

ANNUAL MEETING OF THE COUNCIL

26 APRIL 2022

REFERENCE FROM CABINET

A.2 PROGRAMME OF MEETINGS: 2022/2023 MUNICIPAL YEAR

(Report prepared by Ian Ford)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To enable Council to give consideration to the programme of meetings for the 2022/2023 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 meetings for the 2022/2023 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 152 of the meeting of the Cabinet held on 25 March 2022 a proposed programme of meetings is set out as an Appendix to this report. At that meeting Cabinet decided that:-

- (a) the programme of meetings for the Council and Committees, as set out in the Appendix to item A.1 of the Report of the Corporate Finance & Governance Portfolio Holder, be agreed, in principle, and be submitted to the Annual Meeting of the Council for formal approval; and*
- (b) 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, the Licensing and Registration Committee and the Resources and Services Overview and Scrutiny Committee will normally commence at 7.30 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 (other than the meeting arranged for 11 May 2022), the Licensing & Registration Committee and the Tendring Colchester Border 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 Procedures Rule 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 the 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 normally be held 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 have been closed with the site to be disposed of. The departments based at Weeley have been moved to Clacton-on-Sea. This means that the Council Chamber at Weeley is no longer available for Committee etc. meetings.

In preparation for this disposal a phased programme of office accommodation works has been 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 available and used since late December 2021.

BACKGROUND PAPERS FOR THE DECISION

Published Minutes of the meeting of the Cabinet held on 25 March 2022.

APPENDICES

Proposed Programme of Council and Committee Meetings for the 2022/2023 Municipal Year.

REPORT CONTACT OFFICER(S)**Name****Ian Ford****Job Title****Committee Services Manager****Email/Telephone****iford@tendringdc.gov.uk****(01255) 686 584**