1 PURPOSE

1.1 To request Committee’s consideration of the proposed meeting cycle for committees for the municipal year 2018/19.

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 Council 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 8 May 2018.

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 2017/18.

3.2 Consideration has been given to various issues that have resulted in

- Meeting dates being arranged around the Easter holidays
- Meeting dates avoiding the LGA conference and half term holidays
- The ‘summer’ cycle being condensed as far as possible to avoid July/August;

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 2018/19.
- 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 8 May 2018.

ADMINISTRATION OFFICER

CHIEF EXECUTIVE

BACKGROUND PAPERS

Meeting Cycle 2016/17

For further information please ask for Olwen Heap, extension 4408

REF: OMH/P&F200318
<table>
<thead>
<tr>
<th>MEETINGS</th>
<th>Day</th>
<th>TIME</th>
<th>1ST CYCLE 2018</th>
<th>2ND CYCLE 2018</th>
<th>3RD CYCLE 2018</th>
<th>4TH CYCLE 2019</th>
<th>5TH CYCLE 2019</th>
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<tbody>
<tr>
<td>Community Services</td>
<td>Tues</td>
<td>6.30pm</td>
<td>22 May</td>
<td>4 Sept</td>
<td>30 Oct</td>
<td>8 Jan</td>
<td>12 March</td>
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<tr>
<td>Planning and Development</td>
<td>Thurs</td>
<td>6.30pm</td>
<td>24 May</td>
<td>6 Sept</td>
<td>1 Nov</td>
<td>10 Jan</td>
<td>14 March</td>
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<tr>
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<td>12 Sept</td>
<td>7 Nov</td>
<td>16 Jan</td>
<td>20 March</td>
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<td>7 June</td>
<td>13 Sept</td>
<td>8 Nov</td>
<td>17 Jan</td>
<td>21 March</td>
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<tr>
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<td>12 June</td>
<td>18 Sept</td>
<td>13 Nov</td>
<td>29 Jan</td>
<td>26 March</td>
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<td>20 Sept</td>
<td>15 Nov</td>
<td>24 Jan</td>
<td>28 March</td>
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<td>19 June</td>
<td>25 Sept</td>
<td>20 Nov</td>
<td>22 Jan + 5 Feb</td>
<td>2 April</td>
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<td>Parish Liaison</td>
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<td>21 June</td>
<td>27 Sept</td>
<td>22 Nov</td>
<td>31 Jan</td>
<td>4 April</td>
</tr>
<tr>
<td>Planning &amp; Development</td>
<td>Thurs</td>
<td>6.30pm</td>
<td>28 June + 2 August</td>
<td>4 Oct</td>
<td>29 Nov</td>
<td>7 Feb</td>
<td>11 April</td>
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<td>Accounts &amp; Audit</td>
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<td>25 July</td>
<td>31 Oct</td>
<td>13 Feb</td>
<td>10 April</td>
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<tr>
<td>Full Council</td>
<td>Tues</td>
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<td>10 July</td>
<td>16 Oct</td>
<td>11 Dec</td>
<td>5 March</td>
<td>30 April</td>
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### 2018
- **Offices Closed**
  - Spring Bank: 28 May 2018
  - August Bank: 27 August 2018
  - Christmas: 24 - 28 December 2018

### 2019
- **Offices Closed**
  - New Year: 31 Dec - 1 January 2019
  - Good Friday: 19 April 2019
  - Easter Monday: 22 April 2019
  - May Day: 6 May 2019

- **Annual Council**: 8 May 2018
- **Borough & Parish Elections**: 2 May 2019
- **Annual Council**: 14 May 2019