

COUNCIL

Agenda Item: 16

Ward: ALL

Portfolio: Finance, Governance and Corporate Services

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

Date: 15 May 2017

SUBJECT: Calendar of Public Meetings 2017-2018

| Internal Use Only: Please complete sign off boxes below prior to submission to Democratic Services | | | |
|---|---|--------------|------------|
| Report Sign off | Seen by: | Name | Date |
| | Legal | Donna Nolan | 14.03.2017 |
| | Finance | Paul Deal | 14.03.2017 |
| | Chief Executive | Stuart Brown | 14.03.2017 |
| | Group Manager | David Clark | 14.03.2017 |
| Summary: | The draft calendar of public meetings for 2017/18 has been prepared and is attached at Appendix A. | | |
| Recommendation: | 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: | No additional impact. | | |
| Financial Implications: | Within existing resources, but if an external venue is booked there may be additional expenditure. | | |
| Legal Implications: | A schedule will help ensure timely decisions are made which mitigates the risk of legal challenge to the Council. | | |
| Crime and Disorder Implications: | None identified. | | |
| 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. | | |

INTRODUCTION

The Calendar is much the same as the previous year. Efforts have been made to avoid conflicts with meetings of the Somerset County Council, Parish Councils within the district and elections including the general election on 8 June 2017. 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 | 6.00 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 |
| Rural Forums | Quarterly | Various | 6.30 pm |
| Audit Committee | Every other month | Wednesday | 3.00 pm |
| Wells Recreation Ground Trust Committee | Ad hoc | Various, these 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 | | |

RECOMMENDATIONS

That the dates 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.

Contact Officer: Claire Dicken

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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 | | | |
| 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 |
| 26 T | Parish Forum Surgery and Parish Forum | 6 pm and 6.30 pm | Council Chamber |
| 27 W | Planning Board | 6 pm | Council Chamber |

| Date | Meeting | Time | Venue |
|---------------|---|---------|-----------------|
| 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 Committee (JSCC) | 4 pm | Council Chamber |
| 20 T | Corporate Asset Management Group (CAMG) | 3 pm | Council Chamber |
| 21 W | Planning Board | 6 pm | Council Chamber |

| Date | Meeting | Time | Venue |
|------------|---|---------|-----------------|
| 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 2018 | | | |
| 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 |