

**Body:** Council  
**Date:** 17 November 2010  
**Subject:** Calendar of Meetings 2011/12  
**Report of:** Local Democracy Manager

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**Ward(s):** All

**Purpose:** To propose the calendar of meetings for 2011/12.

**Contacts:** David Robinson, Local Democracy Manager  
Tel. (01323) 415022 or internally on extension 5022.  
Katie Armstrong, Scrutiny Co-ordinator  
Tel. (01323) 415023 or internally on extension 5023.

**Recommendations:** **That the calendar for 2011/12, as shown in the appendix to this report, be approved (subject to final ratification at the Council's next annual meeting).**

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## **1.0 Introduction**

1.1 It is usual at this time of the year to approve the Council's calendar of meetings for the council year commencing the following May.

## **2.0 Calendar for 2011/12**

2.1 A draft calendar is appended to this report. The calendar of meetings follows the pattern of previous years with a similar frequency of meetings. Proposed changes as compared with the 2010/11 calendar are detailed below.

## **2.2 Annual Council**

2.2.1 As there are council elections in 2011 a separate date has been scheduled for the annual meeting. The date has to be fixed within a prescribed period after the date of election. The date Wednesday 25 May 2011 was previously agreed as this allows sufficient time in the immediate aftermath of the election to take account of any changes, obtain Group Leaders' nominations for committee seats and other positions and issue meeting papers. A "Leaders' Meeting" has also been scheduled for 12 May 2011 to which Leaders and Deputy Leaders will be invited for the purpose of receiving nominations and resolving any other related matters prior to the issue of the annual council meeting papers.

2.2.2 The legal requirements for holding annual meetings are set out in Schedule 12 of the Local Government Act 1972. In years when no ordinary elections are held a date may be fixed on any day in March, April or May. In an election year, the annual meeting must be on the 8<sup>th</sup> day after the day of retirement of councillors or such other day within the 21 days immediately following the day of retirement as the council may fix (the day of retirement is the 4<sup>th</sup> day after the day of election). The Council may set a time of their own choosing (or if no time is fixed the meeting is to be held at noon).

2.2.3 For 2012, a return to the practice of having both the ordinary spring meeting and the annual meeting on the same evening can be re-instated.

## **2.3 Cabinet**

2.3.1 An extra meeting date (22 June 2011) has again been scheduled for the special purpose of considering the annual statement of accounts prior to the Audit Committee. The Chief Finance Officer will review the need for this meeting in due course.

## **2.4 Planning Committee**

2.4.1 The date of the May 2011 Planning Committee has been moved forward 2 days so that it falls after the annual meeting. To 26 May from 24 May.

## **2.5 Conservation Area Advisory Group**

2.5.1 The date of the May 2011 meeting has also been moved forward so that it falls after the annual meeting. To 31 May from 19 May.

## **3.0 Consultation**

3.1 Group leaders and senior managers received a draft timetable for their information and comment.

## **4.0 Implications**

4.1 There are no relevant implications to report in respect of this matter.

**David Robinson**  
**Local Democracy Manager**

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### **Background Papers:**

None.

(der\P:council\10.11.17\calendar of meetings)

# Calendar of Meetings April 2011 - May 2012

<b>MEETING:-</b>	<b>TIME</b>	<b>APR</b>	<b>2011 MAY</b>	<b>JUN</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2012 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>
Borough Elections			5												3
ANNUAL COUNCIL	6pm		25												9
COUNCIL ( <i>*motions deadline 11am</i> )	6pm	20 (*11)			20 (*11)		14 (*5)		16 (*7)			22 (*13)			9 (*27)
Leaders' meeting			12												
AUDIT COMMITTEE	6pm			29			28			7			14		
CABINET	6pm			1 / *22	13		7	19		14		8	28		30
Joint Staff Committee	2.30pm			29			7		30				6		
Grants Task Group	6pm										26				
SCRUTINY COMMITTEE	6pm	11			4		5			5		6		2	
PLANNING COMMITTEE	6pm	19	26	14	12	2/30	27	25	28		3/31	28	27	17	22
Conservation Area Advisory	6pm	5	31		19		6	11	22		10	21		3	15
LICENSING COMMITTEES	6pm				18			10			16		19		
STANDARDS COMMITTEE	6pm	12			11			17			23			10	

\*Cabinet 22 June 2011 – special meeting for statement of accounts

Changes to the current 2009/10 calendar:

- Leaders' meeting added 12 May 2011
- Planning moved to 26 May 2011 from 24 May 2011
- CAAG moved to 31 May 2011 from 19 May 2011