

COUNCIL

Agenda Item: 16

Ward: ALL

Portfolio: Finance, Governance and Corporate Services

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

Date: 13 May 2019

SUBJECT: Calendar of Public Meetings 2019-2020

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Report Sign off	Seen by:	Name	Date
	Legal	Lesley Dolan	27.04.19
	Finance	Paul Deal	30.04.19
	Chief Executive	Stuart Brown	30.04.19
	Group Manager	David Clark	30.04.19
Summary:	The draft calendar of public meetings for 2019/20 has been prepared and is attached at Appendix A.		
Recommendation:	To approve the dates of public meetings for May 2019 through to May 2020.		
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.		
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 County Council and the Parish/Town Councils within the district. Meetings of the full Council also fall outside of school holidays.

In order to make quarterly performance reports to the Scrutiny Board and the Cabinet at the earlier opportunity, it will be necessary for Cabinet to meet on the third Monday of each month.

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

Meeting	Frequency	Day of the Week	Start Time
Full Council	4 per year	Monday	6.30 pm
Cabinet	Monthly	Monday	6.30 pm
Planning Board	Monthly	Wednesday	6 pm
Licensing Board	Every other month	Wednesday	6.30 pm
Audit Committee	Quarterly	Wednesday	Usually 5.30 pm
Scrutiny Board	Quarterly	Monday	6.30 pm
Standards Committee	Quarterly	Tuesday	2 pm
Parish Surgery and Parish Forum	Quarterly	Various	6.30 pm
Somerset Building Control Partnership	Twice a year	Usually Thursday	Usually 2 pm
Licensing Sub Committee	Ad hoc	Usually Tuesday	Usually 10 am
Assets of Community Value Committee	Ad hoc	Usually Tuesday	Usually 10 am
Wells Recreation Ground Trust Committee	Ad hoc	Various	6.30 pm
Phoenix Sponsorship Board	Ad hoc	Various	

RECOMMENDATIONS

That the dates of public meetings for Mendip District Council, from May 2019 through to May 2020, 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 2019/20**

Date	Meeting	Time	Venue
May 2019			
13 M	Annual Full Council	6.30 pm	Council Chamber
15 W	Asset of Community Value Panel	2.00 pm	Council Chamber
29 W	Planning Board	6 pm	Council Chamber
June 2019			
3 M	Cabinet	6.30 pm	Council Chamber
4 T	Joint Staff Consultative Committee (JSCC)	4 pm	Council Chamber
12 W	Licensing Board	6.30 pm	Council Chamber
13 Th	Parish Forum Surgery (6 pm) and Parish Forum	6.30 pm	Council Chamber
17 M	Scrutiny Board – Quarter 4 Reporting and Outturn	6.30 pm	Council Chamber
19 W	Planning Board	6 pm	Council Chamber
July 2019			
1 M	Cabinet	6.30 pm	Council Chamber
2 T	Standards Committee	2 pm	Council Chamber
9 T	Wells Recreation Ground Trust Committee	6.30 pm	Council Chamber
17 W	Planning Board	6 pm	Council Chamber
18 Th	Somerset Building Control Partnership	2 pm	Deane House, Taunton
24 W	Audit Committee – Review and Approve the Statement of Accounts plus Treasury Management Outturn	6.30 pm	Council Chamber
August 2019			
5 M	Cabinet	6.30 pm	Council Chamber
14 W	Licensing Board	6.30 pm	Council Chamber
19 M	Scrutiny Board – Quarter 1 Reporting	6.30 pm	Council Chamber
21 W	Planning Board	6 pm	Council Chamber
September 2019			
2 M	Cabinet	6.30 pm	Council Chamber
3 T	Joint Staff Consultative Committee (JSCC)	4 pm	Council Chamber

12 Th	Parish Forum Surgery (6 pm) and Parish Forum	6.30 pm	Council Chamber
18 W	Planning Board	6 pm	Council Chamber
23 M	Full Council	6.30 pm	Council Chamber
24 T	Wells Recreation Ground Trust Committee	6.30 pm	Council Chamber
October 2019			
1 T	Standards Committee	2 pm	Council Chamber
7 M	Cabinet	6.30 pm	Council Chamber
9 W	Licensing Board	6.30 pm	Council Chamber
16 W	Planning Board	6 pm	Council Chamber
30 W	Audit Committee – Treasury management Strategy Midyear Update	5.30 pm	Council Chamber
November 2019			
4 M	Cabinet	6.30 pm	Council Chamber
18 M	Scrutiny Board – Quarter 2 Reporting	6.30 pm	Council Chamber
20 W	Planning Board	6 pm	Council Chamber
21 Th	Somerset Building Control Partnership	2 pm	Council Chamber
December 2019			
2 M	Cabinet	6.30 pm	Council Chamber
3 T	Wells Recreation Ground Trust Committee	6.30 pm	Council Chamber
10 T	Joint Staff Consultative Committee (JSCC)	4 pm	Council Chamber
11 W	Licensing Board	6.30 pm	Council Chamber
12 Th	Parish Forum Surgery (6 pm) and Parish Forum	6.30 pm	Council Chamber
16 M	Full Council – Tax Base and Treasury Management Report	6.30 pm	Council Chamber
18 W	Planning Board	6 pm	Council Chamber
January 2020			
6 M	Cabinet	6.30 pm	Council Chamber
7 T	Standards Committee	4 pm	Council Chamber
22 W	Planning Board	6 pm	Council Chamber
29 W	Audit Committee	6.30 pm	Council Chamber
February 2020			
3 M	Cabinet	6.30 pm	Council Chamber
12 W	Licensing Board	6.30 pm	Council Chamber
17 M	Scrutiny Board – Quarter 3 Reporting	6.30 pm	Council Chamber

19 W	Planning Board	6 pm	Council Chamber
24 M	Full Council – Council Tax Setting	6.30 pm	Council Chamber
March 2020			
2 M	Cabinet	6.30 pm	Council Chamber
3 T	Joint Staff Consultative Committee (JSCC)	4 pm	Council Chamber
18 W	Planning Board	6 pm	Council Chamber
31 T	Wells Recreation Ground Trust Committee	6.30 pm	Council Chamber
April 2020			
6 M	Cabinet	6.30 pm	Council Chamber
8 W	Licensing Board	6.30 pm	Council Chamber
14 T	Standards Committee	2 pm	Council Chamber
22 W	Planning Board	6 pm	Council Chamber
29 W	Audit Committee	5.30 pm	Council Chamber
May 2020			
11 M	Annual Full Council	6.30 pm	Council Chamber
18 M	Scrutiny Board – Quarter 4 Reporting and Outturn	6.30 pm	Council Chamber
20 W	Planning Board	6.30 pm	Council Chamber