

FULL COUNCIL

Date:	Monday, 19 February 2024
Title:	Committee Calendar 2024-25
Contact Officer:	Deputy Town Clerk

Background

A draft calendar of committee meetings for the 2024-25 municipal year was presented to the Policy, Governance & Finance Committee on 5 February 2024. A recommendation by Officers was that the scheduled Annual Meeting of the Council be moved forward by a week to allow for two committee cycles before the summer holidays, with a one week break in between.

At the meeting it was advised the change would result in the current Mayor not being in position for a charity mayoral event on 10 May 2024.

Current Situation

Officers have explored options to try and accommodate the issue and ask that Members commit to one of the following so Members and Officers can publish and plan ahead accordingly:

Option 1 – Leave the calendar as presented at the PG&F Committee meeting, with the Annual Meeting of the Council being held on Wednesday 8th May. The Mayor would not be permitted to wear the mayor's chain once they are no longer Chair of the Council but could still hold the event.

Option 2 – Hold the Annual Meeting of the Council on Wednesday 15th May. This option means the committee meetings begin the following week (Monday 20th May), and other than for the late May bank holiday, results in no break in Council meetings until the beginning of August.

Option 3 – Hold the Annual Meeting of the Council on Wednesday 15th May. This option leaves a week's gap between meeting cycles at the end of June. This results in a Council meeting on 5th August (usually part of the summer recess).

Option 4 – Hold the Annual Meeting of the Council on Wednesday 15th May. This option means holding the Halls, Cemeteries & Allotments Meeting on Tuesday 28th May (day after Bank Holiday/Half-term holiday). This would still allow a break in meeting during the w/c 24th June.

There are no other times after 10th May where the Annual Council Meeting can be held. It must be held during May in accordance with legislation. In a non-town council election year, there are less statutory functions required within the order of business but one is standing Committee Membership. There have to be three clear days for agendas to be summonsed following the meeting.

All options can be seen chronologically in **Appendix 1**.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

The first two committee meeting cycles of the new municipal year are historically very tight to allow an August recess for summer holidays. There is a risk of Members and Officers who must attend all meetings burning out during this time without sufficient breaks.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Financial implications

There are no financial implications pertaining to the item above.

Recommendations

Members are invited to note the report and consider the following:

1. Agreeing an Option for the first two cycles of the Council's Committee Calendar 2024-25.