



<b>Title of Report:</b>	<b>Timetable of Council, Committee and Sub Committee Meetings April 2025 - January 2026</b>
<b>Committee Report Submitted To:</b>	<b>Corporate Policy and Resources Committee</b>
<b>Date of Meeting:</b>	<b>26 November 2024</b>
<b>For Decision or For Information</b>	<b>For Decision</b>

<b>Linkage to Council Strategy 2021-2025</b>	
<b>Strategic Theme</b>	<b>Cohesive Leadership</b>
<b>Outcome</b>	<b>Council operates as one effective and efficient corporate unit with a common purpose and culture.</b>
<b>Lead Officer</b>	<b>Director of Corporate Services</b>

<b>Estimated Timescale for Completion</b>	
<b>Date to be Completed</b>	<b>N/A</b>

<b>Budgetary Considerations</b>	
<b>Cost of Proposal</b>	
<b>Included in Current Year Estimates</b>	<b>YES/NO</b>
<b>Capital/Revenue</b>	
<b>Code</b>	
<b>Staffing Costs</b>	

<b>Legal Considerations</b>	
<b>Input of Legal Services Required</b>	<b>YES/NO</b>
<b>Legal Opinion Obtained</b>	<b>YES/NO</b>

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
<b>Section 75 Screening</b>	<b>Screening Completed:</b>	<b>Yes/No</b>	<b>Date:</b>
	<b>EQIA Required and Completed:</b>	<b>Yes/No</b>	<b>Date:</b>
	<b>Screening Completed</b>	<b>Yes/No</b>	<b>Date:</b>

Rural Needs Assessment (RNA)	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

## 1.0 Purpose of Report

1.1 The purpose of the report is to present the Schedule of Council, Committee and Sub Committee Meetings April 2025 – January 2026 for Council decision.

## 2.0 Background

2.1 The day and frequency of Council, Committee and Sub Committee meetings each month previously agreed, is presented as follows:

- Council Meeting – 1<sup>st</sup> Tuesday at 7pm;<sup>1</sup>
- Land and Property Sub Committee – 1<sup>st</sup> Wednesday at 7pm;
- Environmental Service Committee – 2<sup>nd</sup> Tuesday at 7pm;
- Audit Committee - Quarterly on 2<sup>nd</sup> Wednesday at 7pm;<sup>2</sup>
- Finance Committee – 2<sup>nd</sup> Thursday at 7pm;
- Leisure and Development Committee – 3<sup>rd</sup> Tuesday at 7pm;
- Corporate Policy and Resources Committee – 4<sup>th</sup> Tuesday at 7pm;
- Planning Committee (with full Council powers) – 4<sup>th</sup> Wednesday at 10.30am;<sup>3</sup>

## 3.0 The Annual Meeting 2025

3.1 In accordance with Council's Standing Orders, 1 (1) *In every year that is not a local election year the Council shall hold an Annual Meeting in the month of June.*

3.2 It is proposed that Council shall hold its Annual Meeting on **Monday 2<sup>nd</sup> June 2025 at 7.00pm.**

<sup>1</sup> Convene a Special Council Meeting annually following the September Audit meeting (Ref AC 220309 / CM 220405).

<sup>2</sup> September Audit Committee meeting is permanently changed from Wednesday Week 2 to Wednesday Week 3 to facilitate Audit deadlines (Ref AC 220309 / CM 220405).

<sup>3</sup> No Planning Committee meeting in December 2023 (Ref AM 230930)

#### **4.0 Proposed Schedule of Council, Committee and Sub Committee Meetings April 2025-January 2026**

4.1 The proposed Timetable of Meetings Schedule (attached Appendix I) has been presented taking into account the Annual July recess<sup>4</sup> and key public holiday periods. *Rescheduled meeting dates/times have been presented throughout for Council decision, where appropriate.*

#### **5.0 Audit Committee Meeting**

5.1 The rotation of the Audit Committee meeting is Quarterly on the 2<sup>nd</sup> Wednesday at 7.00pm, aside from September when the Audit Committee rotation was permanently changed from Wednesday Week 2 to Wednesday Week 3 to facilitate Audit deadlines.

5.2 Having looked at the scheduling of Quarterly Audit Committee meetings, it is proposed that all Audit Committee meetings now move permanently, Quarterly from week 2 to week 3, in order to ease the pressure of holding three committee meetings in one week.

#### **6.0 Planning Committee**

6.1 In accordance with Council's Standing Orders, Protocol for The Operation of the Planning Committee, Annex D, 4.1, "*No meeting will take place in the month of July*". Note there was no Planning Committee meeting scheduled in December 2024, therefore there is no Planning meeting proposed to be scheduled in December 2025.

#### **7.0 Corporate Policy and Resources Committee / Land and Property Sub Committee**

7.1 Note Corporate, Policy and Resources Committee meetings are not scheduled during December, therefore there is no Land and Property Sub Committee meeting proposed to be scheduled.

#### **8.0 Commemoration and Celebration Sub-Committee (rename pending Committee recommendation/Council decision)**

8.1 At its meeting held Tuesday 22 October 2024 the Director of Corporate Services suggested holding the Commemoration and Celebration Sub-Committee meetings on the same night as the Land and Property Sub-Committee. Subsequently these meetings will be scheduled by Council as and when required, commencing at 6.00pm.

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<sup>4</sup> Council extend its Committee meeting recess from July 2022 to include August 2022, that Council does schedule its Council Meeting and Planning Committee in August 2022 (Ref CM 211005).

## **9.0 Recommendation**

- 9.1 **It is recommended** that Corporate Policy and Resources Committee consider holding its Annual Meeting on Monday 2<sup>nd</sup> June 2025 at 7.00pm; that Corporate Policy and Resources Committee consider permanently changing the Audit Committee Quarterly rotation from Wednesday Week 2 to Wednesday Week 3; and that Corporate Policy and Resources Committee consider the Timetable of Meetings Schedule, April 2025 -January 2026, attached as Appendix I.

**Appendix I - Proposed Schedule of Council, Committee and Sub Committee Meetings April 2025 – January 2026.**

DATES OF COUNCIL, COMMITTEE AND SUB COMMITTEE MEETINGS

April 2025-January 2026

2025	April	May	June			July	August	September		October	November	December	2026	January
The Council Meeting at 7PM	Previously RESOLVED Tuesday 1st April 2025	Tuesday 6 <sup>th</sup>	The Annual Meeting Monday 2 <sup>nd</sup> June	The Council Meeting Tuesday 3 <sup>rd</sup> June	The Council Meeting Thursday 26th June (move from Tuesday 1 <sup>st</sup> July)	<b>Recess</b>	Tuesday 5 <sup>th</sup>	Tuesday 2 <sup>nd</sup>	Monday 22 <sup>nd</sup> Special Council Meeting (Annual Accounts)	Tuesday 7 <sup>th</sup>	Tuesday 4 <sup>th</sup>	Tuesday 2 <sup>nd</sup>		Tuesday 6 <sup>th</sup>
Land and Property Sub Committee at 7PM	Wednesday 2 <sup>nd</sup>	Wednesday 7 <sup>th</sup>	Wednesday 4 <sup>th</sup>				No meeting	Wednesday 3 <sup>rd</sup>		Wednesday 1 <sup>st</sup>	Wednesday 5 <sup>th</sup>	No meeting		
Environmental Services Committee Meeting at 7PM	Tuesday 8 <sup>th</sup>	Tuesday 13 <sup>th</sup>	Tuesday 10 <sup>th</sup>				No meeting	Tuesday 9 <sup>th</sup>		Tuesday 14 <sup>th</sup>	Tuesday 11 <sup>th</sup>	Tuesday 9 <sup>th</sup>		
Finance Committee Meeting at 7PM	Thursday 10 <sup>th</sup>	Thursday 8 <sup>th</sup>	Thursday 12 <sup>th</sup>				No meeting	Thursday 11 <sup>th</sup>		Thursday 9 <sup>th</sup>	Thursday 13 <sup>th</sup>	Thursday 11 <sup>th</sup>		
Audit Committee Meeting at 7PM			Wednesday 18 <sup>th</sup>					Wednesday 17 <sup>th</sup>				Wednesday 17 <sup>th</sup>		
Leisure & Development Committee Meeting at 7PM	Tuesday 15 <sup>th</sup>	Tuesday 20 <sup>th</sup>	Tuesday 17 <sup>th</sup>				No meeting	Tuesday 16 <sup>th</sup>		Tuesday 21 <sup>st</sup>	Tuesday 18 <sup>th</sup>	Tuesday 16 <sup>th</sup>		
Corporate Policy & Resources Committee Meeting at 7PM	Tuesday 29 <sup>th</sup> (move from Tuesday 22 <sup>nd</sup> April)	Tuesday 27 <sup>th</sup>	Tuesday 24 <sup>th</sup>				No meeting	Tuesday 23 <sup>rd</sup>		Tuesday 28 <sup>th</sup>	Tuesday 25 <sup>th</sup>	No meeting		
Planning Committee Meeting at 10.30AM	Wednesday 30 <sup>th</sup> (move from Wednesday 23 <sup>rd</sup> April)	Wednesday 28 <sup>th</sup>	Wednesday 25 <sup>th</sup>				Wednesday 27 <sup>th</sup>	Wednesday 24 <sup>th</sup>		Wednesday 22 <sup>nd</sup>	Wednesday 26 <sup>th</sup>	No meeting		

CC&GBC Draft Holidays 2025-2026

Date	Holiday
Monday 21 April 2025	Easter Monday
Monday 22nd April 2025	Easter Tuesday
Monday 5 May 2025	Early May Day
Monday 26 May 2025	Spring Bank Holiday
Monday 14 July 2025	July Public Holiday
Tuesday 15 July 2025	July Statutory Day
Monday 25 August 2025	Summer Bank Holiday
Wednesday 24 December 2025	Extra Day at Christmas
Thursday 25 December 2025	Christmas Day
Friday 26 December 2025	Boxing Day
Thursday 1 January 2026	New Year's Day
Tuesday 17 March 2026	St. Patrick's Day