

Typical month of a Councillor calendar

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1			Councillor Only Time (12 noon to 1.30 pm) Council Meeting (6.30 to 10 pm)	Advisory Committee Meeting (6 to 8 pm)	Reading Council Meeting and briefing documents	Neighbourhood conversation (10 to 11 am)	Community event (2 to 4 pm)
Week 2	Advisory Committee Meeting (1.30 to 2.30 pm) Community event (6 to 7.30 pm)	Meeting with community member	Councillor Only Time (12 noon to 1.30 pm) Councillor Briefings (5 to 10 pm)		Neighbourhood conversation (10 to 11 am) Reading Council Meeting and briefing documents	Meeting with community member	
Week 3			Councillor Only Time (12 noon to 1.30 pm) Councillor Briefings (5 to 10 pm)				
Week 4	Community meeting (5.30 to 7 pm)		Councillor Only Time (12 noon to 1.30 pm) Council Meeting (6.30 to 10 pm)	Citizenship Ceremony (11 am to 12.30 pm) Planning Committee Meeting (6.30 to 9 pm)	Community event (11 am to 12 noon) Reading Council Meeting and briefing documents		
	Civic event (11 am to 12 noon)	Meeting with CEO (2.30 to 3.30 pm)	Councillor Only Time (12 noon to 1.30pm)	Reading Council Meeting and briefing documents			Council event (11 am to 2 pm)

Week 1

Monday

Tuesday

Wednesday - Councillor Only Time (12 noon to 1.30 pm), Council Meeting (6.30 to 10 pm)

Thursday - Advisory Committee Meeting (6 to 8 pm)

Friday - Reading Council Meeting and briefing documents

Saturday - Neighbourhood conversation (10 to 11 am)

Sunday - Community event (2 to 4 pm)

Week 2

Monday - Advisory Committee Meeting (1.30 to 2.30 pm), Community event (6 to 7.30 pm)

Tuesday - Meeting with community member

Wednesday - Councillor Only Time (12 noon to 1.30 pm), Councillor Briefings (5 to 10 pm)

Thursday

Friday - Neighbourhood conversation (10 to 11 am), Reading Council Meeting and briefing documents

Saturday - Meeting with community member

Sunday

Week 3

Monday

Tuesday

Wednesday - Councillor Only Time (12 noon to 1.30 pm), Councillor Briefings (5 to 10 pm)

Thursday

Friday

Saturday

Sunday

Week 4

Monday - Councillor Only Time (12 noon to 1.30 pm), Councillor Briefings (5 to 10 pm)

Tuesday

Wednesday - Councillor Only Time (12 noon to 1.30 pm), Council Meeting (6.30 to 10 pm)

Thursday - Citizenship Ceremony (11 am to 12.30 pm), Planning Committee Meeting (6.30 to 9 pm)

Friday - Community event (11 am to 12 noon), Reading Council Meeting and briefing documents

Saturday

Sunday

Additional week

Monday - Civic event (11 am to 12 noon)

Tuesday - Meeting with CEO (2.30 to 3.30 pm)

Wednesday - Councillor Only Time (12 noon to 1.30pm)

Thursday - Reading Council Meeting and briefing documents

Friday

Saturday

Sunday - Council event (11 am to 2 pm)