

# Calendar of meetings 2024 to 2025

<b>Report number:</b>	<b>COU/WS/24/004</b>	
<b>Report to and date:</b>	<b>Council</b>	20 February 2024
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**Decisions Plan:** **Not applicable as this is not an executive matter**

**Wards impacted:** **Not applicable**

**Recommendation:** **It is recommended that the Calendar of Meetings 2024 to 2025, as attached at Appendix A to Report number: COU/WS/24/004, be approved.**

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

- 1.1 Each year, the Council adopts a calendar of meetings for the forthcoming municipal year (May 2024 to May 2025).

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

- 2.1 The proposed calendar is attached at Appendix A. The calendar takes into account known events which could have a widespread impact on attendance such as school holidays.
- 2.2 No venues are stipulated on the calendar as this allows for meetings to be held at West Suffolk House, Mildenhall Hub or other venues as appropriate and in liaison with the relevant Chair. Under current legislation some meetings are also able to be operated entirely virtually (for example, Staff Consultative Panel, Financial Resilience Sub-Committee) and it is envisaged that will continue and will be at the discretion of the Chair of the meeting.
- 2.3 The practice of scheduling two additional reserve meetings of Council and three additional reserve meetings of Cabinet has been continued and those meetings will be held if needed. The meetings will continue to be publicised as normal, and Members will receive notification of these in accordance with current processes.

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

- 3.1 None.

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

- 4.1 The provisional dates of Council, Cabinet and committee meetings have been shared with the Clerks of all town councils in the district, to provide early engagement on this matter and to avoid clashes where possible. The majority of town councils are yet to have set their meetings beyond May 2024, and these will be added to the calendar once known.
- 4.2 Scheduled meetings of Suffolk County Council have been taken into consideration when drafting the calendar.

## **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 2024 to 2025

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

8.1 None.