



**Brighton  
Council**

**POLICY NAME: COUNCIL MEETINGS - MEETING CYCLE & COMMENCEMENT TIME**  
**POLICY No: 2.3**

**POLICY:**

- 1) That Ordinary Council Meetings be held on the third Tuesday of each month, and that Committee Meetings be held on the first Tuesday of each month.
- 2) That all Officers reports be dealt with at the beginning of the Council Meeting and that each Officer's reports be grouped together and that at the end of each group report, there be a provision for Councillors to ask questions of individual Officers and upon completion of the question time of individual Officers, that the Officer be granted leave from the meeting.
- 3) That all such items dealt with at this meeting, be ordinary matters and will be acted on by Council immediately following the Council Meeting.
- 4) That Ordinary Council Meetings commence at 5.30 p.m.
- 5) A forward meeting schedule with Council and Committee meeting dates for the following calendar year will be circulated in December of each year.

**ADMINISTRATIVE DETAILS:**

Policy compiled: 1993

Adopted by Council: 19/7/93; 26/7/93; 16/1/96; 3/11/04; 20/11/07; 18/11/14;  
19/08/2025

Reviewed: December 2022; August 2025

To be Reviewed: December 2026

**CHIEF EXECUTIVE OFFICER**