

## **BRECKLAND COUNCIL**

### **CABINET – 12 FEBRUARY 2008**

#### **REPORT OF THE DEPUTY CHIEF EXECUTIVE** **(Author: Elaine Wilkes, Senior Committee Officer)**

### **CALENDAR OF COUNCIL AND COMMITTEE MEETINGS FOR 2008-2009**

#### **Summary:**

This report recommends a calendar of meetings for 2008-2009 for the Council's approval. A draft calendar is attached for members' consideration.

#### **1. INTRODUCTION/BACKGROUND**

- 1.1 In accordance with Standing Orders and the scheme of delegation, Cabinet is required each year to recommend a calendar of Council and Committee meetings for the Council's approval. Accordingly, a draft calendar for 2008-2009 has been prepared and is attached for members' consideration.
- 1.2 Cabinet's attention is drawn to the explanatory notes appended to the draft calendar.

#### **2. KEY DECISION**

- 2.1 This is not a key decision.

#### **3. STATUTORY ANNUAL APPROVAL OF STATEMENT OF ACCOUNTS**

- 3.1 There is a statutory requirement on the authority to formally approve the Annual Statement of Accounts by 30 June each year.
- 3.2 The statutory deadline of 30 June does not fit within the Council's cycle of meetings and clashes with the Council's policy to keep Norfolk Show dates free. Equally, to move it forward to the week preceding the Norfolk Show is too early for completion of the statement of accounts.
- 3.3 The most practical option is, therefore, for Council to meet on Monday, 30 June 2008 and for the Development Control Committee, which would otherwise have fallen to meet on that date, to meet instead on Thursday, 3 July 2008 (this would maintain that Committee's three week meeting cycle).

#### **4. OPTIONS AVAILABLE**

- 4.1 To recommend the attached schedule of meetings for the Council's approval, including the provision for a meeting of the Council on Monday, 30 June 2008 and a meeting of Development Control Committee on Thursday, 3<sup>rd</sup> July 2008.
- 4.2 To suggest amendments.

#### **5. REASONS FOR RECOMMENDATION(S)**

- 5.1 To comply with Standing Orders and the scheme of delegation for the recommendation to Council for adoption of a calendar of meetings for 2008-2009.

#### **6. RISK**

- 6.1 This report does not require a risk assessment because the issues covered by the recommendations are not significant in terms of risk.

**7. RECOMMENDATION(S)**

- 7.1 The Annual meeting of the Council is held on 22 May 2008.
- 7.2 A meeting of the Council is held on Monday, 30 June 2008 to facilitate the approval of the Statement of Accounts.
- 7.3 To allow for the Council meeting on 30 June 2008, a meeting of Development Control Committee is held on Thursday, 3 July 2008 to maintain that Committee's three week meeting cycle.
- 7.4 Subject to 7.1, 7.2 and 7.3 above, to recommend to Council the attached schedule of Council and Committee meetings for 2008-2009 for approval.

*Appendix: Draft Calendar of Meetings 2008-2009*