

CABINET

Agenda Item: 9

Ward: ALL

Portfolio: Finance, Governance and Corporate Services

Report Author(s): Portfolio Holder for Finance, Governance and Corporate Services

Date: 13 March 2017

SUBJECT: Calendar of Public Meetings 2017/18

Internal Use Only: Please complete sign off boxes below prior to submission to Democratic Services			
Report Sign off	Seen by:	Name	Date
	Chief Executive/Deputy Chief Executive(s)	Donna Nolan	20.02.17
	Legal	Donna Nolan	20.02.17
	Finance	Paul Deal	20.02.17
	Group Manager	Donna Nolan	20.02.17
	Portfolio Holder	John Parham	27.02.17
	Ward Member(s)	NA	
Summary:	The draft calendar of public meetings for 2017/18 has been prepared and is attached at Appendix A.		
Recommendation:	To recommend to full Council to approve the dates of public meetings for May 2017 through to May 2018.		
Direct and/or indirect impact on service delivery to our customers and communities:	Decisions affecting services are made at public meetings wherever possible. Members of the public are able to contribute during public participation slots at each meeting.		
Contribution to Corporate Priorities:	Public meetings enable decisions to be taken to further the Council's corporate priorities.		
Legal Implications:	A schedule will help ensure timely decisions are made which mitigates the risk of legal challenge to the Council.		
Financial Implications:	Within existing resources, but if an external venue is booked there may be additional expenditure.		
Impact on Service Plan:	The setting and servicing of constitutional meetings of the Council forms part of the operational plan for Democratic Services.		
Value for Money:	The majority of meetings are held on site, thus ensuring the best value for money.		

Equalities Implications:	Public meetings are often held in the evenings to suit the majority of attendees.
Risk Assessment and Adverse Impact on Corporate Actions:	Such a calendar is in accordance with the Council's Constitution.
Scrutiny Recommendation (if any)	None

INTRODUCTION

The Calendar is much the same as the previous year. Efforts have been made to avoid conflicts with meetings of the County Council and the Parish/Town Councils within the district. Meetings of the full Council also fall outside of school holidays.

This table shows the type of public meeting and the usual frequency of each meeting.

Meeting	Frequency	Day of the Week	Start Time
Full Council	4 per year	Monday	6.30 pm
Cabinet	Monthly	Monday	6.30 pm
Scrutiny	Monthly	Monday	6.30 pm
Planning Board	Monthly	Wednesday	6 pm
Licensing Board	Every other month	Wednesday	6.30 pm
Licensing Sub Committee	Ad hoc	Usually Tuesday	Usually 10 am
Standards Committee	Quarterly	Tuesday	2 pm
Parish Surgery and Parish Forum	Quarterly	Various	6.30 pm
Audit Committee	Quarterly	Wednesday	3 pm
Wells Recreation Ground Trust Committee	Ad hoc	Various, the meetings will be held in Wells Town Hall whenever possible	6.30 pm
Council's Asset Management Group (CAMG)	Every 6 weeks	Tuesday	3 pm
Somerset Building Control Partnership	Twice a year		

Phoenix Sponsorship Board	Ad hoc	Various	
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RECOMMENDATIONS

That Cabinet recommend to full Council that the calendar of public meetings for Mendip District Council from May 2017 through to May 2018 be approved.

REASONS FOR RECOMMENDATIONS

To ensure that council business is dealt with in a timely and orderly manner.

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List of background Papers: None

**MENDIP DISTRICT COUNCIL
CALENDAR OF PUBLIC MEETINGS 2017/18**

Date	Meeting	Time	Venue
May 2017			
15 M	Annual Full Council	6.30 pm	Council Chamber
22 M	Cabinet	6.30 pm	Council Chamber
June 2017			
5 M	Scrutiny Board	6.30 pm	Council Chamber
6 T	Standards Committee	2 pm	Council Chamber
8 Th	Parish Forum Surgery and Parish Forum	6 pm and 6.30 pm	Council Chamber
12 M	Cabinet	6.30 pm	Council Chamber
14 W	Planning Board	6 pm	Council Chamber
20 T	Corporate Asset Management Group (CAMG)	3 pm	Council Chamber
21 W	Licensing Board	6.30 pm	Council Chamber
26 M	Scrutiny Board	6.30 pm	Council Chamber
July 2017			
4 T	Joint Staff Consultative Committee (JSCC)	4 pm	Council Chamber
10 M	Cabinet	6.30 pm	Council Chamber
12 W	Planning Board	6 pm	Council Chamber
24 M	Scrutiny Board	6.30 pm	Council Chamber
26 W	Audit Committee – Review and Approve the Statement of Accounts	3 pm	Council Chamber
August 2017			
1 T	Corporate Asset Management Group (CAMG)	3 pm	Council Chamber
7 M	Cabinet	6.30 pm	Council Chamber
16 W	Planning Board	6 pm	Council Chamber
21 M	Scrutiny Board	6.30 pm	Council Chamber
30 W	Licensing Board	6.30 pm	Council Chamber
September 2017			
5 T	Standards Committee	2 pm	Council Chamber
11 M	Cabinet	6.30 pm	Council Chamber
12 T	Corporate Asset Management Group (CAMG)	3 pm	Council Chamber
18 M	Scrutiny Board	6.30 pm	Council Chamber
19 T	Joint Staff Consultative Committee (JSCC)	4 pm	Council Chamber
25 M	Full Council – Treasury Management	6.30 pm	Council Chamber

Date	Meeting	Time	Venue
26 T	Parish Forum Surgery and Parish Forum	6 pm and 6.30 pm	Council Chamber
27 W	Planning Board	6 pm	Council Chamber
October 2017			
9 M	Cabinet	6.30 pm	Council Chamber
18 W	Planning Board	6 pm	Council Chamber
24 T	Corporate Asset Management Group (CAMG)	3 pm	Council Chamber
25 W	Licensing Board	6.30 pm	Council Chamber
30 M	Scrutiny Board	6.30 pm	Council Chamber
November 2017			
1 W	Audit Committee – Treasury Management Strategy Midyear Update	3 pm	Council Chamber
8 W	Planning Board	6 pm	Council Chamber
13 M	Cabinet	6.30 pm	Council Chamber
27 M	Scrutiny Board	6 pm	Council Chamber
December 2017			
4 M	Cabinet	6.30 pm	Council Chamber
5 T	Standards Committee	2 pm	Council Chamber
5 T	Joint Staff Consultative Committee	4 pm	Council Chamber
11 M	Full Council – Tax Base	6.30 pm	Council Chamber
12 T	Corporate Asset Management Group (CAMG)	3 pm	Council Chamber
18 M	Scrutiny Board	6.30 pm	Council Chamber
20 W	Planning Board	6 pm	Council Chamber
January 2018			
3 W	Licensing Board	6.30 pm	Council Chamber
8 M	Cabinet	6.30 pm	Council Chamber
17 W	Planning Board	6 pm	Council Chamber
22 M	Scrutiny Board	6.30 pm	Council Chamber
30 T	Corporate Asset Management Group (CAMG)	3 pm	Council Chamber
31 W	Audit Committee	3 pm	Council Chamber
February 2018			
12 M	Cabinet	6.30 pm	Council Chamber
19 M	Full Council - Council Tax Setting	6.30 pm	Council Chamber
21 W	Planning Board	6 pm	Council Chamber
26 M	Scrutiny Board	6.30 pm	Council Chamber
March 2018			
6 T	Standards Committee	2 pm	Council Chamber
12 M	Cabinet	6.30 pm	Council Chamber
13 T	Joint Staff Consultative	4 pm	Council Chamber

Date	Meeting	Time	Venue
	Committee (JSCC)		
20 T	Corporate Asset Management Group (CAMG)	3 pm	Council Chamber
21 W	Planning Board	6 pm	Council Chamber
26 M	Scrutiny Board	6.30 pm	Council Chamber
28 W	Licensing Board	6.30 pm	Council Chamber
April 2018			
4 W	Audit Committee	3 pm	Council Chamber
9 M	Cabinet	6.30 pm	Council Chamber
18 W	Planning Board	6 pm	Council Chamber
23 M	Scrutiny Board	6.30 pm	Council Chamber
May 2017			
1 T	Corporate Asset Management Group (CAMG)	3 pm	Council Chamber
2 W	Licensing Board	6.30 pm	Council Chamber
14 M	Annual Full Council	6.30 pm	Council Chamber