



Meeting	Full Council
Date	10 January 2024
Report Title	Annual Calendar of Meetings and Civic Events for 2024/25
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## **1.0 PURPOSE OF REPORT**

1.1 For Councillors to note the proposed meeting and Civic Event dates for the municipal year 2024/25.

## **2.0 INTRODUCTION AND BACKGROUND INFORMATION**

2.1 Full Council fixes the dates of routine meetings of the Council and its Committees (Standing Orders Appendix A, 2.1 j).

## **3.0 PROPOSED MEETING & CIVIC EVENT DATES 2024/25**

3.1 Venues have been reserved for these proposed dates, all Council, Committee and Sub Committee meetings will take place in the Town Hall.

3.2 The calendar used the existing dates of meetings and events during 2023/24 and adjusted where required for 2024/25. Minor changes have been made to balance out the number of meetings per week, to align them to the budget setting process and to balance civic events.

3.3 Town Councillor elections are due to take place on 01 May 2025, therefore it is suggested that no meetings are held between the date of the election and the Annual Council meeting to allow time for administrative organisation following elections.

3.4 A four-week gap between Planning, Environment and Transport Committee meetings is proposed in December/January 2024/25 and April/May 2025.

3.5 The Civic Sunday date will be a week later; this will be sent out to other Councils in advance to avoid clashes.

## **4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

4.1 The Calendar of Meetings for 2024/25 will contribute to the following corporate priority:

- Maintain effective and efficient governance and management of resources.

## **5.0 STAFFING IMPLICATIONS**

5.1 There are no staffing implications.

## **6.0 FINANCIAL IMPLICATIONS**

6.1 There are no financial implications.

## **7.0 CLIMATE AND ECOLOGICAL IMPLICATIONS**

7.1 This report is administrative and does not have any known direct Climate and Ecological impact.

## **8.0 RECOMMENDATIONS**

8.1 That the Calendar of Meetings and Civic Events at **APPENDIX A** be noted for the municipal year 2024/25.