

REPORT OF THE ADMINISTRATION AND DEMOCRATIC SERVICES MANAGER

SUBJECT: CALENDAR OF MEETINGS 2018/2019

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 2018 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 can be found on today's agenda.

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 2018/19 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)

July 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
	2 Jul	3	4	5	6
2 - 5/7			Study Day/Workshop		
	9	10	11	12	13
9 - 12/7			10:00 12:00 SDF Committee 12:30 14:00 Working Gro		
	16	17	18	19	20
16 - 19/7			10:00 12:00 DM Committee 12:30 14:30 Audit & Corp		
	23	24	25	26	27
23 - 26/7	National Parks Week				
	Royal Welsh Show			School Holidays To 3 Sep →	
	30	31	1 Aug	2	3
30/7 - 2/8	School Holidays				

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August 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
	30 Jul	31	1 Aug	2	3
30/7 - 2/8			School Holidays To 3 Sep →		
	6	7	8	9	10
6 - 9/8	School Holidays To 3 Sep →				
	13	14	15	16	17
13 - 16/8	From 25 Jul 10:00 12:00 NPA	School Holidays To 3 Sep →			
	20	21	22	23	24
20 - 23/8	School Holidays To 3 Sep →				
	27	28	29	30	31
27 - 30/8	School Holidays To 3 Sep →				
	Late Summer Holiday (U)				

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September 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 7 Sep	3 Sep School Holidays	4	5 10:00 12:00 DM Committee 12:30 13:30 Member Development Strategy Working Group	6	7
	10	11	12	13	14
10 - 14 Sep	NPUK Members Induction (New Forest)				
	17	18	19	20	21
17 - 21 Sep	09:30 12:30 DM Site Inspection	Europarc Conference - Cairngorms			
	24	25	26	27	28
24 - 28 Sep			10:00 12:00 LDP Workshop 12:30 14:30 Operational Review		

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October 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 4/10	1 Oct	2	3 10:00 12:00 NPA 12:30 14:00 Employee forum	4	5
	8	9	10 10:00 12:00 SDF Committee 12:30 14:00 Working Gro	11	12
8 - 11/10	15	16	17 10:00 12:00 DM Committee 12:30 14:30 Workshop	18	19
	22	23	24 10:00 12:00 LDP Workshop 12:30 14:00 Personnel Co	25	26
15 - 18/10	29	30	31	1 Nov	2
	Half term				
29/10 - 1/11					

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November 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
29/10 - 1/11	29 Oct	30	31	1 Nov	2
				Half term	
5 - 8/11	5	6	7	8	9
	09:30 12:30 DM Site Inspection	12:00 Welsh Members' Seminar 12:30			
12 - 15/11	12	13	14	15	16
			10:00 12:00 LDP Workshop 12:30 14:30 Workshop		
19 - 22/11	19	20	21	22	23
			10:00 12:00 Audit & Corporate Services 12:30 14:00 Working Gro		
26 - 29/11	26	27	28	29	30
			10:00 12:00 NPA 12:30 14:00 CE PR Panel 12:30 13:30 Standards Co		

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December 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 6/12	3 Dec	4	5	6	7
			10:00 12:00 DM Committee 12:30 14:30 Budget Work		
10 - 13/12	10	11	12	13	14
			10:00 12:00 Operational Review		
17 - 20/12	17	18	19	20	21
	09:30 12:30 DM Site Inspection				
24 - 27/12	24	25	26	27	28
	School Holidays				To 4 Jan →
		Christmas Day (United Kingdom)	Boxing Day (United Kingdom)		
31/12 - 3/1	31	1 Jan 19	2	3	4
	School Holidays				

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January 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
	31 Dec	1 Jan 19	2	3	4
31/12 - 3/1		School Holidays			
		New Year's Day (United Kingdom)			
	7	8	9	10	11
7 - 10/1					
	14	15	16	17	18
14 - 17/1			10:00 12:00 SDF Committee 12:30 14:00 Working Gro		
	21	22	23	24	25
21 - 24/1			10:00 12:00 DM Committee 12:30 14:30 Workshop		
	28	29	30	31	1 Feb
28 - 31/1			10:00 12:00 NPA 12:30 13:30 Member Development Strategy		

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February 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
	28 Jan	29	30	31	1 Feb
28 - 31/1					
	4	5	6	7	8
4 - 7/2	09:30 12:30 DM Site Inspection				
	11	12	13	14	15
11 - 14/2			10:00 12:00 Audit & Corporate Services		
	18	19	20	21	22
18 - 21/2			10:00 12:00 Man Plan Workshop 12:30 14:00 Working Gro		
	25	26	27	28	1 Mar
25 - 28/2	Half Term				To 1 Mar →

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March 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
	25 Feb	26	27	28	1 Mar
25 - 28/2					Half Term
	4	5	6	7	8
4 - 7/3			10:00 12:00 Operational Review 12:30 14:00 Working Gro		
	11	12	13	14	15
11 - 14/3			10:00 12:00 DM Committee 12:30 14:00 Employee for		
	18	19	20	21	22
18 - 21/3			10:00 12:00 NPA 12:30 14:00 CE PR Panel		
	25	26	27	28	29
25 - 28/3	09:30 12:30 DM Site Inspection				

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April 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
	1 Apr	2	3	4	5
1 - 4/4			10:00 12:00 Man Plan Workshop 12:30 14:00 Working Gro		
	8	9	10	11	12
8 - 11/4			10:00 12:00 SDF Committee 12:30 14:00 Personnel Co		
	15	16	17	18	19
15 - 18/4	School Holidays				To 26 Apr → Good Friday (United King
	22	23	24	25	26
22 - 25/4	School Holidays				
	Easter Monday (United K				
29/4 - 2/5	29	30	1 May	2	3

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May 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
	29 Apr	30	1 May	2	3
29/4 - 2/5			10:00 12:00 DM Committee 12:30 14:30 Workshop		
	6	7	8	9	10
6 - 9/5	May Day Bank Holiday (L)		10:00 12:00 NPA 12:30 14:00 Working Group		
	13	14	15	16	17
13 - 16/5	09:30 12:30 DM Site Inspection		10:00 12:00 Man Plan Workshop 12:30 14:30 Audit & Corp		
	20	21	22	23	24
20 - 23/5					
	27	28	29	30	31
27 - 30/5	Half Term				
	Spring Bank Holiday (Uni)				

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June 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
	3 Jun	4	5	6	7
3 - 7 Jun			10:00 12:00 NPA 12:30 14:30 Workshop		
	10	11	12	13	14
10 - 14 Jun					
	17	18	19	20	21
17 - 21 Jun					
	24	25	26	27	28
24 - 28 Jun					

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