

**15 May 2019**

**Annual Council**

**Committee Calendar for 2019/2020**

**Report of:** *Claire Mayhew, Corporate and Democratic Services Manager*

**Wards Affected:** *All Wards*

**This report is:** *Public*

**1. Executive Summary**

- 1.1 The Constitution under Council Procedure Rule 2.1 (r) provides that the Annual Meeting of Council will consider an item of business to agree the date, time and place of ordinary meetings of Council (and its Committees) for the coming Municipal Year.
- 1.2 A Calendar of Meetings, subject to Agenda Item 10 has been prepared.
- 1.3 It is intended that the meetings scheduled for June and July 2019 will be held at Ursuline Covent High School. Future meetings will be subject to whether the Council Chamber at the Town Hall is completed and ready to be used.

**2. Recommendation(s)**

- 2.1 That the Calendar of Meetings attached as Appendix A for 2018/19 be approved.**

**3. Introduction and Background**

- 3.1 Members agree the date, time and place of ordinary meetings of the Council and its committees for the 2019/2020 Municipal Year at the Annual Meeting of Council.

**4. Issue, Options and Analysis of Options**

- 4.1 As required by Schedule 12 of the Local Government Act 1972, a notice is published on the notice board at the Town Hall informing the public of the meetings of the Council and its Committees.

4.2 If changes are made to the public notice by the Proper Officer, the notice will be updated and information fully publicised on the Council's website.

4.3 Appendix A provides a schedule of meetings to deliver the Committee arrangements consequential to Agenda Item 10.

## **5. Reasons for Recommendation**

5.1 The Calendar of Meetings enables effective and efficient decision making throughout the Municipal Year.

## **6. Consultation**

6.1 None.

## **7. References to Corporate Plan**

7.1 The governance arrangements at the Council should be such as to enable the delivery of the Corporate Plan 2016-19.

## **8. Implications**

### **Financial Implications**

**Name & Title: Jacqueline Van Mellaerts, Interim Chief Finance Officer**

**Tel & Email: 01277 312829/jacqueline.vanmellaerts@brentwood.gov.uk**

8.1 The cost of the governance arrangements at the Council can be met from existing budgets within the Medium Term Financial Plan 2019/2020. However, any increase in the number of meetings will have an impact on the officer support structure.

### **Legal Implications**

**Name & Title: Paula Harvey, Deputy Monitoring Officer**

**Tel & Email: 01277 312705/paula.harvey@brentwood.gov.uk**

8.2 The Council's Constitution provides that the Annual Meeting will consider and agree the timetable for ordinary meetings of Council for the current municipal year.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

8.3 None.

**9. Background Papers** (include their location and identify whether any are exempt or protected by copyright)

9.1 None.

**10. Appendices to this report**

Appendix A – Calendar of Meetings 2019/2020

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