

Report 25.095 - Corporate Calendar

Author: Cllr. Lesley Waller

Corporate Calendar for Laverstock and Ford Parish Council

A corporate calendar for a parish council would typically outline key dates and events throughout the year, ensuring smooth operations and compliance. It would include meeting schedules, financial deadlines, and other important activities.

This corporate calendar offers numerous benefits to members, primarily improving organization, communication, and efficiency. It helps members stay informed about important events, deadlines, and meeting schedules, leading to better preparedness and participation.

However, the focus on deadlines and structure may overshadow the importance of community engagement and responsiveness to local issues.

It is therefore important to ensure that the procedure does not lead to rigid structures which might make it difficult to accommodate unexpected or urgent events.

Specific advantages include:

- **Improved Organization:**

A centralized calendar ensures that all important dates and events are readily accessible, reducing the risk of missed deadlines or forgetting important meetings.

- **Enhanced Communication:**

Members can easily stay updated on upcoming events, ensuring they are informed and can participate actively in council decisions.

- **Streamlined Planning:**

The calendar can serve as a central hub for planning and organizing council activities, making it easier to manage budgets, resources, and projects.

- **Better Engagement:**

By providing a clear overview of council activities, the calendar encourages greater engagement from members, allowing them to be more involved in the decision-making process.

- **Reduced Confusion and Errors:**

A shared calendar reduces the likelihood of scheduling conflicts or misunderstandings among members.

- **What would be included:**

These could include dates for the budget planning, agreeing budget and precept, the Annual Parish Meetings, Annual Meeting of Parish Council (election of officers) Appointment of councillor roles and responsibilities, Policy reviews, Remembrance, Community Consultations, meetings with other agencies (Police) etc.

The list once developed will serve as an annual management tool for the Parish Council. This could be included on the agenda for the General Purposes and

Finance Committee so that appropriate planning actions can be taken including publicity.

In essence, a well-maintained corporate calendar empowers parish council members to be more informed, efficient, and engaged, ultimately contributing to a more effective and responsive council.

The BUTS.

Whilst a corporate calendar can offer benefits in terms of organization and efficiency, it's crucial to consider how it might impact the council's ability to respond to local/urgent needs and maintain a strong relationship with the community.

It's important for councils to find a balance between a structured approach and the flexibility needed to address the specific needs of their local area and their members.

RECOMMENDATIONS:

That Laverstock and Ford Parish Council develop a draft Annual Calendar for approval at the next Parish Council meeting.

That future meetings of the FP&F include the Corporate Calendar on their Agendas.