

**REPORT OF THE ADMINISTRATION AND DEMOCRATIC SERVICES  
MANAGER & DEPUTY MONITORING OFFICER**

---

**SUBJECT: CALENDAR OF MEETINGS 2021/2022**

Purpose of Report

Members are asked to approve a calendar of meetings for the forthcoming year.

Introduction/Background

As Members will be aware, the current calendar of meetings comes to an end in June 2021 following the Annual General Meeting, and it is customary at this time of year to present a calendar for the forthcoming year (appended).

Please note that, in light of the fact that virtual meetings are still being held under current COVID restrictions, the decision has been made to convene any second meetings held on a particular day at 2.00pm in the afternoon and not immediately following the morning meeting as would have been the case had we been meeting at Llanion Park. I trust that this change is acceptable to Members.

Members will note that the calendar identifies a number of Workshop dates, and Members will be notified in due course what topics identified in the training plan will be covered on which date.

**RECOMMENDATION:**

**That the appended calendar of meetings for 2020/21 be noted.**

*(For further information, please contact Janet Evans, Administration and Democratic Services Manager on 01646 624834 or by e-mailing [janete@pembrokeshirecoast.org.uk](mailto:janete@pembrokeshirecoast.org.uk))*

*Author: Janet Evans (Administration and Democratic Services Manager & Deputy Monitoring Officer)*

*Consultee: Tegryn Jones (Chief Executive)*

## June 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31 May	1 Jun	2	3	4
	Half Term			
7	8	9	10	11
		10:00 DM Committee 13:00 Workshop		
14	15	16	17	18
		10:00 NPA 14:00 Workshop		
21	22	23	24	25
09:30 DM Site Inspection		10:00 Operational Review 14:00 Personnel Committee		
28	29	30	1 Jul	2

Caroline Llewellyn

1

11/03/2021 09:35

## July 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Jun	29	30	1 Jul	2
5	6	7	8	9
		10:00 SDF Committee		
12	13	14	15	16
		10:00 Audit & Corporate Services Review 14:00 Member Support & Development		
19	20	21	22	23
		School Holidays To 31 Aug. →		
		10:00 DM Committee 14:00 Workshop		
26	27	28	29	30
		School Holidays To 31 Aug. →		
		10:00 NPA 14:00 Workshop		

Caroline Llewellyn

2

11/03/2021 09:35

## August 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Aug	3	4	5	6
← From 21 Jul School Holidays				
9	10	11	12	13
← From 21 Jul School Holidays				
16	17	18	19	20
← From 21 Jul School Holidays				
23	24	25	26	27
← From 21 Jul School Holidays				
30	31	1 Sep	2	3
← School Holidays				
Bank Holiday				

Caroline Llewellyn

3

11/03/2021 09:35

## September 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Aug	31	1 Sep	2	3
		09:30 DM Site Inspection		
6	7	8	9	10
		10:00 DM Committee		
		14:00 Workshop		
13	14	15	16	17
		10:00 NPA		
		14:00 Personnel Committee		
20	21	22	23	24
09:30 DM Site Inspection		10:00 Operational Review		
		14:00 CE PR Panel		
27	28	29	30	1 Oct

Caroline Llewellyn

4

11/03/2021 09:35

## October 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27 Sep	28	29	30	1 Oct
4	5	6 10:00 Member Support & Development 14:00 Employee Forum	7	8
11	12	13 10:00 SDF Committee	14	15
18	19	20 10:00 DM Committee 14:00 Workshop	21	22
25	26	27	28	29
Half Term To 31 Oct. →				

Caroline Llewellyn

5

11/03/2021 09:35

## November 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Nov 09:30 DM Site Inspection	2	3 10:00 NPA 14:00 Workshop	4	5
8	9	10 10:00 Audit & Corporate Services Review 14:00 Workshop	11	12
15	16	17	18	19
22	23	24 10:00 Personnel Committee 14:00 Workshop	25	26
29	30	1 Dec	2	3

Caroline Llewellyn

6

11/03/2021 09:35

## December 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Nov	30	1 Dec 10:00 Operational Review 14:00 Workshop	2	3
6	7	8 10:00 DM Committee 14:00 Workshop	9	10
13	14	15 10:00 NPA 14:00 Workshop	16	17
20	21	22	23	24
27	28	29	30	31

Caroline Llewellyn

7

11/03/2021 09:35

## January 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Jan	4	5	6	7
10 09:30 DM Site Inspection	11	12	13	14
17	18	19 10:00 SDF Committee	20	21
24	25	26 10:00 DM Committee 14:00 Workshop	27	28
31	1 Feb	2	3	4

Caroline Llewellyn

8

11/03/2021 09:35

## February 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31 Jan	1 Feb	2 10:00 Member Support & Development 14:00 Workshop	3	4
7 09:30 DM Site Inspection	8	9 10:00 NPA 14:00 Workshop	10	11
14	15	16 10:00 Audit & Corporate Services Review 14:00 Workshop	17	18
21	22	23	24	25
Half Term				
28	1 Mar	2	3	4

Caroline Llewellyn

9

11/03/2021 09:35

## March 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Feb	1 Mar	2 10:00 Standards Committee 14:00 Employee Forum	3	4
7	8	9 10:00 DM Committee 14:00 Workshop	10	11
14	15	16 10:00 Operational Review 14:00 CE PR Panel	17	18
21 09:30 DM Site Inspection	22	23 10:00 Study Day	24	25
28	29	30 10:00 NPA 14:00 Personnel Committee	31	1 Apr

Caroline Llewellyn

10

11/03/2021 09:35

## April 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Mar	29	30	31	1 Apr
4	5	6 10:00 SDF Committee	7	8
11	12	13	14	15
Easter Holidays				
				Good Friday
18	19	20	21	22
Easter Holidays				
Easter Monday				
25	26	27 10:00 DM Committee	28	29

Caroline Llewellyn

11

11/03/2021 09:35

## May 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 May May Day	3	4	5 Local Government Elections	6
9	10	11 10:00 Audit & Corporate Services Review 14:00 Member Support & Development	12	13
16	17	18	19	20
23	24	25	26	27
30 Half Term	31	1 Jun	2	3

Caroline Llewellyn

12

11/03/2021 09:35

## June 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 May	31	1 Jun	2	3
		Half Term		
		Whitsun Bank Holiday and Jubilee		
6	7	8	9	10
		10:00 New Members' Induction		
13	14	15	16	17
09:30 DM Site Inspection		10:00 NPA 13:30 Workshop		
20	21	22	23	24
27	28	29	30	1 Jul

Caroline Llewellyn

13

11/03/2021 09:35