

# Public Document Pack

## TENDRING DISTRICT COUNCIL

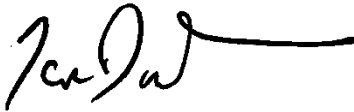
Committee Services  
Room 29  
Town Hall  
Station Road  
Clacton-on-Sea  
Essex  
CO15 1SE

11 May 2023

Dear Councillor

I HEREBY SUMMON YOU to attend the Annual Meeting of the Tendring District Council to be held at 7.30 p.m. on Tuesday 23 May 2023 when the business specified in the accompanying Agenda is proposed to be transacted. The meeting will be held in the Princes Theatre, Town Hall, Station Road, Clacton-on-Sea, CO15 1SE.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ian Davidson', followed by a horizontal line extending to the right.

Ian Davidson  
Chief Executive

To: All members of the  
Tendring District Council

# TENDRING DISTRICT COUNCIL

## AGENDA

For the meeting to be held on Tuesday, 23 May 2023

### **Prayers**

**1 Report of the Returning Officer on the District Council Elections - 4 May 2023 - Schedule of Elected Members (Pages 1 - 4)**

The Council is asked to note the schedule of Members elected to Tendring District Council at the elections held on 4 May 2023.

**2 Apologies for Absence**

The Council is asked to note any apologies for absence received from Members.

**3 Retiring Chairman's Announcements**

The Council is asked to note any announcements made by the retiring Chairman of the Council.

**4 Election of the Chairman of the Council for the 2023/2024 Municipal Year**

Pursuant to the provisions of Sections 3 and 4 of the Local Government Act 1972, the Council will elect its Chairman for the 2023/2024 Municipal Year.

**5 Appointment of the Vice-Chairman of the Council for the 2023/2024 Municipal Year**

Pursuant to the provisions of Section 5 of the Local Government Act 1972, the Council will appoint its Vice-Chairman for the 2023/2024 Municipal Year.

**6 Announcements by the Chairman of the Council**

The Council is asked to note any announcements made by the Chairman of the Council.

**7 Announcements by the Chief Executive**

The Council is asked to note any announcements made by the Chief Executive.

**8 Report of the Chief Executive - A.1 - Membership of Political Groups (including their Leaders and Deputy Leaders) (Pages 5 - 8)**

The Council is asked to note the membership (including the Leaders and Deputy Leaders) of the political groups on Tendring District Council, which have been formed in accordance with the relevant provisions of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990.

**9 Election of Leader of the Council**

In accordance with the Council's executive arrangements, pursuant to Section 9I of Part 1A of the Local Government Act 2000, (as set out in Article 7 of the Council's Constitution), the Council is required to elect the Leader of the Council for a term of office ending on the day of the next post-election annual meeting, (i.e. the Annual Meeting of the Council in May 2027).

#### **10 Appointment of Deputy Leader of the Council**

Subject to the provisions of sub-paragraphs (4) and (5) of Schedule A1 of the Local Government Act 2000, (as set out in Article 7 of the Council's Constitution), the Leader of the Council **may** at this time appoint the Deputy Leader of the Council for a term of office ending on the day of the next post-election annual meeting (i.e. the Annual Meeting of the Council in May 2027).

#### **11 Appointment of the Members of the Cabinet**

Pursuant to the provisions of Section 9C of Part 1A of the Local Government Act 2000, (as set out in Article 7 of the Council's Constitution), the Leader of the Council **may** at this time appoint the Members of the Cabinet and allocate portfolios to them.

#### **12 Size of membership of Committees etc.**

The Council will formally note the size of membership of the Council's Committees and Sub-Committees as follows:-

<u>Committee/Sub-Committee</u>	<u>No. of Members</u>
<b>Audit</b>	<b>(5)</b>
<b>Community Leadership Overview &amp; Scrutiny</b>	<b>(9)</b>
<b>Human Resources &amp; Council Tax</b>	<b>(7)</b>
<b>Licensing and Registration</b>	<b>(10)</b>
<b>Planning</b>	<b>(9)</b>
<b>Planning Policy &amp; Local Plan</b>	<b>(9)</b>
<b>Resources and Services Overview &amp; Scrutiny</b>	<b>(9)</b>
<b>Standards</b>	<b>(7)</b>
<b>Miscellaneous Licensing Sub-Committee</b>	<b>(5)</b>
<b>Town &amp; Parish Councils Standards Sub-Committee</b>	<b>(3)</b>

**NOTE:** With the exception of the Town and Parish Councils Standards Sub-Committee, the membership of the above Committees and Sub-Committees are subject to the Rules of Political Proportionality (Section 15 of the Local Government and Housing Act 1989).

#### **13 Allocation of seats on Committees and Sub-Committees to the Political Groups formed on Tendring District Council**

Following a meeting of Group Leaders held to discuss and decide the matter, Council will note the allocation to the political groups formed on Tendring District Council of seats on those bodies that are subject to the Rules of Political Proportionality (Section 15 of the Local Government and Housing Act 1989).

#### **14 Appointment of the Membership of Committees etc. for the 2023/2024 Municipal Year**

In accordance with the wishes expressed by Group Leaders, Council will appoint Members to serve on those bodies that are subject to the Rules of Political Proportionality (Section 15 of the Local Government and Housing Act 1989).

**15 Appointment of the Town and Parish Councils Standards Sub-Committee for the 2023/2024 Municipal Year**

Council will note that the appointment of Members to serve on the Town and Parish Councils Standards Sub-Committee will take place at the next meeting of the Standards Committee.

NOTE: The Town and Parish Councils Standards Sub-Committee's membership **must** be chosen from the membership of the Standards Committee.

**16 Election of Chairmen and Vice-Chairmen of Committees etc. for the 2023/2024 Municipal Year**

With the exception of the Town and Parish Councils Standards Sub-Committee, Council will formally elect the Chairmen and Vice-Chairmen of the bodies listed under Agenda Item 12 above.

NOTE: Article 6.02(ii) of the Council's Constitution states, inter alia, that the elected Chairman and Vice-Chairman of the Resources and Services Overview & Scrutiny Committee must be Members appointed to that Committee who, normally, are also members of a Political Group that is unrepresented on the Council's Cabinet.

**17 Report of the Monitoring Officer - A.2 - The Council's Constitution (Pages 9 - 10)**

In accordance with Council Procedure Rule 1.1 (xi), to formally reaffirm the Council's current Constitution.

**18 Reference from Cabinet - A.3 - Programme of Meetings: 2023/2024 Municipal Year (Pages 11 - 18)**

The Council will consider the proposed programme of meetings for the 2023/24 Municipal Year.

**19 Appointment of Member Authority Representatives to serve on/at the General Assembly of the Local Government Association**

In accordance with Council Procedure Rule 1.1 (xiii) the Council will appoint up to four Members, with each Member being a Member Authority Representative to serve on/at the General Assembly of the Local Government Association.

NOTE: Two of the Members appointed must be the Leader of the Council and the Deputy Leader of the Council. Up to two further names can be put forward to Council by the Leader of the Council and/or by other Group Leaders.

**20 Appointment of Tendring District Council Representatives to serve on the Tendring / Colchester Borders Garden Community Joint Committee**

Under the jointly agreed\* terms of reference for the Tendring / Colchester Borders Garden Community Joint Committee (TCBGCJC), three Members of the TCBGCJC must be appointed by TDC.

This Council has previously decided\*\* that those three Members will consist of:-

- (i) the Chairman of the Planning Policy and Local Plan Committee;
- (ii) a member of the Cabinet who will be duly appointed by the Leader of the Council; and
- (iii) a Member from a political group that is not represented on the Cabinet; plus
- (iv) a Member who shall act as a Substitute Member of the TCBGCJC when required.

(\*The terms of reference for the TCBGCJC were jointly approved by Essex County Council, Colchester City Council and Tendring District Council.)

(\*\*Minute 93 of the meeting of the Full Council held on 30 November 2021 refers.)

Therefore it is **RECOMMENDED** to Council that –

- (a) the appointment of the Chairman of the Planning Policy and Local Plan Committee to serve on the Tendring / Colchester Borders Garden Community Joint Committee be endorsed;
- (b) a Member from a political group that is not represented on the Cabinet be appointed to serve on the Tendring / Colchester Borders Garden Community Joint Committee;
- (c) a Member be appointed to serve as this Council's Substitute Member on the Tendring / Colchester Borders Garden Community Joint Committee; and
- (d) the Leader of the Council be requested to appoint a member of the Cabinet to serve on the Tendring Colchester Borders Garden Community Joint Committee.

### **Date of the Next Scheduled Meeting of the Council**

Tuesday, 11 July 2023 at 7.30 pm - Princes Theatre - Town Hall, Station Road, Clacton-on-Sea, CO15 1SE

## **INFORMATION FOR VISITORS**

### **PRINCES THEATRE FIRE EVACUATION PROCEDURE**

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the four fire exits in the auditorium and follow the exit signs out of the building.

Please follow the instructions given by any member of staff and they will assist in leaving the building.

Please do not re-enter the building until you are advised it is safe to do so by the relevant member of staff.

The assembly point for the Princes Theatre is in the car park to the left of the front of the building as you are facing it. Your calmness and assistance is greatly appreciated.

## **PUBLIC ATTENDANCE AT TENDRING DISTRICT COUNCIL MEETINGS**

Welcome to this evening's meeting of Tendring District Council.

This is an open meeting which members of the public can attend to see Councillors debating and transacting the business of the Council. However, please be aware that, unless you are included on the agenda to ask a public question, members of the public are not entitled to make any comment or take part in the meeting. You are also asked to behave in a respectful manner at all times during these meetings.

Members of the public do have the right to film or record council meetings subject to the provisions set out below:-

### **Rights of members of the public to film and record meetings**

Under The Openness of Local Government Bodies Regulations 2014, which came into effect on 6 August 2014, any person is permitted to film or record any meeting of the Council, a Committee, Sub-Committee or the Cabinet, unless the public have been excluded from the meeting for the consideration of exempt or confidential business.

Members of the public also have the right to report meetings using social media (including blogging or tweeting).

The Council will provide reasonable facilities to facilitate reporting.

### **Public Behaviour**

Any person exercising the rights set out above must not disrupt proceedings. Examples of what will be regarded as disruptive, include, but are not limited to:

- (1) Moving outside the area designated for the public;
- (2) Making excessive noise;
- (3) Intrusive lighting/flash; or
- (4) Asking a Councillor to repeat a statement.

In addition, members of the public or the public gallery should **not** be filmed as this could infringe on an individual's right to privacy, if their prior permission had not been obtained.

Any person considered being disruptive or filming the public will be requested to cease doing so by the Chairman of the meeting and may be asked to leave the meeting. A refusal by the member of the public concerned will lead to the Police being called to intervene.

## REPORT OF THE RETURNING OFFICER

### ANNUAL MEETING OF THE COUNCIL

23 MAY 2023

#### SCHEDULE OF MEMBERS ELECTED TO THE COUNCIL ON 4 MAY 2023

##### Alresford & Elmstead Ward

Gary Gordon Ian Scott  
Rosemary Ann Wiggins

##### Ardleigh & Little Bromley Ward

Zoe Jacqueline Fairley

##### Bluehouse Ward

James Codling  
Ian William Lennard

##### Brightlingsea Ward

Michael Barry  
Jayne Beverley Chapman BEM  
Graham David Steady

##### Burrsville Ward

Christopher David Amos  
Michael John Skeels Jnr

##### Cann Hall Ward

Georgina Rose Placey  
Geeta Dilip Sudra

##### Coppins Ward

Peter Kotz  
Sarah Jane Newton

##### Dovercourt All Saints Ward

Maria Fowler  
Joanne Henderson

##### Dovercourt Bay Ward

Garry William John Calver

**Dovercourt Tollgate Ward**

Pamela June Morrison

**Dovercourt Vines & Parkeston Ward**

William John Davidson

**Eastcliff Ward**

Andrew Phillip Hartnell Baker

**Frinton Ward**

Richard Hugh Everett  
Nicholas William Turner

**Harwich & Kingsway Ward**

Ivan John Henderson

**Homelands Ward**

Mark Edward Platt

**Kirby Cross Ward**

Andrea Iona Cossens

**Kirby-le-Soken & Hamford Ward**

Mark Alan Cossens

**Lawford, Manningtree & Mistley Ward**

Terence Michael Barrett  
Matthew Charles Bensilum  
Giancarlo Valeriano Guglielmi

**Little Clacton Ward**

Jeffrey Dennis Bray

**Pier Ward**

Paul Bernard Honeywood

**St. Bartholomew's Ward**

Carolyn Patricia Doyle  
Adrian Smith



**St. James' Ward**

Maurice John Michael Alexander  
Christopher William Griffiths

**St. John's Ward**

Gemma Louise Stephenson  
Mark Edward Stephenson

**St. Osyth Ward**

Michael John Talbot  
John Frederick White

**St. Paul's Ward**

Susan Anne Honeywood

**Stour Valley Ward**

Tanya Michelle Ferguson

**The Bentleys & Frating Ward**

Lynda Ann McWilliams

**The Oakleys & Wix Ward**

Michael Bush

**Thorpe, Beaumont and Great Holland Ward**

Daniel James Land

**Walton Ward**

Ann Frances Oxley

**Weeley & Tendring Ward**

Peter James Harris

**West Clacton & Jaywick Sands Ward**

Daniel John Casey  
Bradley Patrick Thompson

This item is submitted for **INFORMATION ONLY**.

**IAN DAVIDSON**  
**RETURNING OFFICER**

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## ANNUAL MEETING OF THE COUNCIL

23 MAY 2023

### REPORT OF CHIEF EXECUTIVE

#### A.1 **MEMBERSHIP OF POLITICAL GROUPS ON TENDRING DISTRICT COUNCIL (INCLUDING THEIR LEADERS AND DEPUTY LEADERS)**

(Report prepared by Ian Ford)

Following the District Council Elections held on 23 May 2023 I formally report that, pursuant to Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the following political groups have been formed on Tendring District Council:-

#### **Conservative Group**

Maurice Alexander  
Chris Amos  
Jeff Bray  
James Codling  
Andrea Cossens  
Mark Cossens  
Richard Everett  
Zoe Fairley  
Tanya Ferguson  
Chris Griffiths  
Carlo Guglielmi (Group Leader)  
Peter Harris  
Paul Honeywood (Deputy Group Leader)  
Sue Honeywood  
Dan Land  
Lynda McWilliams  
Mark Platt  
Mick Skeels  
Nick Turner

#### **Independents Group**

Mick Barry  
Jayne Chapman (Group Leader)  
Graham Steady (Deputy Group Leader)  
Michael Talbot  
John White

#### **Labour Group**

Garry Calver (Deputy Group Leader)  
Bill Davidson  
Maria Fowler  
Ivan Henderson (Group Leader)  
Jo Henderson  
Peter Kotz  
Ian Lennard  
Pam Morrison

**Liberal Democrats Group**

Terence Barrett  
Matthew Bensilum  
Gary Scott (Group Leader)  
Ann Wiggins (Deputy Group Leader)

**Tendring Independents Group**

Andy Baker (Deputy Group Leader)  
Michael Bush  
Dan Casey  
Carolyn Doyle  
Sarah Newton  
Ann Oxley  
Gina Placey  
Adrian Smith  
Gemma Stephenson  
Mark Stephenson (Group Leader)  
Geeta Sudra  
Bradley Thompson

In accordance with Section 15(1)(e) of the Local Government and Housing Act 1989 and Regulation 17 of the Local Government (Committees and Political Groups) Regulations 1990 a review of the allocation of seats on Committees etc. to political groups has been carried out based on the available information. The outcome of that review will be considered by Council later on in this meeting.

This item is submitted for **INFORMATION ONLY**.

**IAN DAVIDSON**  
**CHIEF EXECUTIVE**

**ANNUAL MEETING OF THE COUNCIL**

**23 MAY 2023**

**BACKGROUND PAPERS LIST FOR  
REPORT OF CHIEF EXECUTIVE**

**A.1 MEMBERSHIP OF POLITICAL GROUPS ON TENDRING DISTRICT COUNCIL  
(INCLUDING THEIR LEADERS AND DEPUTY LEADERS)**

Notice of Constitution of a Political Group (Conservative)  
Notice of Constitution of a Political Group (Independents)  
Notice of Constitution of a Political Group (Labour)  
Notice of Constitution of a Political Group (Liberal Democrats)  
Notice of Constitution of a Political Group (Tendring Independents)

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## ANNUAL MEETING OF THE COUNCIL

23 MAY 2023

### REPORT OF THE MONITORING OFFICER

#### A.2 **THE COUNCIL'S CONSTITUTION**

(Report prepared by Ian Ford)

Members are advised that, in accordance with Council Procedure Rule 1.1 (xi), it is normal practice at the annual meeting of the Council to formally reaffirm the Council's current Constitution.

The Council's Constitution has been amended to reflect the changes approved by Council at its meetings held on 24 January 2023 and 2 March 2023 and the full text of the Constitution can be found on the Council's website.

Members have also been provided with an updated booklet containing those sections of the Constitution most relevant to the work of Councillors.

**RECOMMENDED – That the Council's Constitution be reaffirmed.**

**LISA HASTINGS**  
**DEPUTY CHIEF EXECUTIVE & MONITORING OFFICER**

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## ANNUAL MEETING OF THE COUNCIL

23 MAY 2023

### REFERENCE FROM CABINET

#### **A.3 TIMETABLE OF MEETINGS: 2023/2024 MUNICIPAL YEAR**

(Report prepared by Ian Ford)

#### **PART 1 – KEY INFORMATION**

##### **PURPOSE OF THE REPORT**

To enable Council to consider the timetable of meetings for the 2023/2024 municipal year.

##### **EXECUTIVE SUMMARY**

This report will enable Council, as required by the Constitution (Council Procedure Rule 1.1(xii)), to agree a programme of ordinary meetings of the Council and Committees for the 2023/2024 Municipal Year.

##### **RECOMMENDATION(S)**

- (a) That the programme of meetings for the Council and Committees, as set out in the Appendix to this report, be approved; and**
- (b) That the proposed dates for All Member Briefings and Councillor Development sessions be noted.**

#### **PART 2 – SUPPORTING INFORMATION**

##### **BACKGROUND**

Further to minute 139 of the meeting of the Cabinet held on 17 March 2023 a proposed timetable of meetings is set out as an Appendix to this report. At that meeting Cabinet decided that:-

- (a) the timetable of meetings for the Council and Committees, as set out in the Appendix to the Portfolio Holder's report, be agreed, in principle, and be submitted to the Annual Meeting of the Council for formal approval, subject to the following amendments:-*
  - (1) the inclusion of a meeting of the Licensing and Registration Committee to be held on Thursday 22 June 2023; and*
  - (2) moving a meeting of the Audit Committee from Thursday 14 December 2022 to Thursday 25 January 2024; and*
- (b) that the proposed dates for All Members' Briefings and Councillor Development Sessions be noted.*

The meetings of the Full Council, the Community Leadership Overview and Scrutiny Committee, the Human Resources and Council Tax Committee and the Resources and Services Overview and Scrutiny Committee will normally commence at 7.30 p.m. Meetings of the Licensing and Registration Committee will normally commence at 6.30

p.m.

Meetings of the Planning Committee, the Planning Policy and Local Plan Committee and the Tendring Colchester Garden Community Joint Committee will normally commence at 6.00 p.m.

Meetings of the Planning Policy and Local Plan Committee, the Licensing & Registration Committee (other than the meeting arranged for 22 June 2023) and the Tendring Colchester Borders Garden Community Joint Committee will be arranged as and when required.

Meetings of the Standards Committee will normally commence at 10.00 a.m.

Meetings of the Audit Committee will normally commence at 10.30 a.m.

Cabinet meetings are fixed by the Leader of the Council in accordance with Article 7.08 - Cabinet Procedure Rules - sub-section 1.1 of the Council's Constitution and therefore the scheduling et cetera may change. The public meetings of the Cabinet listed will normally commence at 10.30 a.m.

The programme does not show meetings of Sub-Committees, which are arranged either at meetings of the relevant Sub-Committee, or from time to time when required.

Dates for All Member Briefings and Councillor Development sessions have been included in order to assist Members in keeping their diaries up-to-date. These will be held either in person or online via Microsoft Teams.

Wednesday evenings have been avoided, whenever possible, for meetings of Committees et cetera as the Princes Theatre is used in term time for the Princes Theatre Youth Group and it is felt that to have a publicly accessible meeting on the same night will raise significant safeguarding issues. In addition, Monday evenings have been avoided, whenever possible, to avoid clashing with meetings of the Arts & Literature Society in the Princes Theatre for similar reasons.

#### Venues for Meetings of the Council, Cabinet and Committees et cetera.

Meetings of the full Council will normally be held in the Princes Theatre in the Town Hall, Clacton-on-Sea.

Meetings of the Cabinet and Committees will normally be held in the Committee Room in the Town Hall.

Council will be aware that, as part of the "Transforming Tendring" project, the Council Offices at Weeley were closed with the site to be disposed of. The departments based at Weeley were moved to Clacton-on-Sea. This meant that the Council Chamber at Weeley was no longer available for Committee etc. meetings.

In preparation for this disposal a phased programme of office accommodation works was undertaken and completed at the Town Hall, Clacton-on-Sea. Included within those works was the provision of a new Committee Room within the Town Hall in Clacton, which has been operationally used since late December 2021.

**BACKGROUND PAPERS FOR THE DECISION**

Published Minutes of the meeting of the Cabinet held on 17 March 2023.

**APPENDIX**

Proposed programme of ordinary Council and Committee Meetings for the 2023/2024 Municipal Year.

**REPORT CONTACT OFFICER(S)**

<b>Name</b>	<b>Ian Ford</b>
<b>Job Title</b>	<b>Committee Services Manager</b>
<b>Email/Telephone</b>	<a href="mailto:iford@tendringdc.gov.uk">iford@tendringdc.gov.uk</a> <b>(01255) 686 584</b>

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## A.3 APPENDIX - TIMETABLE OF MEETINGS – 2023/2024 MUNICIPAL YEAR (& PART WAY BEYOND)

### 2023

Body	Time	Day	Date	Notes
<b>ANNUAL COUNCIL (Already agreed)</b>	7.30 p.m.	Tuesday	23 May	Note 1
<b>ALL MEMBERS' BRIEFING (CANCELLED)</b>	6.00 p.m.	Wednesday	24 May	<b>Note 11</b>
Planning Committee	6.00 p.m.	Tuesday	6 June	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	13 June	
<b>COUNCILLOR DEVELOPMENT SESSION</b>	6.00 p.m.	Wednesday	21 June	
Licensing & Registration Committee	6.30 p.m.	Thursday	22 June	
Cabinet	10.30 a.m.	Friday	23 June	
<b>ALL MEMBERS' BRIEFING</b>	6.00 p.m.	Wednesday	28 June	
Audit Committee	10.30 a.m.	Thursday	29 June	
Planning Committee	6.00 p.m.	Tuesday	4 July	
Human Resources & Council Tax Committee	7.30 p.m.	Thursday	6 July	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	11 July	
Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Tuesday	18 July	
Standards Committee	10.00 a.m.	Wednesday	19 July	
Cabinet	10.30 a.m.	Friday	21 July	
<b>ALL MEMBERS' BRIEFING</b>	6.00 p.m.	Wednesday	26 July	
Planning Committee	6.00 p.m.	Tuesday	1 August	
<b>ALL MEMBERS' BRIEFING</b>	6.00 p.m.	Wednesday	23 August	
<b>COUNCILLOR DEVELOPMENT SESSION</b>	6.00 p.m.	Wednesday	30 August	
Planning Committee	6.00 p.m.	Thursday	31 August	Note 2
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	12 September	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	26 September	
<b>ALL MEMBERS' BRIEFING</b>	6.00 p.m.	Wednesday	27 September	
Audit Committee	10.30 a.m.	Thursday	28 September	
Planning Committee	6.00 p.m.	Thursday	28 September	Note 3
Cabinet	10.30 a.m.	Friday	6 October	
Standards Committee	10.00 a.m.	Wednesday	11 October	
Human Resources & Council Tax Committee	7.30 p.m.	Thursday	12 October	
Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Tuesday	17 October	
<b>COUNCILLOR DEVELOPMENT SESSION</b>	6.00 p.m.	Wednesday	18 October	
Planning Committee	6.00 p.m.	Tuesday	24 October	
<b>ALL MEMBERS' BRIEFING</b>	6.00 p.m.	Wednesday	25 October	
Cabinet	10.30 a.m.	Friday	10 November	
Planning Committee	6.00 p.m.	Tuesday	21 November	
<b>ALL MEMBERS' BRIEFING</b>	6.00 p.m.	Wednesday	22 November	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	28 November	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	12 December	
<b>ALL MEMBERS' BRIEFING</b>	6.00 p.m.	Wednesday	13 December	
Cabinet	10.30 a.m.	Friday	15 December	
Planning Committee	6.00 p.m.	Tuesday	19 December	

### 2024

Resources and Services Overview & Scrutiny Committee (INFORMAL)	9.30 a.m.	Wednesday	3 January	Note 4
Resources and Services Overview & Scrutiny	10.30 a.m.	Wednesday	10 January	Note 5

Committee				
Community Leadership Overview & Scrutiny Committee	10.30 a.m.	Thursday	11 January	Note 5
Planning Committee	6.00 p.m.	Tuesday	16 January	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	17 January	
Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Tuesday	23 January	
COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	24 January	
Audit Committee	10.30 a.m.	Thursday	25 January	
Cabinet	10.30 a.m.	Friday	26 January	Note 6
<b>COUNCIL</b>	7.30 p.m.	Tuesday	30 January	
Standards Committee	10.00 a.m.	Wednesday	7 February	
<b>COUNCIL (Budget &amp; Council Tax setting)</b>	7.30 p.m.	Tuesday	13 February	Note 7
Planning Committee	6.00 p.m.	Thursday	15 February	Note 3
Cabinet	10.30 a.m.	Friday	16 February	
Cabinet (PROVISIONAL)	10.30 a.m.	Wednesday	21 February	Note 8
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	21 February	
Human Resources & Council Tax Committee	7.30 p.m.	Monday	26 February	Note 9
<b>COUNCIL (PROVISIONAL)</b>	7.30 p.m.	Thursday	29 February	Note 10

Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	5 March	
Planning Committee	6.00 p.m.	Tuesday	12 March	
COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	13 March	
Cabinet	10.30 a.m.	Friday	15 March	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	19 March	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	20 March	
Audit Committee	10.30 a.m.	Thursday	21 March	
Planning Committee	6.00 p.m.	Tuesday	16 April	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	17 April	
Cabinet	10.30 a.m.	Friday	19 April	
Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Tuesday	23 April	
Standards Committee	10.00 a.m.	Wednesday	24 April	
Audit Committee	10.30 a.m.	Thursday	25 April	
<b>ANNUAL MEETING OF THE COUNCIL</b>	7.30 p.m.	Tuesday	30 April	

### 2024/2025 MUNICIPAL YEAR

(Provisional dates for early cycles of meetings in 2024/2025 – for information only, subject to change)

Body	Time	Day	Date	Notes
Planning Committee	6.00 p.m.	Tuesday	14 May	
COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	15 May	
Cabinet	10.30 a.m.	Friday	17 May	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	21 May	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	22 May	
Planning Committee	6.00 p.m.	Tuesday	11 June	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	18 June	
COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	19 June	
Cabinet	10.30 a.m.	Friday	21 June	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	26 June	
Audit Committee	10.30 a.m.	Thursday	27 June	
Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Tuesday	2 July	
Planning Committee	6.00 p.m.	Tuesday	9 July	
Standards Committee	10.00 a.m.	Wednesday	10 July	

Human Resources & Council Tax Committee	7.30 p.m.	Thursday	11 July	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	16 July	
Cabinet	10.30 a.m.	Friday	19 July	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	24 July	
Planning Committee	6.00 p.m.	Tuesday	6 August	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	21 August	
COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	28 August	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	3 September	
Planning Committee	6.00 p.m.	Tuesday	10 September	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	17 September	
Cabinet	10.30 a.m.	Friday	20 September	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	25 September	
Audit Committee	10.30 a.m.	Thursday	26 September	

### Notes

1. Annual Meeting of the Council later than usual due to the Tendring District Council Elections on 4 May 2023 (Council Procedure Rule 1.1).
2. Meeting scheduled to be held on the Thursday as the Monday of that week is a Bank Holiday.
3. Meeting scheduled to be held on the Thursday due to the Full Council meeting on the Tuesday.
4. Informal Meeting arranged to allow the Overview & Scrutiny Committee to conduct pre-scrutiny on the Cabinet's Financial Forecast and initial budget and special expenses proposals.
5. Extra Meeting arranged to allow the Overview & Scrutiny Committee to consider and then formally comment on the Cabinet's Financial Forecast and initial budget and special expenses proposals. Also, to allow the Committee to discuss those proposals with Portfolio Holders. Portfolio Holders are requested to reserve this date in their diaries in the likelihood that the meeting will take place.
6. At this meeting Cabinet will approve its final proposals in relation to the Council's Budget and Council Tax precept for 2024/25 for submission to Full Council.
7. Meeting of the Council to approve the Cabinet's budget proposals and set the Council Tax for Tendring District Council but excluding County, Fire and Police Council Tax calculations.
8. Provisional extra meeting of the Cabinet arranged in order to allow the Cabinet to meet and consider the Council's objections/amendments to the Budget (which may arise following the Council meeting referred to in note 7 above.)
9. Meeting to formally confirm the County, Fire and Police precepts on the Council's Collection Fund and for each Council Tax band in the parished and unparished areas of the District.
10. Provisional extra meeting of the Council arranged in order to allow the Council to meet and consider the Cabinet's revised budget proposals or the Cabinet's disagreement with the Council's budget objections (which may arise following the meetings referred to in notes 7 and 8 above.)
11. **The Chief Executive has cancelled this briefing as the items that would have been considered will now be covered during the many Induction events for Councillors.**

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