



Title of Report:	Timetable of Council, Committee and Sub Committee Meetings Schedule June 2023 – December 2023 inclusive
Committee Report Submitted To:	The Annual Meeting
Date of Meeting:	30 May 2023
For Decision or For Information	For Decision

Linkage to Council Strategy 2021-2025	
Strategic Theme	Cohesive Leadership
Outcome	Council operates as one effective and efficient corporate unit with a common purpose and culture.
Lead Officer	Director of Corporate Services

Budgetary Considerations	
Cost of Proposal	
Included in Current Year Estimates	YES/NO
Capital/Revenue	
Code	
Staffing Costs	

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of Report

The purpose of the report is to present the Schedule of Council, Committee and Sub Committee Meetings June 2023 – December 2023 inclusive, for Council decision.

2.0 Background

2.1 The day and frequency of Council, Committee and Sub Committee meetings each month previously agreed, is presented as follows:

- Council Meeting – 1st Tuesday at 7pm;¹
- Land and Property Sub Committee – 1st Wednesday at 7pm;
- Environmental Service Committee – 2nd Tuesday at 7pm;
- Audit Committee - Quarterly on 2nd Wednesday at 7pm;²
- Finance Committee – 2nd Thursday at 7pm;
- Leisure and Development Committee – 3rd Tuesday at 7pm;
- Corporate Policy and Resources Committee – 4th Tuesday at 7pm;
- Planning Committee (with full Council powers) – 4th Wednesday at 10.30am;

2.2 Proposed Schedule of Council and Committee Meetings June 2023 – December 2023 inclusive

The proposed Timetable of Meetings Schedule has been presented taking into account the Annual July recess³ and key public holiday periods. Rescheduled meeting dates/times have been presented throughout for Council decision, where appropriate.

In accordance with Council's Standing Orders, Protocol for The Operation of the Planning Committee, Annex D, 4.1, "*No meeting will take place in the month of July*".

2.3 Note there is no Corporate, Policy and Resources Committee meeting scheduled in December 2023, therefore there is no Land and Property Sub Committee meeting scheduled.

2.4 Planning Committee – December

Council has, to date, held a Planning Committee meeting annually in December. Due to the proximity of the rotation of the Planning Committee meeting to the December holiday period, it is considered that this meeting should not be held.

¹ Convene a Special Council Meeting annually following the September Audit meeting (Ref AC 220309 / CM 220405).

² September Audit Committee meeting is permanently changed from Wednesday Week 2 to Wednesday Week 3 to facilitate Audit deadlines (Ref AC 220309 / CM 220405).

³ Council extend its Committee meeting recess from July 2022 to include August 2022, that Council does schedule its Council Meeting and Planning Committee in August 2022 (Ref CM 211005).

3.0 **Recommendation**

It is recommended that Council consider the Timetable of Meetings Schedule, June 2023-December 2023 inclusive, attached as Appendix I.

DATES OF COUNCIL, COMMITTEE AND SUB COMMITTEE MEETINGS
JUNE 2023 – DECEMBER 2023 INCLUSIVE

2023	June	July	August	September		October	November	December
Council Meeting at 7PM	Tues 6th and Thurs 29th	Recess	Tues 1st	Tues 5th	SCM Annual Accounts 25th	Tues 3rd	Tues 7th	Tues 5th
Land and Property Sub Committee at 7PM	Wed 7th		No meeting	Wed 6th		Wed 4th	Wed 1st	No meeting
Environmental Services Committee Meeting at 7PM	Tues 13th		No meeting	Tues 12th		Tues 10th	Tues 14th	Tues 12th
Finance Committee Meeting at 7PM	Thurs 8th		No meeting	Thurs 14th		Thurs 12th	Thurs 9th	Thurs 14th
Audit Committee Meeting at 7PM	Wed 14th			Wed 20th				Wed 13th
Leisure & Development Committee Meeting at 7PM	Tues 20th		No meeting	Tues 19th		Tues 17th	Tues 21st	Tues 19th
Corporate Policy & Resources Committee Meeting at 7PM	Tues 27th		No meeting	Tues 26th		Tues 24th	Tues 28th	No meeting
Planning Committee Meeting at 10.30AM	Wed 28th		No Meeting	Wed 23rd	Wed 27th		Wed 25th	Wed 22nd

Key SCM (Special Council Meeting)