



### 3. MEETINGS GENERALLY

- Full Council meetings      ●
- Committee meetings      ●
- Sub-committee meetings      ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e **Meetings shall take place on the second Tuesday of each month with meetings only being held in January and August if required and two meetings per year being held in Bradenstoke in November and February. Extraordinary Meetings will be called in accordance with Standing Order 6. All meetings and venues will be notified in the usual way by Notices in Parish Council noticeboards in Lyneham and Bradenstoke, in the Library and on the Parish Councils website at least three clear working days before the meeting.**