

ITEM

ITEM

Council – 14 May 2009

CALENDAR OF MEETINGS 2009/10

Report of the Monitoring Officer

Statutory Powers: Local Government Act 2000

Financial Implications: None

Purpose:

1. To seek Member approval of the calendar of meetings of Council bodies for the 2009/10 municipal year.

RECOMMENDATION

That the Council RESOLVES to adopt the Calendar of Meetings for the 2009/10 municipal year (as per Appendix A to this report), subject to the Council meeting originally scheduled for 30 July 2009 being brought forward by a week to 23 July 2009, thereby avoiding a clash with the 2009 Totnes Show meeting date.

Background

2. Council Procedure Rule 1.1(x) states that the Annual Meeting will:-
“approve a programme of ordinary meetings of the Council for the year”
3. Set out at Appendix A is a programme of meetings for the period May 2009 – September 2010. As in previous years, meeting dates for a period of 18 months have been drafted, so that Members are aware in advance of the next Annual Council meeting of the dates for a further 6 months of meetings. This also aids the necessary programming of meetings.
4. In drawing up the calendar of meetings, a number of parameters are set which include:-
 - Constitutional requirements which, for some Council bodies, sets the number and frequency of meetings to be held annually;
 - The wishes of Members that as many meetings as possible are on a Thursday;
 - The wishes of Members that there are no other meetings scheduled for the same day as the Executive, Scrutiny or Council as far as practicably possible;
 - The wishes of Members to avoid clashes with meetings of other organisations and events where possible;
 - The wishes of Members to avoid the Development Control Committee and the Executive or Council meeting in the same week as far as practicably possible;
 - Financial timescales and requirements;

- Setting Policy Development Group meetings, which are scheduled for a Wednesday, to an afternoon start time to avoid clashes with the Strategic Management Team meetings.
5. It should be noted that the calendar only lists those meetings which can or need to be programmed (for constitutional, financial or other reasons). Meetings of other Council bodies such as the Licensing Committee, Standards Committee and Personnel Panel are arranged as and when required. In addition, further Policy Development Group meetings can be programmed into the calendar on an ad hoc basis.

Council Meeting – 30 July 2009

6. Approval was given at the Annual Council meeting on 8 May 2008 (Minute 21/08 refers) to a Council meeting taking place on 30 July 2009. However, since this was agreed, it has come to light that the Totnes Show is scheduled to also take place on this day. Therefore, it is proposed that this Council meeting be brought forward by a week, to take place on the afternoon of 23 July 2009.
7. Members are also advised that it may prove necessary to amend some of the dates as set out at Appendix A to accommodate any significant issues arising from the local Government Review, the expansion of Shared Services, or a possible General Election.

Risk Assessment

Opportunity / Risk	Issues / Obstacles	Benefits
Constitutional requirements regarding the number and frequency of meetings are missed.	Attempting to avoid any potential Member meeting clashes and ensure that constitutional requirements are provided for and Member wishes, where possible, are taken into account.	By drafting the Calendar for a period of 18 months will allow for as much forward planning as is practically possible.

Conclusion

8. The requirement in the constitution for the calendar of meetings to be considered at the Annual Council meeting causes some programming difficulties. However, by providing 18 months of meetings, these problems are overcome as well as giving Members some forward planning.

Darryl White
Member Support Services Manager

Council
 14 May 2009

Background Papers:
 Council Constitution