



Policy & Finance Committee

Date: 14 November 2022

Title: Calendar of Meetings

Purpose of the Report:

To consider rescheduling two meetings in May 2023 due to elections.

Contact Officer:

Sarah Sandiford, Deputy Town Clerk

Corporate Objective/s	n/a	
Implications:		
Financial	No	
Human Resources	No	
Operational/Service delivery	No	
Procedural/Legal	Yes	The new Council will not be in place until 15 May 2023.
Risk/Health and Safety	No	
Environmental Aims	No	

1 RECOMMENDATION/S

Should the Committee be minded, the proposals are:

- 1.1 To move the Planning & Transport Committee scheduled for 10 May 2023 to 17 May 2023.
- 1.2 To move the Grants Sub-Committee scheduled for 8 May 2023 to 22 May 2023.

2 BACKGROUND

- 2.1 The scheduling of meetings is primarily based upon a quarterly committee cycle, as well as the requirement to provide comment to the planning authority on planning applications every three weeks.

- 2.2 The Grants & Awards Sub-Committee usually meets twice per year, in May and November. The May meeting has historically been scheduled at this time to allow groups and organisations to receive grant funding as early as practicable in the financial year, whilst allowing them time to finalise their accounts for the previous financial year.
- 2.3 At its meeting held 31 January 2022, the Council agreed a proposed Calendar of Meetings for the municipal year 2022-2023.
- 2.4 At present, parish council elections are scheduled to take place on 4 May 2023. Ideally therefore, no meetings should take place following the final Council meeting of the current administration on 24 April 2023. The new Council will not meet to agree committee memberships until 15 May 2023.
- 2.5 It is proposed that meetings originally scheduled for 8 and 10 May 2023 be moved to 17 and 22 May respectively.
- 2.6 The proposed rescheduling will result in a gap of four weeks between meetings of the Planning & Transport Committee. It is anticipated that the Town Clerk will use delegated authority to respond to any planning applications with deadlines in this period.

End.