1 PURPOSE
1.1 To request Committee’s consideration of the proposed meeting cycle for committees for the municipal year 2014/15.
1.2 Relevance to the Council’s ambitions and priorities:
One of the Council’s stated aims is to be a well run Council. Meetings of the Councils and its committees are arranged to be as accessible as possible in order to enhance the transparency of the Council’s work.

2 BACKGROUND
2.1 The meeting cycle is drawn up at this time of year for the forthcoming municipal year.
2.2 It is subject to final approval at the Annual meeting on 13 May 2014.
2.3 Some meeting dates have to fit into other timetables, eg approval of the Statement of Accounts, setting the Council Tax.

3 ISSUES
3.1 The draft meeting cycle at Appendix A is similar to the cycle for 2013/14 (dates around Easter have moved)
3.2 Consideration has been given to various issues that have resulted in
   • the ‘summer’ cycle being condensed as far as possible to avoid July/August;
   • the first P & D committee being put back a week to accommodate the European Elections on 22 May 2014
   • the Annual meeting in 2015 also being put back a week to accommodate the Borough Elections on 7 May 2015

4 RISK ASSESSMENT
4.1 The approval of this report may have the following implications:
   • Resources – the estimated costs of administering the committee arrangements is included in the approved budget for 2014/15.
• Technical, Environmental and Legal – None arising as a direct result of this report.
• Political – None arising as a direct result of this report.
• Reputation – None arising as a direct result of this report.
• Equality & Diversity – None arising as a direct result of this report.

5 RECOMMENDED THAT COMMITTEE

5.1 Approve the draft meeting cycle at Appendix A for ratification at the Annual Meeting on 13 May 2014.

Olwen Heap
ADMINISTRATION OFFICER

Marshall Scott
CHIEF EXECUTIVE

BACKGROUND PAPERS
Meeting Cycle 2014/15

For further information please ask for Olwen Heap, extension 4408

REF: OMHP&F250314
### Meeting Cycle 2014/15
(13 May 2014 – 19 May 2015)

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<tr>
<td>Community Services</td>
<td>Tues</td>
<td>6.30pm</td>
<td>20 May</td>
<td>2 Sept</td>
<td>14 Oct</td>
<td>13 Jan</td>
<td>10 March</td>
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<tr>
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<td>Thurs</td>
<td>6.30pm</td>
<td>29 May</td>
<td>24 July / 21 Aug</td>
<td>16 Oct</td>
<td>15 Jan</td>
<td>12 March</td>
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<tr>
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<td>28 May</td>
<td>3 Sept</td>
<td>22 Oct</td>
<td>21 Jan</td>
<td>18 March</td>
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<td>4 Sept</td>
<td>23 Oct</td>
<td>22 Jan</td>
<td>19 March</td>
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<td>9 Sept</td>
<td>25 Oct</td>
<td>27 Jan/10 Feb</td>
<td>24 March</td>
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<tr>
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<td>11 Sept</td>
<td>30 Oct</td>
<td>29 Jan</td>
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<td>16 Sept</td>
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<td>17 March</td>
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<td>Planning &amp; Development</td>
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<td>26 June</td>
<td>18 Sept</td>
<td>13 Nov/18 Dec</td>
<td>12 Feb</td>
<td>14 April</td>
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<td>25 June</td>
<td>27 Aug</td>
<td>19 Nov</td>
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<tr>
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<td>15 July</td>
<td>7 Oct</td>
<td>16 Dec</td>
<td>3 Mar</td>
<td>28 April</td>
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**2014**
- Offices Closed:
  - Spring Bank: 26 May 2014
  - August Bank: 25 August 2014
  - Christmas: 25 - 31 December 2014

**2015**
- Offices Closed:
  - New Year: 1 & 2 January 2015
  - Good Friday: 3 April 2015
  - Easter Monday: 6 April 2015
  - May Day: 4 May 2015

- Annual Council: 13 May 2014
- Borough Elections: 7 May 2015
- European Elections: 22 May 2014
- Annual Council: 19 May 2015