

Report of the Democratic Services Manager

Subject: Calendar of Meetings 2024/2025

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 2024 following the Annual General Meeting, and it is customary at this time of year to present a calendar for the forthcoming year (appended).

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 2024/25 be approved.

(For further information, please contact Caroline Llewellyn, Democratic Services Manager on 01646 624804, or by e-mailing carolinel@pembrokeshirecoast.org.uk)

Author: Caroline Llewellyn, Democratic Services Manager

Consultees: Tegryn Jones (Chief Executive), Performance and Compliance Officer, Head of Finance, Development Management Manger, Director of Placemaking, Decarbonisation and Engagement.

June 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Jun	4	5	6	7
Meetings agreed in current calendar of meetings To 14 Jun →				
10	11	12	13	14
Meetings agreed in current calendar of meetings				
17	18	19	20	21
		10:00 NPA AGM and other meetings 13:30 Budget Workshop		
24	25	26	27	28
		WLGA's 2024 Conference (Swansea Arena)		

July 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Jul	2	3	4	5
		10:00 Grants Committee Tour		
8	9	10	11	12
10:00 DM Site Inspection		10:00 Workshop		
15	16	17	18	19
		10:00 DM Committee		
22	23	24	25	26
School Holidays begin		10:00 NPA 13:30 Workshop		
29	30	31	1 Aug	2
		10:00 Audit 14:00 Workshop		

September 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Sep 10:00 DM Site Inspection	3	4 10:00 DM Committee	5	6
9	10	11 10:00 NPA 13:30 Workshop	12	13
16	17	18 10:00 Grants Committee 14:00 HR	19	20
23	24	25 10:00 O/R	26	27
NPUK Conference (Crown Plaza, Newcastle upon Tyne)				
30	1 Oct	2	3	4

October 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Sep	1 Oct	2 10:00 MSDC 14:00 CEO Performance	3	4
7 10:00 DM Site Inspection	8	9 10:00 Study Tour	10	11
14	15	16 10:00 DM Committee	17	18
21	22	23 10:00 NPA 13:30 Budget Workshop	24	25
28	29	30	31	1 Nov
School Half Term To 1 Nov →				

November 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Oct	29	30	31	1 Nov School Half Term
4	5	6 Welsh Members' Seminar (Giltar Hotel (9 Esplanade, Tenby,	7	8
11	12	13 10:00 Audit 14:00 Workshop	14	15
18	19	20 10:00 Workshop	21	22
25 10:00 DM Site Inspection	26	27 10:00 Workshop 12:30 Employee Forum	28	29

December 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Dec	3	4 10:00 DM Committee	5	6
9	10	11 10:00 NPA 13:30 Budget Workshop	12	13
16	17	18 10:00 O/R 14:00 MSDC	19	20
23	24	25	26	27
School Christmas Holidays To 3 Jan →				
30 School Christmas Holidays	31	1 Jan 25	2	3

January 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Dec	31	1 Jan 25	2	3
		School Christmas Holidays		
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
10:00 DM Site Inspection		10:00 Grants Committee 14:00 HR		
27	28	29	30	31
		10:00 DM Committee		

February 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Feb	4	5	6	7
		10:00 NPA 13:30 Workshop		
10	11	12	13	14
		10:00 Workshop 13:30 Standards		
17	18	19	20	21
		10:00 Audit		
24	25	26	27	28
School Half Term				

March 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Mar 10:00 DM Site Inspection	4	5 10:00 DM Committee	6	7
10	11	12 10:00 O/R	13	14
17	18	19 10:00 MSDC	20	21
24	25	26 10:00 NPA 13:30 Workshop	27	28
31 10:00 DM Site Inspection	1 Apr	2	3	4

Member Services Shared Mailbox

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April 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31 Mar	1 Apr	2 10:00 Employee Forum 14:00 CEO Performance	3	4
7	8	9 10:00 DM Committee	10	11
14	15	16	17	18
School Easter Holidays To 25 Apr →				
21	22	23	24	25
School Easter Holidays				
28 School Inset Day	29	30 10:00 Grants Committee	1 May	2

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May 2025				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Apr	29	30	1 May	2
5	6	7 10:00 NPA 13:30 Workshop	8	9
12 10:00 DM Site Inspection	13	14 10:00 Audit 14:00 HR	15	16
19	20	21 10:00 DM Committee	22	23
26	27	28	29	30
School Half Term				

June 2025				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Jun	3	4 10:00 Study Day	5	6
9	10	11 10:00 O/R 14:00 MSDC	12	13
16	17	18 10:00 NPA AGM 13:30 Workshop	19	20
23 10:00 DM Site Inspection	24	25	26	27
30	1 Jul	2	3	4