

REPORT OF THE ADMINISTRATION AND DEMOCRATIC SERVICES MANAGER

SUBJECT: CALENDAR OF MEETINGS 2017/2018

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 2017 following the Annual General Meeting, and it is customary at this time of year to present a calendar for the forthcoming year (appended).

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 will be presented to the June meeting of the Authority.

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 2017/18 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)

Calendar of Meetings 2017-18

June 2017

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

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Calendar of Meetings 2017-18

July 2017

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|------------------|---------|--|----------|------------|
| 3 - 6/7 | 3 Jul | 4 | 5 | 6 | 7 |
| | | | 10:00 12:00 Workshop - Anaerobic Digesters 12:30 14:30 Operational Review | | |
| 10 - 13/7 | 10 | 11 | 12 | 13 | 14 |
| | | | 10:00 15:00 Study Tour | | |
| 17 - 20/7 | 17 | 18 | 19 | 20 | 21 |
| | | | 10:00 12:00 LDP Workshop 12:30 14:30 Audit & Corporate Services | | |
| 24 - 27/7 | 24 | 25 | 26 | 27 | 28 |
| | School Holidays | | | | To 3 Sep → |
| | Royal Welsh Show | | | | |
| 31/7 - 3/8 | 31 | 1 Aug | 2 | 3 | 4 |
| | School Holidays | | | | |

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Calendar of Meetings 2017-18

August 2017

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|--|---------|-----------|----------|--------|
| 31 Jul | 1 Aug | 2 | 3 | 4 | |
| 317 - 318 | School Holidays To 3 Sep → | | | | |
| | 7 | 8 | 9 | 10 | 11 |
| 7 - 10/8 | From 24 Jul School Holidays To 3 Sep → | | | | |
| | 14 | 15 | 16 | 17 | 18 |
| 14 - 17/8 | From 24 Jul School Holidays To 3 Sep → | | | | |
| | 21 | 22 | 23 | 24 | 25 |
| 21 - 24/8 | From 24 Jul School Holidays To 3 Sep → | | | | |
| | 28 | 29 | 30 | 31 | 1 Sep |
| 28 - 31/8 | From 24 Jul School Holidays To 3 Sep → | | | | |
| | | | | | |

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Calendar of Meetings 2017-18

September 2017

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|---|---------|-----------|----------|--------|
| 28 Aug | 29 | 30 | 31 | 1 Sep | |
| 28 - 31/8 | School Holidays | | | | |
| | 4 | 5 | 6 | 7 | 8 |
| 4 - 7/9 | Europarc Conference Magic Mountains, Portugal | | | | |
| | 11 | 12 | 13 | 14 | 15 |
| 11 - 14/9 | | | | | |
| | 18 | 19 | 20 | 21 | 22 |
| 18 - 21/9 | | | | | |
| | 25 | 26 | 27 | 28 | 29 |
| 25 - 28/9 | | | | | |
| | | | | | |

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Calendar of Meetings 2017-18

October 2017

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|--------------------------------|---------------------------------|--|----------|--------|
| | 2 Oct | 3 | 4 | 5 | 6 |
| 2 - 5/10 | | Welsh Members' Seminar (Brecon) | | | |
| | 9 | 10 | 11 | 12 | 13 |
| 9 - 12/10 | 09:30 12:30 DM Site Inspection | | 10:00 13:00 SDF Committee 13:30 15:00 CE PR Panel | | |
| | 16 | 17 | 18 | 19 | 20 |
| 16 - 19/10 | | | 10:00 12:00 LDP Workshop 12:30 13:30 Personnel | | |
| | 23 | 24 | 25 | 26 | 27 |
| 23 - 26/10 | | | 09:00 12:00 NPUK AGM | | |
| | 30 | 31 | 1 Nov | 2 | 3 |
| 30/10 - 2/11 | Half Term | | | | |

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Calendar of Meetings 2017-18

November 2017

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|--------------------------------|---------|--|----------|--------|
| | 30 Oct | 31 | 1 Nov | 2 | 3 |
| 30/10 - 2/11 | | | Half Term | | |
| | 6 | 7 | 8 | 9 | 10 |
| 6 - 9/11 | | | 10:00 12:00 DM Committee 12:30 14:00 Working Group | | |
| | 13 | 14 | 15 | 16 | 17 |
| 13 - 16/11 | | | 10:00 12:30 Standards Committee | | |
| | 20 | 21 | 22 | 23 | 24 |
| 20 - 23/11 | 09:30 12:30 DM Site Inspection | | 10:00 12:00 LDP Workshop 12:30 14:30 Audit & Corporate Services | | |
| | 27 | 28 | 29 | 30 | 1 Dec |
| 27 - 30/11 | | | 10:00 12:00 NPA 12:30 14:00 Workshop | | |

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Calendar of Meetings 2017-18

December 2017

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|-----------------|---------|--|----------|---------------|
| 27 - 30/11 | 27 Nov | 28 | 29 | 30 | 1 Dec |
| 4 - 7/12 | 4 | 5 | 6 10:00 12:00 Operational Review 12:30 14:00 Working Group | 7 | 8 |
| 11 - 14/12 | 11 | 12 | 13 10:00 12:00 DM Committee 12:30 14:00 Budget Workshop | 14 | 15 |
| 18 - 21/12 | 18 | 19 | 20 | 21 | 22 |
| 25 - 28/12 | 25 | 26 | 27 | 28 | 29 |
| | School Holidays | | | | To 5 Jan 18 → |

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Calendar of Meetings 2017-18

January 2018

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|--------------------------------------|---------|---|----------|--------|
| 1 - 4/1 | 1 Jan 18 | 2 | 3 | 4 | 5 |
| 8 - 11/1 | ← From 25 Dec 17 School Holidays | | | | |
| 15 - 18/1 | 8 | 9 | 10 | 11 | 12 |
| 22 - 25/1 | 15 09:30 12:30 DM Site Inspection | 16 | 17 10:00 12:00 LDP Workshop 12:30 14:00 Working Group | 18 | 19 |
| 29/1 - 1/2 | 22 | 23 | 24 10:00 12:00 SDF Committee | 25 | 26 |
| | 29 | 30 | 31 10:00 12:00 DM Committee 12:30 14:00 Workshop | 1 Feb | 2 |

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Calendar of Meetings 2017-18

February 2018

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|--------------------------------------|---------|---|----------|--------|
| 29/1 - 1/2 | 29 Jan | 30 | 31 | 1 Feb | 2 |
| 5 - 8/2 | 5 | 6 | 7 10:00 12:00 NPA 12:30 13:30 Member Development Strategy Working Group | 8 | 9 |
| 12 - 15/2 | 12 09:30 12:30 DM Site Inspection | 13 | 14 10:00 12:00 LDP Workshop 12:30 14:30 Audit & Corporate Services | 15 | 16 |
| 19 - 22/2 | 19 | 20 | 21 Half Term | 22 | 23 |
| 26/2 - 1/3 | 26 | 27 | 28 | 1 Mar | 2 |

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Calendar of Meetings 2017-18

March 2018

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|--------------------------------------|---------|--|----------|--|
| 26/2 - 1/3 | 26 Feb | 27 | 28 | 1 Mar | 2 |
| 5 - 8/3 | 5 | 6 | 7 10:00 12:00 Operational Review 12:30 14:00 Working Group | 8 | 9 |
| 12 - 15/3 | 12 | 13 | 14 10:00 12:00 DM Committee 12:30 14:00 Workshop | 15 | 16 |
| 19 - 22/3 | 19 | 20 | 21 10:00 12:00 LDP Workshop 12:30 14:00 Employee forum | 22 | 23 |
| 26 - 29/3 | 26 09:30 12:30 DM Site Inspection | 27 | 28 10:00 12:00 NPA 12:30 14:00 CE PR Panel | 29 | 30 Easter Holiday Good Friday (United Kingdom) |

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Calendar of Meetings 2017-18

April 2018

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|---|---------|--|----------|--------|
| | 2 Apr | 3 | 4 | 5 | 6 |
| 2 - 5/4 | Easter Holiday | | | | |
| | From 30 Mar Easter Monday (United Kingdom) | | | | |
| | 9 | 10 | 11 | 12 | 13 |
| 9 - 12/4 | Easter Holiday | | | | |
| | From 30 Mar | | | | |
| | 16 | 17 | 18 | 19 | 20 |
| 16 - 19/4 | Easter Holiday | | 10:00 12:00 SDF Committee 12:30 14:00 Personnel Committee | | |
| | | | | | |
| | 23 | 24 | 25 | 26 | 27 |
| 23 - 26/4 | | | 10:00 12:00 DM Committee 12:30 14:00 Workshop | | |
| | | | | | |
| | 30 | 1 May | 2 | 3 | 4 |
| 30/4 - 3/5 | | | | | |

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Calendar of Meetings 2017-18

May 2018

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|--------------------------------------|---------|---|----------|--------|
| | 30 Apr | 1 May | 2 | 3 | 4 |
| 30/4 - 3/5 | | | 10:00 12:00 LDP Workshop 12:30 14:00 Working Group | | |
| | | | | | |
| | 7 | 8 | 9 | 10 | 11 |
| 7 - 10/5 | May Day | | Study Day/Workshop | | |
| | | | | | |
| | 14 | 15 | 16 | 17 | 18 |
| 14 - 17/5 | | | 10:00 12:00 NPA 12:30 14:00 Workshop | | |
| | | | | | |
| | 21 | 22 | 23 | 24 | 25 |
| 21 - 24/5 | 09:30 12:30 DM Site Inspection | | 10:00 12:00 Audit & Corporate Services | | |
| | | | | | |
| | 28 | 29 | 30 | 31 | 1 Jun |
| 28 - 31/5 | Half Term | | | | |
| | Spring Bank Holiday (United Kingdom) | | | To 1 Jun | |

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Calendar of Meetings 2017-18

June 2018

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|--------------------------------|---------|--|----------|-----------|
| | 28 May | 29 | 30 | 31 | 1 Jun |
| 28 - 31/5 | | | | | Half Term |
| | 4 | 5 | 6 | 7 | 8 |
| 4 - 7/6 | | | 10:00 12:00 DM Committee 12:30 14:00 Working Group | | |
| | 11 | 12 | 13 | 14 | 15 |
| 11 - 14/6 | | | 10:00 12:00 LDP Workshop 12:30 14:30 Operational Review | | |
| | 18 | 19 | 20 | 21 | 22 |
| 18 - 21/6 | 09:30 12:30 DM Site Inspection | | 10:00 12:00 NPA 12:30 14:00 Governance Workshop | | |
| | 25 | 26 | 27 | 28 | 29 |
| 25 - 28/6 | | | | | |

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