

## Agenda item 13

For information – Planned items for Oversight Committee agendas for the remainder of 2024/25 and upcoming meetings for 2025/26

Author: Paul Wynne, Town Clerk

## Summary

At the Oversight Committee meeting on 11 September Cllrs asked for a list of planned upcoming agenda items. The first table was brought to the Oversight meeting on 23 October. The list is fluid and does not include specific unplanned items that might need to be discussed. This list of upcoming agenda items will be added to each Oversight Committee agenda.

The below table details the current planned items for the remainder of 24/25 and including the new dates for 25/26. There are a few standing items that form the backbone of each agenda: to ensure Cllrs are monitoring progress on delivering the work programme through the year, each element with the remit of the Oversight Committee are tabled for quarterly - every other meeting. The elements are community engagement and development, the Town Hall, marketing and communications, open spaces and business services. Other elements of the work programme are reviewed at Council and the Planning Committee. There will be two work programme updates per meeting. There are some items that need to be reported at every Oversight Committee meeting (safeguarding and H&S updates, for example). However, these are likely to be very short or verbal reports. Other items will arise, and these will be added the relevant agenda.

Oversight committee is also the forum to discuss items within its remit in more detail and will be added to agendas as they arise. Will Cllrs let me know if there are items they'd like to discuss please.

Date	Agenda item	Author
19 March 2025	Open Spaces work programme update  Community engagement and partnership work programme update including: <ul style="list-style-type: none"> <li>• Play Strategy review</li> <li>• Mary Baily Co design project</li> </ul> Upcoming agenda items Safeguarding update	Rob Holden  Nikki Cox & Hannah Stopford  Paul Wynne Laura Flaherty
7 May 2025	Work programme update - Marketing and Comms Business Services update, including quarterly finance report to March 2025 Staff update/H&S/Safeguarding Upcoming items	Manager Sarah Williams & Hannah Watts Laura Flaherty Paul Wynne
23 July 2025	Work programme updates – open spaces and community engagement and development Upcoming items Safeguarding update	Manager  Paul Wynne Laura Flaherty

10 September 2025	Work programme updates x 2 Staff update/H&S/Safeguarding Upcoming items	Manager Laura Flaherty Paul Wynne
22 October 2025	Work programme updates x 2 Finance half year update Jul – Sept 2025 Upcoming items Safeguarding update	Managers Sarah Williams Paul Wynne Laura Flaherty
10 December 2025	Work programme updates x 2 Upcoming items Safeguarding update	Managers Paul Wynne Laura Flaherty
28 January 2026	Work programme updates x 2 Finance half year update to end Dec 2025 Upcoming items Safeguarding update	Managers Sarah Williams Paul Wynne Laura Flaherty
18 March 2026	Work programme updates x 2 Upcoming items Safeguarding update	Managers Paul Wynne Laura Flaherty
6 May 2026	Work programme updates x 2 Finance year end report to 31 March 2025 Upcoming items Safeguarding update	Manager Sarah Williams Paul Wynne Laura Flaherty

**Recommendation**

Approve the upcoming items for the remaining Oversight Committee meetings for 2024/25 and the upcoming meetings for 2025/26.