rees
Duncan Pascoe
Anthony Platts
Sinead Walsh
Leila Wilson ****

Apologies Absent***

Also present: Town Clerk, Committee Clerk and Ruth Rabet from the Hidden Disabilities (Sunflower) Initiative.
Cllr S Wickremaratchi was also in attendance.

Before the meeting commenced Members received a presentation on the works of the Hidden Disabilities (Sunflower) Scheme.

Mrs Rabet gave an overview of the initiative and said how delighted she was that the Town Council were supporting the initiative.

She explained the initiative was set up in 2016 and that the sunflower was optional to wear. The Sunflower is now in 50 countries, with 5.6 million lanyards in use. There are currently 1 billion people worldwide with hidden disabilities.

Window stickers are available to show that staff are sunflower trained and support the initiative. Sitting alongside the sunflower lanyards are white lanyards which can be worn to show support.

Members thanked Mrs Rabet for her attendance and agreed that the Town Council look forward to working with the organisation in the future.

77.Moment of Reflection

The Town Mayor lead Members in a moment of reflection before the meeting commenced.

78.Apologies

The following apologies were noted:

Member	Reason for Absence
Cllr L Wilson	Personal Commitment

79.Public Forum

There were no members of the public in attendance.

69.Minutes

The Minutes of the Full Council Meeting of the Council held on 29th January 2024, were taken as read, confirmed as true and duly signed by the Mayor.

Cllr Bashar left the meeting 07.47pm

80.Declarations of Interest.

Cllr Cromie declared an interest in Item 11 as she is a director of the Bentswood Hub CIC.

81.To Dispose of any Business Outstanding from the Last Meeting.

There was no outstanding business.

82.Mayor's Engagements and Announcements.

The Town Mayor Cllr Inglesfield presented her list of engagements which were noted by the Council.

She thanked the Deputy Mayor for attending a community event at Howdens Insurance and supporting the Royal Voluntary Service at the Orchards Shopping Centre. The Deputy Mayor along with the Clerk attended the Haywards Heath Business Association event.

Some highlights from the engagements were attending the Mid Sussex Older Peoples Organisations Tea party and the Dame Vera Lynn Childrens Charity in Cuckfield where the Mayor met the staff and families, learning more about the charities work.

The Mayor was fascinated by the Adelphi Group of Company's 'Let's Go Net Zero' noting how genuinely committed to the cause they were.

The Mayor thanked all for attending the recent 'Back to the 80's' charity event. She thanked all who helped and volunteered on the night with special thanks to the Town Clerk and the Mayors PA. The event raised £3500 for the Mayors chosen charity 'Time for Children'.

Cllr Bashar returned to the meeting at 07.52pm

83.To receive resolutions of the following Committees:

(i) Planning Committee - MINS. 110-138

The resolutions of the Planning Committees held on 12th February 2024 - Minutes 110-120, Planning Committee held on 4th March 2024 - Minutes 121-129, and Planning Committee held on 25th March 2024 - Minutes 130-138. were noted without discussion by the council.

(ii) Environment & General Purposes Committee - MINS. 51-63

The resolutions of the Environment & General Purposes Committee, held on 26th February 2024 - Minutes 51-63. were noted without discussion by the Council.

(iii) Policy & Finance Committee- MINS. 63-77

The resolutions of the Policy & Finance Committee, held on 18th March 2024 - Minutes 63-77 were noted without discussion by the Council.

84.To consider the review of the Town Councils Equality and Diversity Policy

Cllr AM Lucraft said that the Policy should be taken first to the Policy and Finance Committee for discussion before consideration at Full Council. Cllr Ellis agreed with this statement.

Members **RESOLVED** to defer review of the Equality and Diversity Policy to the next Policy and Finance Committee Meeting.

85. To consider a funding request from Haywards Heath Business Association

The Town Clerk referred to his report. Members were asked to consider a request for £1200 towards the set-up costs of a customer relations management system. The Clerk advised that although this request would usually go to the Policy and Finance Committee for approval the HHBA were working to a tight timescale.

Cllr P Lucraft said he would like to support the approval of funds, saying the Business Association did good work reaching out to the Haywards Heath Community, he thought the request was in line with the Town Councils Grants Criteria.

Cllr Ellis also agreed to support the request and asked if members could receive an update from members with statutory observer roles on the HHBA.

Cllr Nicholson asked if it was usual for the Town Council to support businesses and asked what the benefits were for residents.

Cllr P Lucraft explained that the HHBA provide helpful community input and are trying to bring more investment and jobs into the area.

Cllr King asked about the governance of the HHBA, the Town Clerk explained that he and Cllrs Bashar and P Lucraft sit on the panel in statutory observer roles regularly attending meetings. A service level agreement would be put in place if funding is approved.

Cllr AM Lucraft thought that this may be a good opportunity to promote the Hidden Disabilities (Sunflower) Initiative.

After consideration:

Members unanimously **RESOLVED to award £1000 to be taken from the grants budget.**

86. To consider the adoption of a Town Council Social Media Policy.

Without comment.

Members **RESOLVED** to review the new Social Media Policy at the next Policy and Finance Committee meeting.

87. To consider and note the recent increase in the National Minimum and Living Wage.

Members NOTED the report.

88. To consider any urgent items, the Mayor has received.

The Mayor Congratulated the Deputy Mayor on his recent marriage.

The Clerk reminded members about the Annual Town Meeting on the 29th of April commencing at 7.30pm.

Meeting Closed at 08.20PM

Mayor's Engagements
21 March 2024 – 8 May 2024

On 25th March, the Mayor attended a Dame Vera Lynn fundraising event at Martlet Manor Care Home, with an Easter theme.

On 29th March, the Mayor attended the annual Haywards Heath Lions Club Good Friday Swimathon, which raised almost £20,000, with half the proceeds going to the Mayor's Charity.

On Saturday 30th March, the Mayor attended the official opening of 'Simmo's Café' at Haywards Heath Town Football Club.

Also on Saturday 30th March, the Mayor attended the opening of a new display on "Railway Women" at the Bluebell Railway Museum at Sheffield Park. The Mayor also travelled on the Bluebell Railway as part of this event.

Additionally on the evening of Saturday 30th March, the Mayor attended the HHTFC game to continue her support for the local team.

On Saturday 6th April, the Mayor attended the Haywards Heath Horticultural Society Spring Show at Centenary Hall, awarding prizes to the winners.

On 10th April, the Mayor and P.A. attended a meeting with Mike Oliver to discuss Mike's community involvements as part of the Rotary, the Haywards Heath Bike Ride aims and sponsorship opportunities.

On Sunday 14th April, the Mayor attended a concert at Ardingly College Chapel as Ardingly Choral Society put on a concert for the Mayor's Charity.

From 18th to 27th April, the Mayor was on annual leave.

On 25th April, the Deputy Mayor joined Good Neighbours CARE for a morning of volunteering to help the community.

On 29th April, the Mayor attended a special Centenary party at the Goldbridge Care Home for four of its residents who turned 100!

Additionally on the evening of 29th April, the Mayor and Deputy Mayor attended the Town Meeting for Haywards Heath, where the Mayor spoke and handed out prizes to the winners of the first Haywards Heath Town Council Community Awards.

On 3rd May, the Deputy Mayor attended a special reception for supporters of the Dame Vera Lynn Children's Charity at Lambeth Palace.

On Saturday 4th May, the Mayor attended a special 100th swap event for Share Haywards Heath at the Lindfield Scouts Hut.

On Saturday 4th May, the Deputy Mayor joined in with the Bentswood Youth Club members to litter pick in Scrase Valley and Barn Cottage Green.

On Sunday 5th May, the Mayor and Deputy Mayor attended the Haywards Heath section of the Mid Sussex Marathon, handing out medals to the participants and the Mayor awarding cups to the winners.

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk

Date: 13th May 2024

Subject: Minutes of Committee Meetings

Purpose of Report:

1. The purpose of this report is for Members to receive and adopt the resolutions of the Council's standing committees.

Summary:

2. The Committee Chairmen will each move for noting their relevant Committee meeting resolutions. These resolutions relate to the Planning Committee held on the 15th April 2024 - **Minutes 139-147**, Planning Committee held on the 7th May 2024 - **Minutes 148-158**. Environment and General Purposes Committee held on 22nd April 2024 - **Minutes 64-74**. Policy and Finance Committees no meeting held.

Members are recommended to;

(a) Adopt the resolutions of the Council's standing Committees as laid out under points 3, 4, 5 and 6 and of this report.

3. Planning Committee, 15th April 2024 - **Minutes 139-147 resolutions;**
Nothing to report other than the planning application comments.
4. Planning Committee, 7th May 2024 - **Minutes 148-158 resolutions;**
Nothing to report other than the planning application comments.
5. Environment and General Purposes Committee 22nd April 2024 - **Minutes 64-74 resolutions;**

MIN 71. – Councillor motion, Weald to Waves Project. Resolution to; Members RESOLVED to form a working group and report back at the next E & GP meeting.

MIN 72. – Resolution to; Members Resolved that the board should be approached to decide upon a chairman, with Active Haywards Heath becoming more community led.
6. Policy & Finance Committee no meeting to report.

Town Clerk

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk
Date: 13th May 2024
Subject: Review of Standing Orders

Purpose of Report:

1. The purpose of this report is for Members to review the Council's standing orders.

Summary:

2. The Town Council's Standing Orders and Financial Regulations regulate the actions of the Council as a corporate body, the Members of the Council and its staff. The document also governs the financial processes of the Council and its functions. The document is now due for its annual review.

Recommendation(s):

Members are recommended to review the Council's Standing Orders, and Financial Regulations (subject to further review in June) and adopt the document with amendments if required, that are lawful, for the Council year 2024 – 2025.

Background:

3. The Town Council's Standing Orders and Financial Regulations, need to be reviewed annually on the advice of the Internal Auditor. It is normal practise and advised to do this at the Annual Council meeting.
4. Members may wish to note the following points to help them in reviewing the document.
 - Review the level of authorised expenditure under point 49.
 - Review the Town Council's procurement processes.
 - Note the delegated authority of the Town Clerk (pages 22-23).
5. Members may wish to note that the Town Clerk has looked at the National Association of Local Council (NALC) Model Standing Orders and feels that the Town Council's current document covers everything and is more user friendly. Notwithstanding this, the Town Council's document is based upon this model and has been reviewed with no concerns being raised by the Internal Auditor. Please also note that the Council does not have to adopt the NALC Standing Orders. If Members are interested in looking at the NALC document, please visit the Sussex Association of Local Council's website <http://www.sussexalc.org.uk> and refer to the reference documents page of the website. **This document can be found on the policies pages of this website.**
6. One further point of note is that NALC published new model Financial Regulations with the last week. There has not been time to consider the document so any implications and changes will be considered by the Policy and Finance Committee. **Town Clerk**

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk
Date: 13th May 2024
Subject: Councillors Code of Conduct

Purpose of Report

1. The purpose of this report is for Members to consider a governing document of the Town Council

Summary:

2. The following report asks for Councillors to review the Council's Code of Conduct, that is in line with the Local Government Association Model Code of Conduct, which sets out rules to govern the behaviour of Councillors.

Recommendations;

Adopt the Councillors Code of Conduct as presented.

Background:

3. Local Authorities are required to adopt a Councillors Code of Conduct which sets out rules governing the behaviour of their Councillors and satisfies the requirements of the Localism Act 2011. All elected, co-opted and independent Members of local authorities, including Town and Parish Councils, are required to abide by their own, formally adopted, Code of Conduct.
4. The Code of Conduct seeks to ensure that Members observe the highest standards of conduct in their civic role. The Code is intended to be consistent with the seven principles of public life:
 - a) **Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
 - b) **Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
 - c) **Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards or benefits, holders of public office should make choices on merit.
 - d) **Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
 - e) **Openness** - Holders of public office should be as open as possible about the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

- f) **Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
 - g) **Leadership** - Holders of public office should promote and support these principles by leadership and by example, and should act in a way that secures or preserves public confidence.
5. The actions of a Town Councillor, if reported to have broken the adopted Code of Conduct, is firstly brought to the Town Clerk's attention and then passed on to the Monitoring Officer at Mid Sussex District Council who is the Solicitor to the Council, under the name of the Town Mayor (as recommended by Committee of Standards in Public Life).
 6. It is then discussed with one of the independent persons nominated by Mid Sussex District Council and if they think there is a potential breach of the Councillors Code of Conduct it goes to an assessment sub-committee. If they believe there is a potential breach of the Code of Conduct, they will ask whether it is in the public interest for an independent report to be prepared at public expense. That report is prepared by an independent investigator. If the report discloses a breach of the code it goes to a Hearings Sub-Committee who decide whether or not there has been a breach and if so what penalty to impose. They no longer have power to suspend or disqualify. In limited circumstances there is the possibility of a prosecution with leave of the Director of Public Prosecutions (DPP) but there have only been three in the last six years. Someone aggrieved by this process can challenge by way of Judicial Review on a point of law in the High Court.
 7. Mid Sussex District Council have also adopted the Local Government Code of Conduct as have West Sussex County Council. It is sensible to have the same code across all three tiers of local authorities so that any breach can be considered on the same basis. It may also be that the Councillor in question may be a Councillor of two or all three authorities thus making Code of Conduct investigations and proceeding easier to administer.
 8. The Town Council cannot discipline or sanction Councillors from within. This was tested in case law by the findings of the case of R (Harvey) v Ledbury Town Council and Hertfordshire County Council in 2018 where Ledbury Town Council were deemed to be acting outside of their authority by suspending R. Havery as a Councillor.
 9. As a result of the above, the Code of Conduct as presented is recommended to be continued to be adopted.
 10. **This document can be found on the policies pages of this website.**

Town Clerk

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk
Date: 13th May 2024
Subject: Council Committee Timetable 2024 - 2025

Purpose of Report:

1. The purpose of this report is for Members to consider and agree the Council's committee timetable.

Summary:

2. Members will find attached the proposed calendar of meetings for the 2024 - 2025 Council year for approval and a suggested date for the 2025 Annual Town Meeting.

Recommendation(s):

- (a) **Formally agree the timetable of Council meetings for the next Council year 2024 - 2025.**
- (b) **Consider the start time of Standing Committee and Full Council meetings.**

Background:

2. This report is presented in line with the view of the Policy and Finance Committee in January 2024, which was where the Committee agreed meeting times and dates for 2024/2025.
3. The Council's meeting timetable is set on an annual basis, please note the following issues, which have directed the production of the timetable attached.
 - Six Full Council meetings have been programmed for the year. These meetings will be serviced by one Policy and Finance meeting, one Environment and General Purposes meeting and three Planning meetings. Extra-ordinary meetings are of course available if required.
 - Planning meetings have been set on a three-weekly basis to ensure comments are made within the statutory timescale for response as required by Mid Sussex District Council. Please note that to accommodate such Planning meetings will be held on Tuesday 28th May 2024 and 22nd April 2025 to accommodate bank holidays.
 - It is suggested that the 2025 Town Meeting be held on the 28th April 2025.

5. The normal start times for all meeting is 7.30pm. If Members wish to consider an earlier start time, such as 6.30pm or 7.00pm for some or all of meeting then this will need to be resolved by the Council.

Town Clerk

CALENDAR OF MEETINGS 2024 - 2025

Meeting of the Council		Planning Committee		Environment & General Purposes		Policy & Finance Committee		Town Meeting		Bank Holidays	
May											
S	M	T	W	T	F	S					
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12	13	14	15	16	17	18					
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26	27	28	29	30	31						
June											
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July											
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August											
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December											
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January											
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April											
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