

Agenda Item No:

Report No:

Report Title: Meetings Timetable 2008/2009

Report To: Cabinet

Date: 21 November 2007

Lead Councillor: Councillor J H Freeman

Wards Affected: All

Report By: Head of Democratic Services

Contact Officer: David Feintuck, Committee Officer

Purpose of Report:

To approve the meetings timetable for the 2008/09 municipal year.

Officers Recommendation

To recommend to Council

- 1 That the meetings timetable for the 2008/09 municipal year, as appended to this report, be approved and adopted.
-

Reasons for Recommendation

- 1 To facilitate the smooth running of the Council's business in the municipal year 2008/09.

Information

- 2 The draft timetable for 2008/2009 has been circulated in advance to all councillors and Chief Officers for comment and account has been taken of comments received wherever possible.
- 3 Every effort has been made to accommodate, within the timetable, all meetings that take place on a regular basis.

Constraints that have to be taken into account when compiling the timetable:

- 4 The timetable has to be arranged between Annual Meetings of the Council which, in non-District Council election years, tend to be the second Wednesday in May. In 2009 the Annual meeting has been scheduled for Tuesday 12 May to avoid clashing with the three-weekly Planning Applications Committee cycle and the County Council election scheduled for 7 May.
- 5 Bank Holidays and the Easter and Christmas holiday periods have been avoided wherever possible.

6 School holidays have been kept clear of meetings where possible in accordance with requests in previous years from teacher councillors and Chief Officers although this is becoming increasingly difficulty to achieve. The school holiday dates, as advised by East Sussex County Council, have been included in the timetable.

7 The **Cabinet** meets approximately every six weeks, except in August.

Some particular constraints for the 2008/09 meetings timetable:

8 **Council** and **Cabinet** meetings are all on Wednesdays excepting the precept setting Council on Tuesday 17 February 2009 and Cabinet on Tuesday 6 January 2009 (to avoid Planning Applications Committee) and Annual Council on Tuesday 12 May 2009 (see paragraph 4 above).

9 **Planning Applications Committee** normally meets every three weeks on a Wednesday but there are four week gaps between 12 November 2008 and 10 December 2008 and between 10 December 2008 and 7 January 2009 to avoid Christmas and New Year weeks.

10 **Audit Committee**, which normally meets on a Monday, has been moved to a Wednesday in June 2008 because of the need to allow maximum time for the preparation and consideration of the Final Accounts.

Financial Appraisal

11 Some meetings take place at different venues throughout the District, for which room hire charges have to be paid.

Environmental Implications

12 I have completed the Environmental Implications Questionnaire and there are no significant effects as a result of these recommendations.

Risk Management Implications

13 I have completed the Risk Management questionnaire and this report does not require a risk assessment because the changes/issues covered by the recommendations are not significant in terms of risk.

Background Papers

14 None

Appendices

15 Summary Public Meetings Timetable 2008/09
Public Meetings Timetable 2008/09