

CALENDAR OF MEETINGS 2024-25

Head of Service:	Piero Ionta, Head of Legal and Monitoring Officer
Report Author:	Tim Richardson
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 – Calendar of meetings 2024-25

Summary

To approve a programme of ordinary meetings of the Council for the year.

Recommendation (s)

The Council is asked to:

- (1) Approve a programme of ordinary meetings for the year.

1 Reason for Recommendation

- 1.1 In accordance with its Rule of Procedure FCR 2.1, set out in Appendix 4 of the Constitution, the Council is required to approve a programme of ordinary meetings for the year at its annual meeting.

2 Background

- 2.1 A draft programme of meetings for 2024-25 was agreed by Council at its meeting of 12 December 2023. The final calendar attached to this report at Appendix 1, includes the following amendment:
 - 2.1.1 The meeting of the Licensing and Planning Policy Committee on 5 December 2024 has been rescheduled to Wednesday 20 November 2024.
- 2.2 To enable clearer forward-planning, the calendar is extended beyond the end of the Municipal year, to July 2025.
- 2.3 Dates cannot be scheduled for the Licensing Sub Committee meetings as these will need to be convened when needed to be able to respond to applications.

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- 2.4 In drawing up the Calendar of Meetings for 2024-2025 (Appendix 1), the main considerations have been the need to retain certain reporting chains as far as practicable and the timing of fiscal requirements. Consideration has also been given as far as practicable to school holidays.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

4 Financial Implications

- 4.1 The need to preserve reporting lines and other constitutional considerations means that at certain times of the year policy committee meetings are bunched together. The timetable is challenging for officers at certain points of the year, and whilst not the overriding consideration, the calendar has been devised to try and manage peaks in workload.

- 4.2 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

- 5.1 None arising from the contents of this report.

- 5.2 **Legal Officer's comments:** None arising from the contents of this report

6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- Effective Council.

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6.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** None

6.4 **Sustainability Policy & Community Safety Implications:** None.

6.5 **Partnerships:** Dates of meetings of outside and joint bodies, such as the Epsom and Walton Downs Conservators and Nonsuch Park Joint Management Committee are agreed by those bodies, but included within the Council's calendar of meetings for reference.

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- [Calendar of meetings 2024-25, Council, 12 December 2023](#)

Other papers:

- [Constitution of Epsom and Ewell Borough Council](#)