

REPORT OF THE ADMINISTRATION AND DEMOCRATIC SERVICES MANAGER

SUBJECT: CALENDAR OF MEETINGS 2014/2015

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 2014 following the Annual General Meeting, and it is customary at this time of year to present a calendar for the forthcoming year. You will note, however, that on this occasion two calendars are appended to the report – one following the traditional monthly Development Management Committee cycle (Appendix 1) and the other (at Appendix 2) showing a 6-week cycle as referred to in the report of the Head of Development Management considered earlier on the agenda for today's meeting (Report 25/14 refers).

Both calendar(s) show the principal external events to which Members are invited during the course of the year, and a separate report to consider the Authority's representation at these events follows this report (Report No. 27/14). Those of you who will be nominated to attend the external events referred to are, therefore, asked to note the dates in your diaries.

Please note that your current Calendar of Meetings, which schedules meetings up to the end of June 2014, shows a meeting of the Conservation and Planning Review Committee on the 18th June. You will be aware that the Authority resolved in February to disband both the Conservation & Planning and Recreation & Tourism Review Committees and instead replace them with an Operational Review Committee. As the composition of the new Committee will be agreed at the Annual General Meeting on the 11th June, it is proposed to cancel the meeting of the Conservation and Planning Review Committee on the 18th June and hold the first meeting of the new Operational Review Committee on the 9th July.

Financial considerations

It is estimated that there will be a small saving in postage costs (£200) and possibly in Member travel expenses were the 6-weekly Development Management Committee cycle of meetings agreed. Furthermore there will be less costs attributed to legal support at Committee through a reduced number of meetings.

Compliance

The Authority is required to hold meetings for the proper transaction of its business and due notice of these must be given.

Welsh Language statement

Agendas for meetings are published bilingually and where public speaking is permitted, this can be through the medium of Welsh as long as the requisite notice is provided.

RECOMMENDATION:

That a calendar of meetings for 2014/15 be approved.

(For further information, please contact Janet Evans, Administration and Democratic Services Manager on extension 4834 or by e-mailing janete@pembrokeshirecoast.org.uk)

*Author: Janet Evans (Administration and Democratic Services Manager)
Consultees: Tegryn Jones (Chief Executive), Richard Griffiths (Finance Manager and Section 151 Officer), Alan Hare (Business and Performance Manager), Leadership Team*

July 2014

	Monday	Tuesday	Wednesday	Thursday	Friday
	30 Jun	1 Jul	2	3	4
30/6 - 3/7					
	7	8	9	10	11
7 - 10/7			10:00 12:00 Operational Review Committee 12:30 13:30 Member Development Strategy W		
	14	15	16	17	18
14 - 17/7			10:00 12:00 DM Committee 12:30 14:30 Audit and Corporate Services Review Committee		
	21	22	23	24	25
21 - 24/7	School Holidays To 29 Aug →				
	28	29	30	31	1 Aug
28 - 31/7	School Holidays To 29 Aug →				
	09:30 12:30 DM Site Inspection				

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August 2014

	Monday	Tuesday	Wednesday	Thursday	Friday
	28 Jul	29	30	31	1 Aug
28 - 31/7					School Holidays →
	4	5	6	7	8
4 - 7/8	School Holidays To 29 Aug →				
			10:00 12:00 NPA 12:30 14:30 Budget Workshop		
	11	12	13	14	15
11 - 14/8	School Holidays To 29 Aug →				
			10:00 12:00 DM Committee 12:30 14:30 Workshop 14:30 15:30 CIG		
	18	19	20	21	22
18 - 21/8	School Holidays To 29 Aug →				
		county show			
	25	26	27	28	29
25 - 28/8	School Holidays To 29 Aug →				

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September 2014

	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 4/9	1 Sep 09:30 12:30 DM Site Inspection	2	3	4	5
8 - 11/9	8	9	10 10:00 12:00 SDF Committee 12:30 14:30 Employee Forum	11	12
15 - 18/9	15	16	17 10:00 12:00 DM Committee 12:30 14:30 Workshop	18	19
22 - 25/9	22	23	24 10:00 12:00 NPA 12:30 14:30 Budget Workshop	25	26
29/9 - 2/10	29 09:30 12:30 DM Site Inspection	30	1 Oct	2	3
	Members' National Induction Course hosted by the Brecon Beacons National Park Authority				
	Europarc Conference				

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October 2014

	Monday	Tuesday	Wednesday	Thursday	Friday
29/9 - 2/10	29 Sep	30	1 Oct Europarc Conference	2	3
6 - 9/10	6	7	8 Welsh Members' Seminar (Brecon)	9	10
13 - 16/10	13	14	15 10:00 12:00 DM Committee 12:30 14:30 Operational Review Committee	16	17
20 - 23/10	20	21	22 10:00 12:00 Standards Committee 12:30 14:30 Personnel Committee	23	24
27 - 30/10	27	28	29	30	31
	Half term				

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November 2014

	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 7 Nov	3 Nov 09:30 12:30 DM Site Inspection	4	5 10:00 12:00 NPA 12:30 14:00 Budget Workshop 14:00 15:00 CIG	6	7
	10	11	12 10:00 12:00 Audit and Corporate Services Review Committee 12:30 14:30 CE PR Panel	13	14
10 - 14 Nov					
	17	18	19 10:00 12:00 DM Committee 12:30 13:30 Member Development Strategy Working Group	20	21
17 - 21 Nov					
	24	25	26	27	28
24 - 28 Nov					

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December 2014

	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 4/12	1 Dec 09:30 12:30 DM Site Inspection	2	3	4	5
	8	9	10 10:00 12:00 NPA 12:30 14:30 Budget Workshop	11	12
8 - 11/12					
	15	16	17 10:00 12:00 DM Committee 12:30 14:30 Training/Workshop	18	19
15 - 18/12					
	22	23	24	25	26
22 - 25/12	School Holidays To 2 Jan. ➔				
	29	30	31	1 Jan 15	2
29/12 - 1/1	School Holidays				

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January 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
	29 Dec	30	31	1 Jan 15	2
29/12 - 1/1				School Holidays	
	5	6	7	8	9
5 - 8/1	09:30 12:30 DM Site Inspection				
	12	13	14	15	16
12 - 15/1					
	19	20	21	22	23
19 - 22/1			10:00 12:00 DM Committee 12:30 14:30 Scrutiny Committee		
	26	27	28	29	30
26 - 29/1			10:00 12:00 SDF Committee 12:30 14:30 Operational Review Committee		

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February 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
	2 Feb	3	4	5	6
2 - 6 Feb	09:30 12:30 DM Site Inspection		10:00 12:00 NPA 12:30 14:30 Budget Workshop 14:30 15:30 CIG		
	9	10	11	12	13
9 - 13 Feb			10:00 12:00 Audit and Corporate Services Review Committee 12:30 14:30 Employee Forum		
	16	17	18	19	20
16 - 20 Feb	Half term				
			10:00 12:00 DM Committee 12:30 13:30 Member Development Strategy Working Group		
	23	24	25	26	27
23 - 27 Feb					

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March 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
	2 Mar	3	4	5	6
2 - 5/3	09:30 12:30 DM Site Inspection				
	9	10	11	12	13
9 - 12/3			10:00 14:00 Scrutiny Committee		
	16	17	18	19	20
16 - 19/3			10:00 12:00 DM Committee 12:30 14:30 Personnel Committee		
	23	24	25	26	27
23 - 26/3			10:00 12:00 NPA 12:30 14:30 Budget Workshop		
	30	31	1 Apr	2	3
30/3 - 2/4	09:30 12:30 DM Site Inspection	School Holidays			

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April 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
	30 Mar	31	1 Apr	2	3
30/3 - 2/4			School Holidays To 10 Apr →		
	6	7	8	9	10
6 - 9/4	School Holidays				
	13	14	15	16	17
13 - 16/4			10:00 12:00 DM Committee 12:30 14:30 Training/Workshop		
	20	21	22	23	24
20 - 23/4			10:00 12:00 Scrutiny Committee 12:30 14:30 Operational Review Committee		
	27	28	29	30	1 May
27 - 30/4	09:30 12:30 DM Site Inspection				

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May 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
	27 Apr	28	29	30	1 May
27 - 30/4					
	4	5	6	7	8
4 - 7/5	May Day		10:00 12:00 NPA 12:30 14:30 Workshop 14:30 15:30 CIG		
	11	12	13	14	15
11 - 14/5			10:00 12:00 SDF Committee 12:30 14:30 CE PR Panel		
	18	19	20	21	22
18 - 21/5			10:00 12:00 DM Committee 12:30 14:30 Audit and Corporate Services Review Committee		
	25	26	27	28	29
25 - 28/5	Half Term				
			10:00 15:00 Study Tour		

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June 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
	1 Jun	2	3	4	5
1 - 4/6	09:30 12:30 DM Site Inspection		10:00 15:00 Scrutiny Committee		
	8	9	10	11	12
8 - 11/6			10:00 12:00 NPA 12:30 14:30 Budget Workshop		
	15	16	17	18	19
15 - 18/6			10:00 12:00 DM Committee 12:30 14:30 Training/Workshop		
	22	23	24	25	26
22 - 25/6					
	29	30	1 Jul	2	3
29/6 - 2/7	09:30 12:30 DM Site Inspection				

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July 2014

	Monday	Tuesday	Wednesday	Thursday	Friday
	30 Jun	1 Jul	2	3	4
30/6 - 3/7					
	7	8	9	10	11
7 - 10/7			10:00 12:00 Operational Review Committee 12:30 13:30 Member Development Strategy W		
	14	15	16	17	18
14 - 17/7			10:00 12:00 Audit and Corporate Services Review Committee 12:30 13:30 CIG		
	21	22	23	24	25
21 - 24/7	School Holidays To 29 Aug →				
	28	29	30	31	1 Aug
28 - 31/7	School Holidays To 29 Aug →				
			10:00 13:00 DM Committee 13:30 15:00 Workshop		

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August 2014

	Monday	Tuesday	Wednesday	Thursday	Friday
	28 Jul	29	30	31	1 Aug
28 - 31/7					School Holidays →
	4	5	6	7	8
4 - 7/8	School Holidays To 29 Aug →				
			10:00 12:00 NPA 12:30 14:30 Budget Workshop		
	11	12	13	14	15
11 - 14/8	School Holidays To 29 Aug →				
	09:30 12:30 DM Site Inspection				
	18	19	20	21	22
18 - 21/8	School Holidays To 29 Aug →				
		county show			
	25	26	27	28	29
25 - 28/8	School Holidays To 29 Aug →				

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September 2014

	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 4/9	1 Sep	2	3	4	5
8 - 11/9	8	9	10 10:00 13:00 DM Committee 13:30 15:00 Workshop	11	12
15 - 18/9	15	16	17 10:00 12:00 SDF Committee 12:30 14:30 Employee Forum	18	19
22 - 25/9	22 09:30 12:30 DM Site Inspection	23	24 10:00 12:00 NPA 12:30 14:30 Budget Workshop	25	26
29/9 - 2/10	29 - 30 Europarc Conference		1 Oct	2	3

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October 2014

	Monday	Tuesday	Wednesday	Thursday	Friday
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6 - 9/10	6	7	8 Welsh Members' Seminar (Brecon)	9	10
13 - 16/10	13	14	15 10:00 12:00 Operational Review Committee 12:30 13:30 CIG	16	17
20 - 23/10	20	21	22 10:00 12:00 DM Committee 12:30 14:30 Personnel	23	24
27 - 30/10	27	28	29	30	31
	Half term				

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November 2014

	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 7 Nov	3 Nov 09:30 12:30 DM Site Inspection	4	5 10:00 12:00 NPA 12:30 14:30 Budget Workshop	6	7
	10	11	12 10:00 12:00 Audit and Corporate Services Review Committee 12:30 14:30 CE PR Panel	13	14
10 - 14 Nov	17	18	19 10:00 12:00 Standards Committee	20	21
	24	25	26	27	28
17 - 21 Nov					
24 - 28 Nov					

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	22	23	24	25	26
15 - 18/12	29 09:30 12:30 DM Site Inspection	30	31 10:00 12:00 NPA 12:30 14:30 Budget Workshop	1 Jan 15	2
	School Holidays To 2 Jan. ➔				
22 - 25/12	School Holidays				
	School Holidays				
29/12 - 1/1	School Holidays				
	School Holidays				

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January 2015

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29/12 - 1/1				School Holidays	
	5	6	7	8	9
5 - 8/1					
	12	13	14	15	16
12 - 15/1					
	19	20	21	22	23
19 - 22/1			10:00 13:00 DM Committee 13:30 15:30 Scrutiny Committee		
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26 - 29/1			10:00 12:00 SDF Committee 12:30 14:30 Operational Review Committee		

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9 - 13 Feb			10:00 12:00 Audit and Corporate Services Review Committee 12:30 14:30 Employee Forum		
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16 - 20 Feb	Half term				
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23 - 27 Feb					

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9 - 12/3			10:00 13:30 Scrutiny Committee 14:00 15:00 Personnel Committee		
	16	17	18	19	20
16 - 19/3	09:30 12:30 DM Site Inspection				
	23	24	25	26	27
23 - 26/3			10:00 12:00 NPA 12:30 14:30 Budget Workshop		
	30	31	1 Apr	2	3
30/3 - 2/4	School Holidays				

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30/3 - 2/4			School Holidays To 10 Apr →		
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6 - 9/4	School Holidays				
	13	14	15	16	17
13 - 16/4			10:00 13:00 DM Committee 13:30 14:30 Training/Workshop 14:30 15:30 CIG		
	20	21	22	23	24
20 - 23/4			10:00 12:00 Scrutiny Committee 12:30 14:30 Operational Review Committee		
	27	28	29	30	1 May
27 - 30/4	09:30 12:30 DM Site Inspection				

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	11	12	13	14	15
11 - 14/5			12:30 14:30 CE PR Panel		
	18	19	20	21	22
18 - 21/5			10:00 12:00 SDF Committee 12:30 14:30 Audit and Corporate Services Review Committee		
	25	26	27	28	29
25 - 28/5	Half Term				
			10:00 13:00 DM Committee 13:30 15:30 Training/Workshop		

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June 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
	1 Jun	2	3	4	5
1 - 4/6			10:00 15:00 Scrutiny Committee		
	8	9	10	11	12
8 - 11/6	09:30 12:30 DM Site Inspection		10:00 15:00 Study Tour		
	15	16	17	18	19
15 - 18/6			10:00 12:00 NPA 12:30 14:30 Budget Workshop		
	22	23	24	25	26
22 - 25/6					
	29	30	1 Jul	2	3
29/6 - 2/7					

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