

|                       |                           |
|-----------------------|---------------------------|
| <b>ANNUAL COUNCIL</b> | <b>AGENDA ITEM No. 11</b> |
| <b>20 MAY 2019</b>    | <b>PUBLIC REPORT</b>      |

|                                |   |             |
|--------------------------------|---|-------------|
| Report of:                     | Fiona McMillan, Director of Law and Governance                |             |
| Cabinet Member(s) responsible: | N/A   |             |
| Contact Officer(s):            | Pippa Turvey, Democratic and Constitutional Services Director | Tel. 452460 |

## CALENDAR OF MEETINGS 2019/2020

|  |                                  |
|--|----------------------------------|
| <b>R E C O M M E N D A T I O N S</b>   |                                  |
| <b>FROM:</b> <i>Director of Law and Governance</i>   | <b>Deadline date:</b> <i>N/A</i> |
| It is recommended that Council approve the Calendar of Meetings ( <b>Appendix 1</b> to be tabled) for 2019/2020. |                                  |

### 1. PURPOSE AND REASON FOR REPORT

- 1.1 The Council at its annual meeting will agree the date and time of ordinary meetings of Council (and its committees) for the forthcoming municipal year.
- 1.2 Members are asked to agree the calendar of the Council and its committees for the 2019/2020 municipal year.

### 2. BACKGROUND AND KEY ISSUES

- 2.1 As required by Schedule 12 of the Local Government Act 1972, a notice is published on the notice board at the Town Hall informing the public of the meetings of the Council and its committees. If changes are made to the public notice by the Proper Officer, the notice will be updated and information fully publicised on the Council's website.

#### **Full Council Meeting Start Time**

- 2.2 Following a suggestion from the Constitution and Ethics Committee Members were consulted on a proposal to change the start time of Full Council meetings from 7:00pm to 6:00pm. At its meeting on 11 March 2019 the Constitution and Ethics Committees resolved to include this revised start time to Council as part of the Calendar of Meetings.

The Committee considered, however, that should a Special Council meeting be held prior to a normal Council meeting, the Special Council meeting should commence at 6:00pm, with the normal meeting following afterwards.

### 3. CONSULTATION

- 3.1 Relevant internal officers have been consulted when drafting the calendar of meetings. The calendar was submitted to Council in draft form at its meeting on 23 January 2019 in order to obtain the views of Members.

### 4. IMPLICATIONS

4.1 There are no financial, legal, or equalities implications arising from this report.

**5. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

5.1 None.

**6. APPENDICES**

6.1 **Appendix 1** – Calendar of Meetings 2019/2020 (to be tabled)