

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)

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