

## CALENDAR OF MEETINGS 2025-2026

<b>Head of Service:</b>	Piero Ionta, Head of Legal and Monitoring Officer
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<b>Wards affected:</b>	(All Wards);
<b>Appendices (attached):</b>	Appendix 1 – Calendar of meetings 2025-26

### 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 2025-26 was agreed by Council at its meeting of 10 December 2024. The final calendar attached to this report at Appendix 1 includes the following amendments in response to announcement of Local Government Reorganisation and anticipation that elections for Surrey Shadow Unitary authorities will be held in early May 2026:
- 2.1.1 The meeting of the Licensing and Planning Policy Committee on 17 June 2025 has been removed from the calendar as there is no scheduled business which requires consideration before the Committee's following meeting on 3 July 2025.
- 2.1.2 The meeting of the Crime & Disorder Committee in March 2026 has been rescheduled to **Tuesday 24 February 2026** from Wednesday 4 March 2026.

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- 2.1.3 The meeting of the Community and Wellbeing Committee in March 2026 has been rescheduled to **Thursday 5 March 2026** from Thursday 12 March 2026.
- 2.1.4 The meeting of the Environment Committee in March 2026 has been rescheduled to **Thursday 12 March 2026** from Tuesday 17 March 2026.
- 2.1.5 The meeting of the Strategy and Resources Committee in March 2026 has been rescheduled to **Thursday 17 March 2026** from Tuesday 24 March 2026
- 2.1.6 The meeting of the Audit and Scrutiny Committee in March 2026 has been rescheduled to **Thursday 19 March 2026** from Thursday 26 March 2026.
- 2.1.7 The meeting of the Full Council in April 2026 has been rescheduled to **Tuesday 24 March 2026** from Tuesday 14 April 2026 to enable it to be held prior to the pre-election period.
- 2.1.8 The meeting of the Planning Committee in April 2026 has been rescheduled to **Thursday 23 April 2026** from Thursday 16 April due to the Easter school holidays in early April.
- 2.1.9 The Annual meeting of the Full Council in May 2026 has been rescheduled to **Tuesday 19 May 2026** from Tuesday 12 May 2026 due to the shadow unitary elections anticipated for 7 May.
- 2.2 To enable clearer forward-planning, the calendar is extended beyond the end of the Municipal year, to July 2026.
- 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.
- 2.4 In drawing up the Calendar of Meetings for 2025-2026 (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.
- 2.5 Officers anticipate that there may be a requirement for Special Meetings of the Community and Wellbeing Committee and the Strategy and Resources Committee in June 2025 to consider the award of the Leisure Centre contract, due to the ordinary committee meeting cycle not occurring at a suitable time to facilitate such. The date of Tuesday 17 June 2025 has provisionally been identified as a potential date for these Special meetings, to be confirmed in consultation with the Chairs of both committees when there is certainty over the procurement timescales.

## 3 Risk Assessment

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### 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 **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

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.

6.6 **Local Government Reorganisation Implications:** The proposed calendar of meetings has been amended as noted above following the announcement of Local Government Reorganisation, postponement of Surrey County Council Elections from May 2025 and the anticipation that elections for Surrey Shadow Unitary authorities will be held in early May 2026. It may be necessary to review the dates set in the calendar once the Shadow Unitary Authorities have come into existence if clashes occur.

FCR1 of Appendix 4 and CPR4 of Appendix 5 of the Constitution provide that Extraordinary meetings of the Full Council and Special meetings of committees can be called if required. These provisions can be used to arrange additional meetings to consider matters relating to Local Government Reorganisation if there are no appropriate scheduled meetings within the calendar of meetings.

## 7 Background papers

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

### **Previous reports:**

- [Calendar of meetings 2025-2026, Full Council, 10 December 2024](#)

### **Other papers:**

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