

Report to: Cabinet



Date of Meeting 31 January 2024

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Calendar of Meetings 2024/2025

Report summary:

To consider the calendar of meetings for the Council's 2024/2025 municipal year.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

To recommend Annual Council on 8 May 2024 to approve the calendar of meetings for 2024/2025 municipal year (Appendix 1).

Reason for recommendation:

Adopting an annual calendar of meetings is to meet the legal requirement to hold an Annual Meeting and also such other meetings as are necessary for the conduct of the Council's business in accordance with its Constitution.

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Communications and Democracy
- Economy
- Finance and Assets
- Strategic Planning
- Sustainable Homes and Communities
- Culture, Leisure, Sport and Tourism

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk; By approving the Calendar of Meetings each year, the Council will avoid potential Member meeting clashes and ensure that its Constitutional requirements are provided for with the wishes of Members, wherever possible, being taken into account.

Links to background information

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
 - A greener East Devon
 - A resilient economy
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Report in full

A draft calendar of meetings for 2024/2025 has been prepared to enable the effective consideration of Council business during the period from May 2024 to May 2025. A copy of the draft calendar of meetings is attached at appendix 1.

The Council Procedure Rules sets out the frequency of meetings and requires agreement on an annual schedule of meetings for the conduct of formal decision making within relevant statutory and procedural requirements. In setting the calendar of meetings each year the Council can ensure that these requirements are met. Adoption of a twelve-month calendar also enables for forward planning and where practicable avoids potential meeting clashes.

Financial implications:

This report is setting the calendar of meetings for the 2024/2025 municipal year and the budget for the administration of meetings is included in base budgets.

Legal implications:

The functions which are the subject of this report are matters for Council to determine.