

## DRAFT CALENDAR OF MEETINGS FOR THE MUNICIPAL YEAR 2023/24

Council – 14 November 2023

**Report of:** Deputy Chief Executive and Chief Officer Customer & Resources

**Status:** for consideration

**Key Decision:** No

**Portfolio Holder:** Cllr. Julia Thornton

**Contact Officer:** Charlie Sinclair, Ext. 7165

**Recommendation to Council:**

That the calendar of meetings for 24/25 be approved subject to formal adoption at the Annual Meeting of the Council on 14 May 2024.

**Reason for recommendation:** To enable preparation of committee work plans.

### Introduction and Background

- 1 The draft calendar of meetings for the municipal year 2024/25 is attached for consideration. All Members and Senior Officers have been consulted on the draft dates.
- 2 Following feedback small amendments have been made.
- 3 The draft calendar tried to avoid meetings on Mondays and Wednesdays and school holidays, as much as possible. Best endeavours have been made to avoid evening meetings on Mondays and Wednesdays. If additional meetings are required, it may be necessary to look at these days. All additional meetings dates and times are set up in consultation with the relevant Chairman.
- 4 Development Management Committee, is also programmed to take place on a three weekly basis. There are occasions where a four weekly basis is necessary.
- 5 The Community Infrastructure Levy Spending Board has been scheduled but will only take place if required.
- 6 Licensing Hearings are only scheduled when required.
- 7 In its current form, the proposed Calendar of Meetings for 2024/25 attached at appendix A covers a total of 78 formal committee meetings across the municipal year.

- 8 It is the responsibility of the Annual Meeting of the Council to confirm the Council's calendar of meetings for oncoming year. However, it is considered prudent to put it before this meeting of the Council to allow more time for forward planning by Officers and Members and booking of meeting rooms etc.

## **Key Implications**

### Financial

None directly arising from this report.

### Legal Implications and Risk Assessment Statement.

The Council is under a legal duty to hold an Annual Council meeting during a particular period and to set a Council Tax by a specific date. The calendar proposed here meets those requirements.

### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

## **Conclusions**

Members are requested to consider the attached draft Calendar of Meetings and recommend it to the meeting of Annual Council for formal adoption.

### **Appendices**

Appendix A – Draft Calendar of meetings for the municipal year 2024/25

### **Background Papers**

None

**Jim Carrington-West**

**Deputy Chief Executive and Chief Officer – Customer & Resources**