

TIMETABLE OF MEETINGS 2001/02

1 SUMMARY

- 1.1 This report recommends the adoption of a timetable of meetings for the 2001/02 municipal year. The Council is required by law to agree the dates of its meetings each year.

2 DISCUSSION

- 2.1 The appendix to this report sets out the proposed committee timetable for 2001/02.

2.2 May 2001 to December 2001

The proposals for the period May to January accord with arrangements in place over the last municipal year. Sub-Committees which meet on an ad hoc basis will continue to be scheduled into free evenings in the timetable as and when required.

2.3 January 2002 to May 2002

The Council will need to introduce a new political structure by May 2002 and the Structural and Procedural Review Sub-Committee is continuing to give detailed consideration to this. Members may however, consider that it would be valuable to trial any new proposed arrangements prior to their final implementation. The attached meetings timetable therefore keeps the period January to April 2002 clear in order to facilitate such a trial. The only meetings that the Council must fix at this time are its own meetings, and the dates shown for next year allow for the approval of the Council's budget and other business arising.

3 LEGAL IMPLICATIONS

- 3.1 Council is free to determine its own timetable of meetings subject to the Annual meeting held within 21 days of the date of councillor's retirement following the ordinary elections.

4 PARISH IMPLICATIONS

- 4.1 The proposed timetable continues to avoid Monday evenings when most of the Town and Parish Councils within the Rochford District hold their meetings.

5 RECOMMENDATION

It is proposed that the Committee **RECOMMENDS** the Council

to adopt the timetable of meetings for 2001/02 as set out in the Appendix to this report on the basis that there will be further review of arrangements from January 2002 once the Council has finalised a way forward on the Modernising Agenda. (HAMS)

Andrew Smith

Head of Administrative and Member Services

Background Papers:

None

For further information please contact John Bostock on:-

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CYCLE OF MEETINGS 2001/2002

APPENDIX

2001							2002					
	MAY	JUNE	JULY	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
Mon			2	3	1		3				1	
Tues	1		3 Com Serv	4 Env Health Sub	2 Com Serv		4				2	
Wed	2		4 T & ES	5 Planning Policy Sub	3 T&ES		5				3	1
Thur	3		5 Audit Serv	6 Trans Sub	4 Audit Serv	1 Trans Sub	6 F & GP				4	2
Fri	4	1	6	7	5	2	7		1	1	5	3
Mon	7 Bank Hol	4	9	10	8	5	10		4	4	8	6
Tues	8	5 Env Health Sub	10	11 Leisure Sub	9	6 Leisure Sub	11 S & P Rev		5	5	9	7
Wed	9 Annual Council	6 Planning Policy Sub	11	12 Housing Man Sub	10	7 Housing Man Sub	12 Budget Monitoring		6	6	10	8
Thur	10	7 Trans Sub	12 F&GP	13 Comm Safety Sub	11 F&GP	8 Comm Safety Sub	13 Plan Serv		7	7	11	9
Fri	11	8	13	14 Contracts Sub *	12	9 Contracts Sub *	14		8	8	12	10
Mon	14	11	16	17	15	12	17		11	11	15	13
Tues	15	12 Leisure Sub	17 S&P Rev	18 Corporate Res Sub	16 S&P Rev	13 Corporate Res Sub	18 Council		12	12	16	14
Wed	16	13 Housing Man Sub	18	19	17	14	19		13	13	17	15 Annual Council
Thurs	17	14 Com Safety Sub	19 Partner Sub	20 Struc & Procedural	18 Partner Sub	15 Struc & Procedural	20		14	14	18	16
Fri	18	15 Contracts Sub*	20	21	19	16	21	18	15	15	19	17
Mon	21	18	23	24	22	19	24	21	18	18	22	20
Tues	22	19 Corporate Res Sub	24 Council	25 Budget Monitoring	23 Council	20 Budget Monitoring	25 Xmas Day	22 Council (Budget)	19 Council-(Council Tax)	19	23 Council	21
Wed	23	20	25	26	24	21	26 Bank Hol	23	20	20	24	22
Thurs	24	21 Struc & Procedural	26 Plan Serv	27 Plan Serv	25 Plan Serv	22 Plan Serv	27	24	21	21	25	23
Fri	25	22	27	28	26	23	28	25	22	22	26	24
Mon	28 Bank Hol	25	30		29	26	31	28	25	25	29	27
Tues	29	26 Budget Monitoring	31		30 Env Health Sub	27 Com Serv		29	26 Council	26	30	28
Wed	30	27	AUGUST		31 Planning Policy Sub	28 T & ES		30	27	27		29
Thurs	31 Plan Serv	28 Plan Serv	30 Plan Serv			29 Audit Serv		31	28	28		30
Fri		29				30				29		

* Contracts Sub-Committee starts at 10.00am

Member Training to be held 10-24 May 2001

typists/reports holding/john bostock timetable of meetings