

ORDINARY COUNCIL

13th March 2024

Subject: Timetable of Meetings 2024/2025

1. Purpose of Report

- 1.1 To provide forward scheduling of formal Council, Cabinet and Committee meetings for the forthcoming municipal year.

2. Links to Council's priorities and objectives

- 2.1 This links to all the Council's priorities and objectives as having a timetable in place for formal meetings allows decisions to be made in a timely manner.

3. Recommendations

- 3.1 That the timetable of meetings for 2024/2025 at Appendix 1 be approved.
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4. Background

- 4.1 Under Schedule 12 of the Local Government Act 1972 Council may determine a calendar of Council meetings.

- 4.2 At a special meeting of Council on 31 January 2024 Council approved a new Constitution for adoption by the new Council following the Borough Elections in May 2024.

- 4.3 This sets out some requirements in relation to meetings, specifically:

- The draft timetable of meetings at Appendix 1 sets out dates for ordinary meetings of Council; however, these will need to be ratified at the Annual Meeting in May. If at any time there is a need for essential business to be transacted then additional Council meetings can be scheduled.
- There should be at least six meetings of the Cabinet in each municipal year.

5. Proposals

- 5.1 The dates scheduled for ordinary Council meetings will need to be included on the Annual Meeting agenda for endorsement.

- 5.2 Cabinet meetings scheduled in the appended draft timetable reflect the usual throughput of business, including the finance and performance reporting timetable.
- 5.3 The timetable covers Council, the Cabinet and the regulatory/probity Committees. It replicates, where possible, the usual practice of scheduling Council and Cabinet meetings on Wednesday evenings. Meetings of the new Overview & Scrutiny Committee have been scheduled on Wednesday evenings and care has been taken to allow time for pre-scrutiny by the Overview & Scrutiny Committee prior to Cabinet meetings.
- 5.4 A Cabinet meeting and Special Council meeting have been scheduled for the purpose of setting both the Council's budget and Council Tax on 19 February 2025.
- 5.5 The timetable of meetings for 2024/2025 includes meetings of the new Audit & Governance Committee on 25 July 2024 and 26 September 2024 for consideration and approval of the financial statements 2023/2024.
- 5.6 The Council, as the Licensing Authority under the Licensing Act 2003, is required to review its policy for the exercise of its licensing function every five years. Two meetings of the Licensing Committee have been scheduled on 11 July 2024 and 14 November 2024 to facilitate this process. Monthly dates have also been included in the draft timetable for the holding of licensing hearings, as required.
- 5.7 In addition, quarterly meetings of the new Standards Committee have also been scheduled in the draft timetable.
- 5.8 The timetable allows flexibility for both the cancellation of pre-arranged meetings and the scheduling of additional meetings, as necessary.
- 5.9 The timetable includes training dates for the year. Provision has been made for two sessions of planning training for newly elected Members and Members new to the Development Management Committee prior to the first scheduled meeting of Development Committee of the new municipal year. In addition, two dates have been set aside for scrutiny training for members of the Overview & Scrutiny Committee, the first of which will take place before the first scheduled meeting of the committee. In addition, there are a number of additional dates set aside in May-July for induction training for newly elected and re-elected Members following Borough Elections in May.

6. Corporate Implications

- 6.1 Having a timetable of meetings in place for 2024/2025 will assist in the forward planning of Council business.

a. Financial implications

There are none, other than officer time.

b. Legal implications

Requirements within the Council's Constitution are identified at paragraph 4.3 above. The Council's Annual Meeting must be held within 21 days of Councillors' retirement following elections.

c. Human resources and equality implications

There are none to be addressed in the report. The Equality impact is neutral.

d. Timescale for implementation and risk factors

The proposed timetable will come into effect at the beginning of the new municipal year.

7. Background Papers:

None.

Report Author:

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Calendar of Meetings 2024-2025

Appendix 1

May 2024		
Monday		
Tuesday		
Wednesday	1	
Thursday	2	BOROUGH ELECTIONS
Friday	3	
Monday	6	May Day Bank Holiday
Tuesday	7	
Wednesday	8	New Councillor Induction
Thursday	9	New Councillor Induction/Training
Friday	10	
Monday	13	
Tuesday	14	Member Training
Wednesday	15	Member Training
Thursday	16	Member Training
Friday	17	
Monday	20	
Tuesday	21	Member Training
Wednesday	22	ANNUAL COUNCIL
Thursday	23	Member Training
Friday	24	
Monday	27	Spring Bank Holiday
Tuesday	28	
Wednesday	29	Member Training
Thursday	30	
Friday	31	
June 2024		
Monday	3	Member Training (Scrutiny)
Tuesday	4	
Wednesday	5	Overview & Scrutiny Committee
Thursday	6	Member Training
Friday	7	
Monday	10	
Tuesday	11	Member Training
Wednesday	12	
Thursday	13	Development Management Committee Training
Friday	14	
Monday	17	Member Training
Tuesday	18	Standards Committee
Wednesday	19	CABINET
Thursday	20	
Friday	21	

Calendar of Meetings 2024-2025

Appendix 1

Monday	24	Development Management Committee Training
Tuesday	25	Development Management Committee
Wednesday	26	
Thursday	27	Licensing **
Friday	28	
JULY 2024		
Monday	1	Member Training - Scrutiny
Tuesday	2	
Wednesday	3	Overview & Scrutiny Committee
Thursday	4	
Friday	5	
Monday	8	
Tuesday	9	
Wednesday	10	
Thursday	11	Licensing Committee
Friday	12	
Monday	15	
Tuesday	16	Development Management Committee
Wednesday	17	CABINET
Thursday	18	
Friday	19	
Monday	22	
Tuesday	23	Licensing **
Wednesday	24	ORDINARY COUNCIL
Thursday	25	Audit & Governance Committee
Friday	26	
Monday	29	
Tuesday	30	
Wednesday	31	
AUGUST 2024		
Thursday	1	
Friday	2	
Monday	5	
Tuesday	6	Development Management Committee
Wednesday	7	
Thursday	8	
Friday	9	
Monday	12	
Tuesday	13	
Wednesday	14	

Calendar of Meetings 2024-2025

Appendix 1

Thursday	15	Licensing **
Friday	16	
Monday	19	
Tuesday	20	
Wednesday	21	
Thursday	22	
Friday	23	
Monday	26	Summer Bank Holiday
Tuesday	27	
Wednesday	28	
Thursday	29	
Friday	30	
SEPTEMBER 2024		
Monday	2	
Tuesday	3	Development Management Committee
Wednesday	4	Overview & Scrutiny Committee
Thursday	5	
Friday	6	
Monday	9	
Tuesday	10	
Wednesday	11	
Thursday	12	Licensing **
Friday	13	
Monday	16	
Tuesday	17	
Wednesday	18	CABINET
Thursday	19	
Friday	20	
Monday	23	
Tuesday	24	
Wednesday	25	
Thursday	26	Audit & Governance Committee
Friday	27	
Monday	30	
OCTOBER 2024		
Tuesday	1	Development Management Committee
Wednesday	2	
Thursday	3	Standards
Friday	4	
Monday	7	
Tuesday	8	
Wednesday	9	ORDINARY COUNCIL

Calendar of Meetings 2024-2025

Appendix 1

Thursday	10	
Friday	11	
Monday	14	
Tuesday	15	Licensing **
Wednesday	16	
Thursday	17	
Friday	18	
Monday	21	
Tuesday	22	
Wednesday	23	
Thursday	24	
Friday	25	
Monday	28	
Tuesday	29	
Wednesday	30	
Thursday	31	
NOVEMBER 2024		
Friday	1	
Monday	4	
Tuesday	5	Development Management Committee
Wednesday	6	Overview & Scrutiny Committee
Thursday	7	
Friday	8	
Monday	11	
Tuesday	12	
Wednesday	13	
Thursday	14	Licensing Committee
Friday	15	
Monday	18	
Tuesday	19	
Wednesday	20	CABINET
Thursday	21	
Friday	22	
Monday	25	
Tuesday	26	Licensing **
Wednesday	27	
Thursday	28	Audit & Governance Committee
Friday	29	

Calendar of Meetings 2024-2025

Appendix 1

DECEMBER 2024		
Monday	2	
Tuesday	3	Development Management Committee
Wednesday	4	
Thursday	5	
Friday	6	
Monday	9	
Tuesday	10	Licensing **
Wednesday	11	ORDINARY COUNCIL
Thursday	12	
Friday	13	
Monday	16	
Tuesday	17	
Wednesday	18	
Thursday	19	
Friday	20	
Monday	23	
Tuesday	24	
Wednesday	25	Christmas Day
Thursday	26	Boxing Day
Friday	27	
Monday	30	
Tuesday	31	
JANUARY 2025		
Wednesday	1	NEW YEAR'S DAY BANK HOLIDAY
Thursday	2	
Friday	3	
Monday	6	
Tuesday	7	
Wednesday	8	Overview & Scrutiny Committee
Thursday	9	
Friday	10	
Monday	13	
Tuesday	14	Development Management Committee
Wednesday	15	
Thursday	16	Licensing **
Friday	17	
Monday	20	
Tuesday	21	Standards
Wednesday	22	CABINET
Thursday	23	

Calendar of Meetings 2024-2025

Appendix 1

Friday	24	
Monday	27	
Tuesday	28	
Wednesday	29	
Thursday	30	Audit & Governance Committee
Friday	31	
FEBRUARY 2025		
Monday	3	
Tuesday	4	
Wednesday	5	Overview & Scrutiny Committee
Thursday	6	
Friday	7	
Monday	10	
Tuesday	11	Development Management Committee
Wednesday	12	
Thursday	13	Licensing **
Friday	14	
Monday	17	
Tuesday	18	
Wednesday	19	CABINET/SPECIAL COUNCIL (Budget Setting)
Thursday	20	
Friday	21	
Monday	24	
Tuesday	25	
Wednesday	26	
Thursday	27	
Friday	28	
MARCH 2025		
Monday	3	
Tuesday	4	
Wednesday	5	Overview & Scrutiny Committee
Thursday	6	
Friday	7	
Monday	10	
Tuesday	11	Development Management Committee
Wednesday	12	
Thursday	13	Licensing **
Friday	14	
Monday	17	
Tuesday	18	Audit & Governance Committee
Wednesday	19	CABINET
Thursday	20	
Friday	21	

Calendar of Meetings 2024-2025

Appendix 1

Monday	24	
Tuesday	25	
Wednesday	26	ORDINARY COUNCIL
Thursday	27	
Friday	28	
Monday	31	
APRIL 2025		
Tuesday	1	
Wednesday	2	
Thursday	3	Standards
Friday	4	
Monday	7	
Tuesday	8	Development Management Committee
Wednesday	9	
Thursday	10	Licensing **
Friday	11	
Monday	14	
Tuesday	15	
Wednesday	16	
Thursday	17	
Friday	18	Good Friday
Monday	21	Easter Monday
Tuesday	22	
Wednesday	23	CABINET
Thursday	24	
Friday	25	
Monday	28	
Tuesday	29	
Wednesday	30	
MAY 2025		
Thursday	1	COUNTY ELECTIONS
Friday	2	
Monday	5	May Day Bank Holiday
Tuesday	6	
Wednesday	7	
Thursday	8	
Friday	9	
Monday	12	
Tuesday	13	
Wednesday	14	
Thursday	15	

Calendar of Meetings 2024-2025**Appendix 1**

Friday	16	
Monday	19	
Tuesday	20	
Wednesday	21	ANNUAL COUNCIL
Thursday	22	
Friday	23	
Monday	26	Spring Bank Holiday
Tuesday	27	
Wednesday	28	
Thursday	29	
Friday	30	

Notes

- * **Meetings will begin at 7.00 pm unless otherwise advised.**
- ** **Can be either a daytime premises licence or taxi licensing hearing**