



NORTON TOWN COUNCIL
REGISTRY

08 JUL 2026

P.O. BOX 904, NORTON
TEL: 242152226/7/8

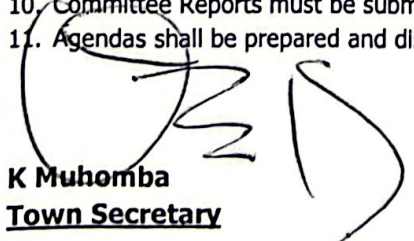
NORTON TOWN COUNCIL

**PROGRAMME OF COUNCIL AND COMMITTEE MEETINGS FOR THE PERIOD JULY -
DECEMBER 2026**

NAME OF COMMITTEE	JULY	AUG	SEPT	OCT	NOV	DEC
Housing & Community Services Committee	14	13	08	08	10	07
Engineering Services Committee	14	13	10	13	12	08
Health & Environmental Management & Licensing Committee	15	17	16	15	17	09
Audit & Risk Management Committee	21	18	17	20	18	10
Human Resources Committee	22	19	22	21	19	14
Finance Committee	23	20	23	22	19	14
Council (Ordinary meetings)	28	27	30	29	26	18
Works Council	07	21	09	14	05	
Quarterly Budget review	-	6-8	-	-	-	
Public Hearing Meetings	-	-	-		-	
HODs Briefing 8:30AM-9:30AM	EVERY MONDAYS-TOWN SECRETARY'S OFFICE					
Management Meeting	09	04	11	06	11	17
MONITORING AND EVALUATION	-	-	24-26	-	-	-
DEPARTMENTAL MEETINGS	ONCE EVERY MONTH (MANDATORY)					

NB.

1. Heads of Departments shall meet every Monday for a briefing in the office of the Town Secretary.
2. Departmental meetings are now mandatory, and reports shall be considered during the Management Meeting.
3. All reports for Committee Meetings shall be discussed with the Town Secretary before consideration by the relevant Committee.
4. There shall be regular site visits for all Council projects, consisting of the Town Secretary, Heads of Departments, Town Planner and the Auditor, on the first Monday of each month.
5. Council and Committee meetings will be convened at 10:00 AM.
6. Councillors shall use their electronic devices; no paper printing is permitted.
7. For all meetings in the Boardroom, you are requested to synchronize with the Committees Office.
8. All matters to be considered by the Committee/Council shall be submitted through a report with recommendations from the respective Heads of Departments; no exceptions.
9. Works Council meetings will be convened at 10:00 AM.
10. Committee Reports must be submitted to the Committee Officer on time to avoid any inconveniences.
11. Agendas shall be prepared and distributed 7 days before the meeting date.


K Muhomba
Town Secretary