

TIMETABLE FOR COUNCILLORS INDUCTION 2023

| Date and Venue | Activity |
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| Wednesday 10 May 18.00 hours -20.00 hours | Induction Session – all councillors Refreshments on arrival. Burgess Hill Town Council and its achievements Looking to the future – issues facing the Town Council Who’s who and what we do Community Leadership Council as Employer Drinks and refreshments with Management Team and Section Heads. |
| Thursday 11 May 18.15 hours Council Chamber 19.00 Council Chamber | New Councillors - photograph to be taken for the website All Councillors - Declaration of Acceptance of Office to be signed, and countersigned by CEO. Annual Meeting of Council |
| Monday 15 May 18.30 hours Council Chamber 19.00 hours Council Chamber | Planning Committee Briefing The work of the planning committee Material considerations Preparation for the planning committee meeting Planning Committee Meeting |
| Thursday 18 May 18.15 hours Council Chamber 19.00 hours Council Chamber | Grants Awards Panel Meeting The work of the Grants Awards Panel On line grant application form Preparation for the Grants Awards Panel meeting Grants Awards Panel meeting |
| Monday 22 May 19.00 hours Burgess Hill Academy | Annual Town Meeting The Agenda of this meeting will be finalised with the Leader and Town Mayor on 12 May 2023. This meeting is a statutory requirement and is chaired by the Town Mayor for the community. There is a review of what has been delivered in the previous Council year and an Annual Town Report is produced. |
| Dates to be confirmed | Before each of the Key Area Groups meet for the first time, there will be a short briefing session if required. |