

REPORT OF THE ADMINISTRATION AND DEMOCRATIC SERVICES MANAGER

SUBJECT: CALENDAR OF MEETINGS 2016/2017

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 2016 following the Annual General Meeting, and it is customary at this time of year to present a calendar for the forthcoming year (appended).

You will recall that, following a successful pilot scheme, it was agreed at the meeting of the Authority in September 2015 to continue the six-weekly cycle for meetings of the Development Management Committee on a permanent basis. While this continues to work well, Members will note that in order to avoid meeting during school holidays, the interval between some of these meetings is of eight weeks, rather than six.

You will also note that there are no meetings scheduled for April due to Local Government Elections in May 2017.

The calendar shows 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. 16/16). Those of you who will be nominated to attend the external events referred to are, therefore, asked to note the dates in your diaries.

Financial considerations

Members' travelling costs are provided for in the Authority's budget.

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

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 the appended calendar of meetings for 2016/17 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)*

Calendar of Meetings- 6 weekly DM Committee

June 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
	30 May	31	1 Jun	2	3
30/5 - 2/6			School Holidays		
6 - 9/6	6	7	8 10:00 13:00 DM Committee 13:30 14:00 Support Services Working Group	9	10
13 - 16/6	13	14	15 10:00 12:00 NPA 12:30 14:30 Budget Workshop	16	17
20 - 23/6	20 09:30 12:30 DM Site Inspection	21	22	23	24
27 - 30/6	27	28	29 10:00 12:00 Operational Review	30	1 Jul

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Calendar of Meetings- 6 weekly DM Committee

July 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
	27 Jun	28	29	30	1 Jul
27 - 30/6					
4 - 7/7	4	5	6 10:00 12:00 Governance Workshop 12:30 14:00 Provision of Information to Visitors Workin	7	8
11 - 14/7	11	12	13	14	15
18 - 21/7	18	19	20 Royal Welsh Show	21	22
25 - 28/7	25	26	27 10:00 13:00 DM Committee 13:30 14:30 Workshop	28 School Holidays To 5 Sep →	29
			School Holidays To 5 Sep →		
			10:00 12:00 LDP Workshop 12:30 14:30 Audit & Corporate Services		

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Calendar of Meetings- 6 weekly DM Committee

August 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
	1 Aug	2	3	4	5
1 - 4/8	School Holidays To 5 Sep →				
	8	9	10	11	12
8 - 11/8	School Holidays To 5 Sep →				
	15	16	17	18	19
15 - 18/8	School Holidays To 5 Sep →				
	22	23	24	25	26
22 - 25/8	School Holidays To 5 Sep →				
	29	30	31	1 Sep	2
29/8 - 1/9	School Holidays To 5 Sep →				

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Calendar of Meetings- 6 weekly DM Committee

September 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
	29 Aug	30	31	1 Sep	2
29/8 - 1/9	School Holidays				
	5	6	7	8	9
5 - 8/9	School Holidays				
	12	13	14	15	16
12 - 15/9	School Holidays				
	19	20	21	22	23
19 - 22/9	ANPA Members Induction North York Moors				
	26	27	28	29	30
26 - 29/9	School Holidays				

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Calendar of Meetings- 6 weekly DM Committee

October 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 6/10	3 Oct	4	5	6	7
			10:00 11:30 Employee Forum 11:30 13:00 Support Services Working Group		
10 - 13/10	10	11	12	13	14
			10:00 12:00 Standards Committee		
17 - 20/10	17	18	19	20	21
			Europarc Conference (Jura Vaudois Regional Park, Switzerland)		
24 - 27/10	24	25	26	27	28
			10:00 13:00 DM Committee 13:00 13:00 Member Development Working Group		
31/10 - 3/11			Half Term		
	31	1 Nov	2	3	4

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Calendar of Meetings- 6 weekly DM Committee

November 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
31/10 - 3/11	31 Oct	1 Nov	2	3	4
7 - 10/11	7	8	9	10	11
			10:00 12:00 Audit & Corporate Services 12:30 13:00 Personnel		
14 - 17/11	14	15	16	17	18
	09:30 12:30 DM Site Inspection		10:00 12:00 LDP Workshop 12:30 14:00 Provision of Information to Visitors Working Group		
21 - 24/11	21	22	23	24	25
28/11 - 1/12	28	29	30	1 Dec	2
			10:00 12:00 NPA 12:00 14:00 Budget workshop 14:00 16:00 CE PR Panel		

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Calendar of Meetings- 6 weekly DM Committee

December 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
28 Nov	29	30	1 Dec	2	
5	6	7	8	9	
			10:00 12:00 LDP Workshop 12:30 14:30 Operational Review		
12	13	14	15	16	
			10:00 12:00 DM Committee 12:30 14:00 Support Services Working Group		
19	20	21	22	23	
School Holidays					To 30 Dec →
26	27	28	29	30	
School Holidays					
	Boxing Day (United Kingdom)	Boxing Day Bank Holiday (United Kingdom)			

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Calendar of Meetings- 6 weekly DM Committee

January 2017

	Monday	Tuesday	Wednesday	Thursday	Friday
2 Jan	3	4	5	6	
	New Year's Day (Observed) (United Kingdom)				
9	10	11	12	13	
	09:30 12:30 DM Site Inspection				
16	17	18	19	20	
			10:00 12:00 LDP Workshop 12:30 14:00 Provision of Information Working Group		
23	24	25	26	27	
			10:00 12:00 SDF Committee		
30	31	1 Feb	2	3	

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Calendar of Meetings- 6 weekly DM Committee

February 2017

	Monday	Tuesday	Wednesday	Thursday	Friday
30/1 - 2/2	30 Jan	31	1 Feb 10:00 12:00 NPA 12:30 14:00 Support Services Working Group	2	3
	6	7	8 10:00 13:00 DM Committee 13:30 13:00 Workshop	9	10
6 - 9/2	13	14	15 10:00 12:00 Audit & Corporate Services 12:30 13:30 Member Development Strategy Workin	16	17
	20	21	22	23	24
13 - 16/2	Half Term				
	27	28	1 Mar	2	3
20 - 23/2	Half Term				
	27	28	1 Mar	2	3
27/2 - 2/3	09:30 12:30 DM Site Inspection				

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Calendar of Meetings- 6 weekly DM Committee

March 2017

	Monday	Tuesday	Wednesday	Thursday	Friday
27/2 - 2/3	27 Feb	28	1 Mar 10:00 12:00 LDP Workshop 12:30 14:00 Provision of Information to Visitors Working Group	2	3
	6	7	8	9	10
6 - 9/3	13	14	15 10:00 12:00 Operational Review 12:30 14:00 Employee Forum	16	17
	20	21	22 10:00 12:00 DM Committee 12:30 14:30 Workshop	23	24
13 - 16/3	27	28	29 10:00 12:00 NPA 12:30 14:00 Workshop 14:00 15:30 CE PR Panel	30	31

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Calendar of Meetings- 6 weekly DM Committee

April 2017

	Monday	Tuesday	Wednesday	Thursday	Friday
	3 Apr	4	5	6	7
3 - 7 Apr	Purdah To 5 May →				
	09:30 12:30 DM Site Inspection				
	10	11	12	13	14
10 - 14 Apr	Purdah To 5 May →				
	School Holidays				
					Good Friday (United Kingdom)
	17	18	19	20	21
17 - 21 Apr	Purdah To 5 May →				
	School Holidays				
	Easter Monday (United Kingdom)				
	24	25	26	27	28
24 - 28 Apr	Purdah To 5 May →				
	School Holidays				

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Calendar of Meetings- 6 weekly DM Committee

May 2017

	Monday	Tuesday	Wednesday	Thursday	Friday
	1 May	2	3	4	5
1 - 4/5	Purdah				
	From 3 Apr May Day Bank Holiday (United Kingdom)				
	8	9	10	11	12
8 - 11/5					
	10:00 12:00 DM Committee 12:30 14:30 Audit & Corporate Services				
	15	16	17	18	19
15 - 18/5					
	22	23	24	25	26
22 - 25/5					
	29	30	31	1 Jun	2
29/5 - 1/6	Half Term				
	Spring Bank Holiday (United Kingdom)				

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Calendar of Meetings- 6 weekly DM Committee

June 2017

	Monday	Tuesday	Wednesday	Thursday	Friday
	29 May	30	31	1 Jun	2
29/5 - 1/6				Half Term	
	5	6	7	8	9
5 - 8/6			10:00 13:00 NPA 13:30 15:30 New Member Planning Training		
	12	13	14	15	16
12 - 15/6	09:30 12:30 DM Site Inspection				
	19	20	21	22	23
19 - 22/6					
	26	27	28	29	30
26 - 29/6					

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