

# Calendar of Meetings: 2021 to 2022

<b>Report number:</b>	<b>COU/WS/21/005</b>	
<b>Report to and date:</b>	<b>Council</b>	23 February 2021
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**Decisions Plan:** This item is not required to be included on the Decisions Plan as it is not an executive matter.

**Wards impacted:** Not applicable

**Recommendation:** It is recommended that the Calendar of Meetings 2021 to 2022, as attached at Appendix A to Report number: COU/WS/21/005, be approved.

## **1. Context to this report**

- 1.1 Each year, the Council adopts a calendar of meetings for the forthcoming municipal year (May 2021 to May 2022).

## **2. Proposals within this report**

- 2.1 The proposed calendar is attached at Appendix A. Where possible, the calendar takes into account known events such as school holidays.
- 2.2 No venues have been stipulated on the calendar at present. This is due to the current COVID-19 situation and the fact that we cannot, at present, know for certain when we can begin to schedule meetings that are not entirely remotely operated (as they are at present).
- 2.3 In addition, we also require a flexible approach with regard to when College Heath Road is vacated and the Mildenhall Hub is ready. Officers can review the venue situation during the first part of 2021 and can amend the calendar to reflect accordingly.
- 2.4 The Development Control Committee Chair is supportive that the Committee has two meetings in April 2021 to avoid potential room clashes with elections, hence there is no meeting of the Committee in May 2021 but there is one scheduled for May 2022 as there is no election to be held that year.
- 2.5 The timing of the Performance and Audit Scrutiny Committee in July 2021 will be dependent on the conclusion of the external audit review of the statement of accounts and may need to be varied accordingly.
- 2.6 Those meetings that are scheduled on an 'as required' basis will continue to be scheduled and publicised as normal and members will continue to receive notification of these in accordance with current processes.
- 2.7 At the request of the Chair and Vice-Chair of the Licensing and Regulatory Committee, a schedule of monthly reserved dates for Licensing and Regulatory Sub-Committee meetings were drawn up during 2020 to 2021. If this process is to continue, members of the Licensing and Regulatory Committee will be notified of the proposed dates for 2021 to 2022 under separate cover; the provisional dates will not form part of the formal calendar.

## **3. Alternative options that have been considered**

- 3.1 None

## **4. Consultation and engagement undertaken**

- 4.1 Leadership Team considered the calendar in December 2020 and their views have been included within the attached document.

**5. Risks associated with the proposals**

- 5.1 Publication of the calendar of meetings ensures that members and the public are aware of forthcoming meeting dates, minimising the risk that they cannot attend and participate in the work of the Council.

**6. Implications arising from the proposals**

- 6.1 None

**7. Appendices referenced in this report**

- 7.1 **Appendix A:** Calendar of Meetings 2021 to 2022

**8. Background documents associated with this report**

- 8.1 None