

A.4 APPENDIX

TIMETABLE OF MEETINGS – 2023/2024 MUNICIPAL YEAR (& PART WAY BEYOND)

2023

Body	Time	Day	Date	Notes
ANNUAL COUNCIL (Already agreed)	7.30 p.m.	Tuesday	23 May	Note 1
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	24 May	
Planning Committee	6.00 p.m.	Tuesday	6 June	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	13 June	
COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	21 June	
Cabinet	10.30 a.m.	Friday	23 June	
ALL MEMBERS' BRIEFING	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	
COUNCIL	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	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	26 July	
Planning Committee	6.00 p.m.	Tuesday	1 August	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	23 August	
COUNCILLOR DEVELOPMENT SESSION	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	
COUNCIL	7.30 p.m.	Tuesday	26 September	
ALL MEMBERS' BRIEFING	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	
COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	18 October	
Planning Committee	6.00 p.m.	Tuesday	24 October	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	25 October	
Cabinet	10.30 a.m.	Friday	10 November	
Planning Committee	6.00 p.m.	Tuesday	21 November	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	22 November	
COUNCIL	7.30 p.m.	Tuesday	28 November	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	12 December	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	13 December	
Audit Committee	10.30 a.m.	Thursday	14 December	
Cabinet	10.30 a.m.	Friday	15 December	
Planning Committee	6.00 p.m.	Tuesday	19 December	

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

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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	
Cabinet	10.30 a.m.	Friday	26 January	Note 6
COUNCIL	7.30 p.m.	Tuesday	30 January	
Standards Committee	10.00 a.m.	Wednesday	7 February	
COUNCIL (Budget & Council Tax setting)	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
COUNCIL (PROVISIONAL)	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	
COUNCIL	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	
ANNUAL MEETING OF THE COUNCIL	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	
COUNCIL	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	
COUNCIL	7.30 p.m.	Tuesday	16 July	

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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	
COUNCIL	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.)