

ANNUAL MEETING OF THE COUNCIL

30 APRIL 2024

REFERENCE FROM CABINET

A.3 TIMETABLE OF MEETINGS: 2024/2025 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 2024/2025 municipal year.

EXECUTIVE SUMMARY

This report will enable Council, as required by the Constitution (Council Procedure Rule 1.1(xii)), to agree a timetable of ordinary meetings of the Council and Committees for the 2024/2025 Municipal Year.

RECOMMENDATION(S)

- (a) That the timetable 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 103 of the meeting of the Cabinet held on 12 March 2024 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 (A.3), 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 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 Policy and Local Plan Committee and the Tendring Colchester

Garden Community Joint Committee will normally commence at 6.00 p.m.

Meetings of the Licensing & Registration Committee 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.

Full Council, at its meeting held on 19 March 2024 (Minute 138 refers), made a formal decision to amend the Planning Committee's start time from 6.00 p.m. to 5.00 p.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.

For the same reason the dates of known Portfolio Holder Working party meetings in 2024 have also been included.

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.

BACKGROUND PAPERS FOR THE DECISION

Published Minutes of the meeting of the Cabinet held on 12 March 2024.

Published Minutes of the meeting of the Full Council held on 19 March 2024.

APPENDIX

Proposed timetable of ordinary Council and Committee Meetings for the 2024/2025 Municipal Year.

REPORT CONTACT OFFICER(S)

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