

Calendar of Meetings, Briefings and Events 2023 - 2024

<i>Colour Key</i>	Bank Holiday	No Scheduled meeting	Civic and Events Officer event	Community Development Officer Event
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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
1st	May	2023	Monday	<i>Bank holiday Early May</i>				
4th	May	2023	Thursday	Elections				
6th	May	2023	Saturday		Coronation Celebrations		TBC	Civic and Events Manager
8th	May	2023	Monday	Bank Holiday (Coronation)				
9th	May	2023	Tuesday	<i>Leaders Briefing</i>		Virtual meeting via Teams	3pm	<i>Town Clerk</i>
11th	May	2023	Thursday	Councillors 'Meet and Greet'		Council Chamber	6pm	

Meetings, briefings, events and training sessions may be subject to change, please check the website and social media for updates.

Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
15th	May	2023	Monday	Annual Towns Meeting		St Thomas Meeting Place	7pm	Town Clerk
17th	May	2023	Wednesday	Town Council (AGM)		Council Chamber	7pm	Town Clerk
22nd	May	2023	Monday	Committee Briefing		Council Chamber	6pm	Head of Corporate Services Head of Democratic Services
22nd	May	2023	Monday	Planning		Council Chamber	7pm	Head of Corporate Services
23rd	May	2023	Tuesday	Committee Briefing		Virtual meeting via Teams	2.30pm	Town Clerk Head of Democratic Services
23rd	May	2023	Tuesday	Allotment Working Group		Virtual meeting via Teams	5.30pm	Town Clerk
23rd	May	2023	Tuesday	Member Open Session		Virtual meeting via Teams	6pm	Town Clerk
24th	May	2023	Wednesday	Committee Briefing		Council Chamber	10.30am	Community Services Manager Head of Democratic Services

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
24th	May	2023	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
29th	May	2023	Monday	<i>Spring Bank Holiday</i>				
30th	May	2023	Tuesday	<i>Committee Briefing</i>		<i>Council Chamber</i>	<i>6pm</i>	<i>Town Clerk Head of Democratic Services</i>
30th	May	2023	Tuesday	Corporate Services		Council Chamber	7pm	Head of Corporate Services
5th	June	2023	Monday	<i>Leaders Briefing</i>		Virtual meeting via Teams	<i>3pm</i>	<i>Town Clerk</i>
5th	June	2023	Monday	<i>Committee Briefing</i>		<i>Council Chamber</i>	<i>6pm</i>	<i>Town Clerk Head of Democratic Services</i>
5th	June	2023	Monday	Environment & Leisure		Council Chamber	7pm	Town Clerk
6th	June	2023	Tuesday	Member Training - Finance		Council Chamber	6pm	Town Clerk Head of Democratic Services

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
8th	June	2023	Thursday	Committee Briefing		Council Chamber	5.00pm	Sarah Gelsthorp Head of Democratic Services
8th	June	2023	Thursday	Events Working Group		Virtual meeting via Teams	5.30pm	Civic and Events Manager
12th	June	2023	Monday	Committee Briefing		Council Chamber	5pm	Town Clerk Head of Democratic Services
12th	June	2023	Monday	Proposed New Cemetery Sub-Committee		Council Chamber	6pm	Town Clerk Head of Democratic Services
12th	June	2023	Monday	Planning		Council Chamber	7.00pm	Head of Corporate Services
19th	June	2023	Monday	Town Council		Council Chamber	7pm	Town Clerk
21st	June	2023	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
27th	June	2023	Tuesday	Member Training - Council Administration and Processes		Council Chamber	6pm	Town Clerk Head of Democratic Services
3rd	July	2023	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
3rd	July	2023	Monday	Planning		Council Chamber	7pm	Head of Corporate Services
4th	July	2023	Tuesday	Members Training - Being a good employer		Council Chamber	6pm	Town Clerk Head of Democratic Services
6th	July	2023	Thursday	Events Working Group		Virtual meeting via Teams	5pm	Civic and Events Manager
8th	July	2023	Saturday		Carnival			Civic and Events Manager
10th	July	2023	Monday	Committee briefing		Council Chamber	5pm	Corporate Services Manager Head of Democratic Services
10th	July	2023	Monday	Personnel Sub-Committee		Council Chamber	6pm	Head of Corporate Services
11th	July	2023	Tuesday	Allotment Working Group		Virtual meeting via Teams	5.30pm	Town Clerk
11th	July	2023	Tuesday		LLSG Trip to garden Centre		11am - 3pm	Community Services Manager
17th	July	2023	Monday	Committee Briefing		Council Chamber	6pm	Town Clerk Head of Democratic Services

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Date	Month	Year	Day	Committee meeting	Event	Venue	Time	Lead Officer
17th	July	2023	Monday	Community Services		Council Chamber	7pm	Head of Environmental & Community Services
18th	July	2023	Tuesday	Partnership Committee Briefing		TBC	6pm	Town Clerk Head of Democratic Services
18th	July	2023	Tuesday	Town Partnership		Council Chamber	7pm	Town Clerk Head of Democratic Services
19th	July	2023	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
24th	July	2023	Monday		Skate Jam		TBC	Community Services Manager
24th	July	2023	Monday	Planning		Council Chamber	7pm	Head of Corporate Services
25th	July	2023	Tuesday		Outdoor Cinema		TBC	Community Services Manager
26th	July	2023	Wednesday		Inflatable Fun		1pm - 4pm	Community Services Manager

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
31st	July	2023	Monday	Member session - Corporate Development Plan		Council Chamber		
2nd	August	2023	Wednesday		Magician		1pm - 3pm	Community Services Manager
7th	August	2023	Monday	XXXXXXXXXX				
9th	August	2023	Wednesday		Crazy Golf		1pm - 3pm	Community Services Manager
14th	August	2023	Monday	Planning		Council Chamber	7pm	Head of Corporate Services
16th	August	2023	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
16th	August	2023	Wednesday		Mobile Farm		1pm - 4pm	Community Services Manager
17th	August	2023	Thursday		Family Fun day Southend Trip		8.30am - 7.00pm	Community Services Manager

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
21st	August	2023	Monday	XXXXXXXXXX				
24th	August	2023	Thursday	Events Working Group		Virtual meeting via Teams	5pm	Civic and Events Manager
28th	August	2023	Monday	<i>Bank holiday Summer</i>				
2nd	September	2023	Saturday		Houghton Rocks	Parkside Recreation Ground		Civic and Events Manager
4th	September	2023	Monday	<i>Leaders Briefing</i>		Virtual meeting via Teams	3pm	<i>Town Clerk</i>
4th	September	2023	Monday	Planning		Council Chamber	7pm	Head of Corporate Services
11th	September	2023	Monday	Member session - Corporate Development Plan		Council Chamber		
11th	September	2023	Monday	Corporate Services		Council Chamber	7pm	Head of Corporate Services

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
12th	September	2023	Tuesday	Allotment Working Group		Virtual meeting via Teams	5.30pm	Town Clerk
18th	September	2023	Monday	Environment & Leisure		Council Chamber	7pm	Town Clerk
19th	September	2023	Tuesday		LLSG Southend Trip		8.30am - 7.00pm	Community Services Manager
20th	September	2023	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
25th	September	2023	Monday	Member session - Corporate Development Plan		Council Chamber		
25th	September	2023	Monday	Planning		Council Chamber	7pm	Head of Corporate Services
28th	September	2023	Thursday	Events Working Group		Virtual meeting via Teams	5pm	Civic and Events Manager
2nd	October	2023	Monday	Town Council		Council Chamber	7pm	Town Clerk
9th	October	2023	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
9th	October	2023	Monday	Personnel Sub-Committee		Council Chamber	6pm	Head of Corporate Services
16th	October	2023	Monday	Planning		Council Chamber	7pm	Head of Corporate Services
17th	October	2023	Tuesday	Town Partnership		Council Chamber	7pm	Town Clerk Head of Democratic Services
18th	October	2023	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
23rd	October	2023	Monday	Community Services (Grants)		Council Chamber	7pm	Town Clerk
26th	October	2023	Thursday	Events Working Group		Virtual meeting via Teams	5pm	Civic and Events Manager
30th	October	2023	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
5th	November	2023	Sunday		Fireworks TBC			Civic and Events Manager
6th	November	2023	Monday	Planning		Council Chamber	7pm	Head of Corporate Services

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
11th	November	2023	Saturday		Armistice Day			Civic and Events Manager
12th	November	2023	Sunday		Remembrance Sunday			Civic and Events Manager
13th	November	2023	Monday	Community Services		Council Chamber	7pm	Town Clerk
14th	November	2023	Tuesday	Allotment Working Group		Virtual meeting via Teams	5.30pm	Town Clerk
15th	November	2023	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
20th	November	2023	Monday	XXXXXXXXXX				
27th	November	2023	Monday	<i>Proposed New Cemetery Sub-Committee</i>		Council Chamber	6pm	Town Clerk Head of Democratic Services
27th	November	2023	Monday	Planning		Council Chamber	7pm	Head of Corporate Services
29th	November	2023	Wednesday	Events Working Group		Virtual meeting via Teams	5pm	Civic and Events Manager

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
2nd	December	2023	Saturday		Christmas Carol Service			Civic and Events Manager
4th - 6th	December	2023	Mon - Weds		Santa Float			Civic and Events Manager
4th	December	2023	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
4th	December	2023	Monday	Corporate Services		Council Chamber	7pm	Head of Corporate Services
9th	December	2023			Santa's Grotto			Civic and Events Manager
11th	December	2023	Tuesday	Member Open Session			6pm	Town Clerk
11th	December	2023	Monday	Town Council		Council Chamber	7pm	Town Clerk
12th	December	2023	Tuesday		LLSG Pantomime		TBC	Community Services Manager
18th	December	2023	Monday	Planning		Council Chamber	7pm	Head of Corporate Services

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
19th	December	2023	Tuesday		LLSG Christmas meal		TBC	Community Services Manager
20th	December	2023	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
25th	December	2023	Monday	<i>Bank Holiday Christmas Day</i>				
26th	December	2023	Tuesday	<i>Bank Holiday Boxing Day</i>				
1st	January	2024	Monday	<i>Bank Holiday New Year's Day</i>				
2nd	January	2024	Tuesday	<i>Member Open Session</i>		Virtual meeting via Teams	6pm	<i>Town Clerk</i>
8th	January	2024	Monday	<i>Leaders Briefing</i>		Virtual meeting via Teams	3pm	<i>Town Clerk</i>
8th	January	2024	Monday	Planning		Council Chamber	7pm	Head of Corporate Services

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
15th	January	2024	Monday	Personnel Sub-Committee		Council Chamber	6pm	Head of Corporate Services
16th	January	2024	Tuesday	Allotment Working Group		Virtual meeting via Teams	5.30pm	Town Clerk
17th	January	2024	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
22nd	January	2024	Monday	Town Council		Council Chamber	7pm	Town Clerk
23rd	January	2024	Tuesday	Town Partnership		Council Chamber	7pm	Town Clerk Head of Democratic Services
29th	January	2024	Monday	Planning		Council Chamber	7pm	Head of Corporate Services
1st	February	2024	Thursday	Events Working Group		Virtual meeting via Teams	5pm	Civic and Events Manager
5th	February	2024	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
5th	February	2024	Monday	Environment & Leisure		Council Chamber	7pm	Town Clerk
6th	February	2024	Tuesday		LLSG Lunch Date		12.30 - 2.30pm	Community Services Manager
12th	February	2024	Monday	XXXXXXXXXX				
17th	February	2024	Saturday		Pride of Houghton Awards		7 - 11pm	Civic and Events Manager
19th	February	2024	Monday	<i>Proposed New Cemetery Sub-Committee</i>		Council Chamber	6pm	<i>Town Clerk Head of Democratic Services</i>
19th	February	2024	Monday	Planning		Council Chamber	7pm	Head of Corporate Services
20th	February	2024	Tuesday	<i>Member Open Session</i>		Virtual meeting via Teams	6pm	<i>Town Clerk</i>
21st	February	2024	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
26th	February	2024	Monday	Community Services		Council Chamber	7pm	Town Clerk

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
29th	February	2024	Thursday	Events Working Group		Virtual meeting via Teams	5pm	Civic and Events Manager
4th	March	2024	Monday	Corporate Services		Council Chamber	7pm	Head of Corporate Services
11th	March	2024	Monday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
11th	March	2024	Monday	Planning		Council Chamber	7pm	Head of Corporate Services
18th	March	2024	Monday	Town Council		Council Chamber	7pm	Town Clerk
19th	March	2024	Tuesday	Allotment Working Group		Virtual meeting via Teams	5.30pm	Town Clerk
20th	March	2024	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager
25th	March	2024	Monday	XXXXXXXXXX				

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
28th	March	2024	Thursday	Events Working Group		Virtual meeting via Teams	5pm	Civic and Events Manager
29th	March	2024	Friday	Bank Holiday Good Friday				
1st	April	2024	Monday	Bank Holiday Easter Monday				
2nd	April	2024	Tuesday	Leaders Briefing		Virtual meeting via Teams	3pm	Town Clerk
2nd	April	2024	Tuesday	Planning		Council Chamber	7pm	Head of Corporate Services
8th	April	2024	Monday	Community Services		Council Chamber	7pm	Town Clerk
15th	April	2024	Monday	Annual Towns Meeting			7pm	Town Clerk
17th	April	2024	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
22nd	April	2024	Monday	Planning		Council Chamber	7pm	Head of Corporate Services
23rd	April	2024	Tuesday	Town Partnership		Council Chamber	7pm	Town Clerk Head of Democratic Services
25th	April	2024	Thursday	Events Working Group		Virtual meeting via Teams	5pm	Civic and Events Manager
29th	April	2024	Monday	Environment & Leisure		Council Chamber	7pm	Town Clerk
6th	May	2024	Monday	<i>Bank holiday Early May</i>				
7th	May	2024	Monday	Personnel Sub-Committee		Council Chamber	6pm	Head of Corporate Services
13th	May	2024	Monday	Planning		Council Chamber	7pm	Head of Corporate Services
15th	May	2024	Wednesday	Combating Crime Working Group		Virtual meeting via Teams	11am	Community Services Manager

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Date	Month		Day	Committee meeting	Event	Venue	Time	Lead Officer
15th	May	2024	Wednesday	Town Council (AGM)		Council Chamber	7pm	<i>Town Clerk Head of Democratic Services</i>
27th	May	2024		<i>Bank holiday Spring Bank Holiday</i>				
3rd	June	2024	Monday	Planning		Council Chamber	7pm	Head of Corporate Services

Total hours which may be claimed as overtime

Ave annual salary of someone who may claim overtime

Ave hourly rate of someone who may claim overtime

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