

Report of the Administration and Democratic Services Manager & Deputy Monitoring Officer

Subject: Calendar of Meetings 2023/2024

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 2023 following the Annual General Meeting, and it is customary at this time of year to present a calendar for the forthcoming year (appended).

The following is drawn to Members' attention:

- the month of June 2023 has already been agreed previously, apart from the inclusion of the HR Committee on the 28th June;
- past experience has proven that additional meeting dates have been needed on occasion during the course of the calendar year, therefore Members are respectfully requested to keep free those Wednesdays where no meetings have been scheduled, if possible, and
- in response to a request from some Members, officers have considered the possibility of relocating site inspection days to a Wednesday, but this has proven difficult to do following each Development Management Committee. Therefore, in order not to cause confusion, it has been decided to leave site visits on a Monday, as in previous years.

Virtual meetings

Please note that, while the intention remains to redevelop the "Green Room", only full Authority and Development Management Committee meetings will be held at Llanion Park, Pembroke Dock. All other Committee meetings will continue to be held online until a decision is made otherwise.

Workshops

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 2023/24 be approved.

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

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

Consultee: Tegryn Jones (Chief Executive)

June 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 May	30	31	1 Jun Half Term	2
5	6	7 10:00 DM Committee	8	9
12	13	14 10:00 Operational 14:00 Member	15	16
19 09:30 DM Site Inspection	20	21 10:00 NPA AGM and 14:00 workshop	22	23
26	27	28 10:00 HR Committee	29	30

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July 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Jul	4	5 10:00 Tour of SDF funded Projects	6	7
10	11	12 10:00 Audit & Corporate Services	13	14
17	18	19 10:00 DM Committee	20	21
24	25	26	27	28
Royal Welsh Show				
09:00 School Holidays		10:00 NPA		
31 09:30 DM Site Inspection	1 Aug	2	3	4

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August 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31 Jul	1 Aug	2	3	4
7 August Bank Holiday (Scotland) (United Kingdom)	8	9	10	11
14	15	16 County Show	17	18
21	22	23	24	25
28 Late Summer Holiday (United Kingdom)	29	30	31	1 Sep

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September 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Aug	29	30	31	1 Sep
4	5	6 10:00 DM Committee	7	8
11	12	13 10:00 SDF Committee	14	15
18 09:30 DM Site Inspection	19	20 10:00 NPA 14:00 CE PR Panel	21	22
25	26	27 10:00 Operational 14:00 Member	28	29

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October 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Oct	3	4 10:00 Workshop 14:00 HR Committee	5	6
9	10	11 09:00 Study Tour	12	13
16	17	18	19	20
23	24	25 10:00 DM Committee	26	27
30 Half Term	31	1 Nov	2	3

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November 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Oct	31	1 Nov Half Term	2	3
6 09:30 DM Site Inspection	7	8 10:00 Audit & Corporate 14:00 Employee Forum	9	10
13	14	15 10:00 NPA 13:30 Workshop	16	17
20	21	22	23	24
27	28	29 10:00 Workshop 14:00 HR Committee	30	1 Dec

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December 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27 Nov	28	29	30	1 Dec
4	5	6 10:00 Operational 14:00 Member	7	8
11	12	13 10:00 DM Committee	14	15
18	19	20 10:00 NPA 13:30 Budget Workshop	21	22
25	26	27	28	29
School Holidays To 5 Jan 24 →				
Christmas Day (United)	Boxing Day (United)			

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January 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Jan 24	2	3	4	5
← From 25 Dec 23 School Holidays				
New Year's Day (United)				
8 09:30 DM Site Inspection	9	10	11	12
15	16	17 10:00 Management Plan Workshop	18	19
22	23	24 10:00 SDF Committee	25	26
29	30	31 10:00 DM Committee	1 Feb	2

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February 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Jan	30	31	1 Feb	2
5	6	7 10:00 NPA 13:30 Workshop	8	9
12	13	14	15	16
Half Term				
19 09:30 DM Site Inspection	20	21 10:00 Standards Committee	22	23
26	27	28 10:00 Audit & Corporate 14:00 HR Committee	29	1 Mar

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March 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
26 Feb	27	28	29	1 Mar
4	5	6 10:00 Operational 14:00 CE PR Panel	7	8
11	12	13 10:00 DM Committee	14	15
18	19	20 10:00 NPA 13:30 Workshop	21	22
25	26	27	28	29
School Holidays				
				To 8 Apr → Good Friday

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April 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Apr	2	3	4	5
<div style="border: 1px solid green; padding: 2px;"> ← From 25 Mar School Holidays </div> <div style="background-color: #f0f0f0; padding: 2px;">Easter Monday</div>				
8	9	10	11	12
<div style="border: 1px solid green; padding: 2px;"> ← School Holidays </div> <div style="background-color: #0070c0; color: white; padding: 2px;">09:30 DM Site Inspection</div> <div style="background-color: #e67e22; color: white; padding: 2px;">14:00 Employee Forum</div>				
15	16	17	18	19
<div style="background-color: #8e44ad; color: white; padding: 2px;">10:00 Management Plan</div> <div style="background-color: #27ae60; color: white; padding: 2px;">14:00 Member</div>				
22	23	24	25	26
<div style="background-color: #2c3e50; color: white; padding: 2px;">10:00 DM Committee</div>				
29	30	1 May	2	3

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May 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Apr	30	1 May	2	3
<div style="background-color: #27ae60; color: white; padding: 2px;">10:00 NPA</div> <div style="background-color: #4a397b; color: white; padding: 2px;">13:30 Workshop</div>				
6	7	8	9	10
<div style="background-color: #f0f0f0; padding: 2px;">May Day</div> <div style="background-color: #f39c12; color: white; padding: 2px;">10:00 SDF Committee</div>				
13	14	15	16	17
<div style="background-color: #0070c0; color: white; padding: 2px;">09:30 DM Site Inspection</div> <div style="background-color: #8e44ad; color: white; padding: 2px;">10:00 Audit & Corporate</div> <div style="background-color: #e67e22; color: white; padding: 2px;">14:00 HR Committee</div>				
20	21	22	23	24
<div style="background-color: #4a397b; color: white; padding: 2px;">10:00 Study Tour</div>				
27	28	29	30	31
<div style="border: 1px solid green; padding: 2px;"> Half Term </div> <div style="background-color: #f0f0f0; padding: 2px;">Spring Bank Holiday</div>				

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June 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Jun	4	5 10:00 DM Committee	6	7
10	11	12 10:00 Operational Review Committee 14:00 Member Development	13	14
17 09:30 DM Site Inspection	18	19 10:00 NPA AGM and other meetings 13:30 Workshop	20	21
24	25	26	27	28