



ANNUAL COUNCIL

17th MAY 2023

REPORT TITLE:	Committee Calendar for 2023/2024
REPORT OF:	Claire Mayhew, Corporate Manager (Democratic Services) & Deputy Monitoring Officer

REPORT SUMMARY

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.

A Calendar of Meetings, subject to Agenda Item 10 has been prepared.

RECOMMENDATIONS

Members are asked to:

- R1. That the Calendar of Meetings attached as Appendix A for 2023/2024 be approved.**

SUPPORT ING INFORMATION

1.0 REASONS FOR RECOMMENDATIONS

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

2.0 OTHER OPTIONS CONSIDERED

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.

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.

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

3.0 BACKGROUND INFORMATION

Members agree the date, time and place of ordinary meetings of the Council and its committees for the 2023-2024 Municipal Year at the Annual Meeting of Council.

4.0 FINANCIAL IMPLICATIONS

Name & Title: Tim Willis, Director – Resources & Section 151 Officer
Tel & Email: 01277 312500 / tim.willis@brentwood.rochford.gov.uk

The cost of the governance arrangements at the Council can be met from existing budgets within the Medium Term Financial Plan 2020/2021. However, any increase in the number of meetings will have an impact on the officer support structure.

5.0 LEGAL IMPLICATIONS

Name & Title: Andrew Hunkin, Director – People & Governance & Monitoring Officer
Tel & Email 01277 312500 / andrew.hunkin@brentwood.rochford.gov.uk

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.

6.0 ENGAGEMENT/CONSULTATION

None.

7.0 EQUALITY IMPLICATIONS

Name & Title: Kim Anderson, Corporate Manager - Communities, Leisure and Health
Tel & Email 01277 312500 kim.anderson@brentwood.gov.uk

Section 149 of the Equality Act requires the Council to have due regard to the Public Sector Equality Duty when making decisions, strategic planning and when implementing policies that may impact on those who have protected characteristics.

Listed Authorities must comply with the requirements under the Equality Act 2010 (Specific Duties) Regulations 2011 (the Regulations), to publish equality data and list specific equality objectives. These Regulations apply to the Council.

8.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

Name & Title: Phil Drane, Director - Place
Tel & Email 01277 312500 / phil.drane@brentwood.rochford.gov.uk

There are no direct environment and climate implications.

REPORT AUTHOR:

Name:	Zoey Foakes
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APPENDICES

Appendix A – Calendar of Meetings 2023/2024

BACKGROUND PAPERS

None

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Annual Council	18.05.2022
Annual Council	19.05.2021