



Schedule of Meetings 2025-2026 Commencing at 6.30pm unless stated otherwise

May 2025

Tues 6 Planning
Tues 13 Full Council (Annual Meeting)

June 2025

Tues 3 Planning
Mon 9 Personnel (3pm)
Tues 17 Full Council (Annual Return)

July 2025

Tues 1 Planning
Tues 15 Environment & Assets
Tues 22 Community Services
Tues 29 Planning

August 2025

Tues 5 Corporate Governance
Tues 12 Full Council
Tues 26* Planning

September 2025

Tues 23 Planning
Mon 29 Personnel (3pm)

October 2025

Tues 14 Full Council
Tues 21 Budget Working Group (3pm)
Tues 21 Planning

November 2025

Tues 4 Corporate Governance
Tues 11 Community Services
Tues 18 Budget Working Group (3pm)
Tues 18 Planning
Tues 25 Environment & Assets

December 2025

Tues 2 Full Council
Tues 9 Budget Working Group (3pm)
Tues 16 Planning

January 2026

Mon 12 Personnel (3pm)
Tues 13 Planning
Tues 20 Full Council (Precept)

February 2026

Tues 3 Corporate Governance
Tues 10 Planning

March 2026

Tues 3 Environment & Assets
Tues 10 Planning
Wed 11 Annual Town Meeting (TBC)
Tues 17 Community Services
Tues 24 Full Council
Mon 30 Personnel (3pm)

April 2026

Tues 7* Planning¹
Tues 21 Full Council (Mayor Designate)
Tues 28 Planning²

May 2026

Tues 5* Corporate Governance
Tues 12 Full Council (Annual Meeting)
Tues 26* Planning

Notes

* Agenda to be published 1-2 days early due to a Bank Holiday(s) falling within the 3-clear day legal period.

** Where a meeting is scheduled on the same evening as another meeting, an estimate of start time will be published on the agenda, and the meeting will not start before that time.

Additional meetings for the following will be held as required:

- Full Council
- Working Groups and Sub-Committees.

¹ The agenda for this meeting will be published two days early on 30 March due to the Easter Bank Holidays.

² This will be only 3-weeks from the previous Planning meeting, however it will be over 4 weeks since the previous agenda due to Easter. This has been necessary to enable an early May CG meeting.



Schedule of Meeting Notes

General Notes

Legally must have 3 council meetings plus Annual Meeting, and Annual Town Meeting.

Weeks to avoid:

- Week after Annual Meeting – so there is time to train new Councillors and implement any changes to committee membership.
- June – as there is not time in May to prepare for these meetings.
- ACE week – usually takes place in early July. Upper Chamber booked out for the week to facilitate activities.
- September – avoid meetings in this month due to appraisals, town events and proximity to summer holidays (when agenda planning would take place).
- Last two weeks of December and first week of January due to Christmas / Bank Holidays.
- Week after Easter (where possible) – agenda needs publishing 2 days early due to bank holidays.

Annual Town Meeting

Meets once a year.

- Must be held 1 March – 1 June.
- Usually held in early March to avoid pre-election period that runs from 6 weeks prior to elections.

Budget Working Group

Meets 2-3 times.

- First meeting (usually mid-October) should be 4 weeks before the next meeting.
- Second meeting should be after 15 November (tax base available).
- Third meeting (if required) should be in December, allowing time for any final amendments to be made prior to Full Council in January.
- Meetings held at 3pm, ideally on a day where there is a council meeting so tables/mics can be utilised – but avoid days where there are already 2 or more meetings.

Corporate Governance

Meets 4 times a year.

- August, November, February and May.
- For budget reporting, allow a whole month for budget figures e.g. end of June figures will be available for an August meeting.
- November meeting is for Rathbones presentation.

Community Services

Meets 3 times a year.

- July – Feedback from Taste of Thame, Carnival, Pride, Town Awards. Check requirements for Fair and Remembrance. Gather Christmas ideas.
- November – Feedback from Fair, Art Crawl, Continental Markets. Support for Christmas event. Approve markets for next year.
- March – Approve event dates for the year. Town Awards plan. CCTV and policy updates. Approve grants.

Environment & Assets

Meets 3 times a year.

- July, November and March.
- Additional meetings can be called if required.

Full Council

Meets roughly every other month.

- May – Annual Meeting should be in first 2 weeks (ideally second week). No report needed from SODC/OCC.
- June – AGAR (usually mid-June)
- August – for external organisation reports and ratify any committee outcomes from July.
- October –
- December – ratify any committee outcomes from November
- January – approved budget/precept. No report needed from SODC/OCC.
- March - for external organisation reports, ratify any committee outcomes from March and approve Financial Risk Assessments.
- April – Mayor Designate elect (usually towards end of Month)

Personnel

Meets 4 times a year.

- Schedule meetings based on a meeting at the end of September following appraisals and at least 2 weeks prior to budget setting.
- There should be a meeting by Feb so any changes can be made with 30 days' notice for 1 April.
- Meetings are usually held on Mondays at 3pm.

Planning

Meets every 4 weeks.

- Meetings can be every 3-5 weeks to account for bank holidays.