

Full Council

Report Title:	Schedule of Meetings 2024-25
Meeting Date:	30 April 2024
Contact Officer:	Lizzie Fuller, Committee Services & Processes Officer Mandy Sturdy, Town Clerk

Action Required

1. To approve the Schedule of Meetings for 2024/25.

Schedule of Meetings 2024/25

2. Four council meetings and the Annual Town Meeting for 2024/25 have previously been agreed (on 14/11/23).
3. With a view to make the committee cycle more purposeful and assist Officers, the attached Schedule of Meetings for 2024/25 (Appendix A) has been proposed. Overall, Officers have taken the view that scheduling slightly fewer meetings but ensuring they are focused and having the option to call additional meetings, is better than scheduling on the same frequency (or more) as before and risking having 'meetings for meetings sake'.
 - a. **Full Council** – In line with the 4 already scheduled, it is suggested that Full Council meet roughly every other month due to ongoing strategy work and to have provision for planning/TNP2 matters.
 - b. **Planning Committee** – continue to meet on a 4-week cycle (roughly every month so 12 times a year).
 - c. **Corporate Governance Committee** – will meet 4 times a year as was the case with P&R due to budget monitoring responsibilities.
 - d. **Community Services Committee** – CLR had been meeting 4 times a year. It is suggested that the Community Services committee meets 3 times a year. There is always the option to schedule more if required.
 - e. **Environment & Assets Committee** – As this is a new committee, it is difficult to know how often it should meet. It is being proposed that this committee meets on the same frequency as the Community Services committee (3 times a year) to start with, with the option to call more.
 - f. **Personnel Committee** – This will continue to meet 4 times a year.
 - g. **Annual Town Meeting** – This was originally booked for 18 March 2025, however following this year's event at the Barns Centre, Officers are reviewing whether to hold the event there again next year or use a completely different format for 2025. Therefore, the 18 March 2025 is a provisional date.
4. With everything proposed, there's an element of trial and error. The schedule of meetings can be changed, additional meetings can be called, and scheduled meetings can be cancelled.
5. Working groups and sub-committees are not included in the schedule, these tend to meet as and when required, and schedule their own meetings.

Resource Appraisal

6. No additional resources beyond usual preparation for and execution of council meetings.

Risk Assessment

7. The efficiency and reputation of the Council could be affected if all councillors and officers are not aware of the changes and responsibilities of a new committee structure. Individuals are encouraged through this report and the attached documents to read and comment on the recommendations to mitigate this risk.

Legal Powers:

- Local Government Act 1972, Schedule 12
- Local Government Act 1972, Part IV, Sections 101-106
- Public Bodies (Admission to Meetings) Act 1960
- Local Government and Housing Act 1989, Section 13
- Localism Act 2011

Recommendation

The council is asked to:

- i) Approve the Schedule of Meetings for 2024/25.***