

**ANNUAL MEETING AND TIMETABLE OF MEETINGS 2008/09**  
**WDA/01/08**

**Recommendation**

That:

1. the Authority fix the date of its Annual Meeting for 2008/2009 and consider a programme of meetings for the Municipal Year;
2. the Clerk to the Authority be granted delegated powers to make any future alterations to the timetable of meetings as deemed appropriate, in consultation with the Chairperson and Deputy Chairperson of the Authority; and
3. Members note that the delivery of the Procurement Project continues to be a challenging timetable which is likely to lead to additional meetings being called at relatively short notice.

**ANNUAL MEETING AND TIMETABLE OF MEETINGS 2008/09**  
**WDA/01/08**

**Report of the Director of Waste Disposal**

**1. Purpose of the report**

To request that the Authority fixes a date for its Annual Meeting for the 2008/2009 Municipal Year and considers a programme of meetings throughout the year.

**2. Annual Meeting**

- 2.1. Under the provisions of paragraph 6A of the Local Government Act 1972, the Annual Meeting of the Authority shall be held on such a day between 1<sup>st</sup> March and 30<sup>th</sup> June inclusively as the Authority may fix.
- 2.2. The Authority has in the past held its Annual Meeting to follow those of the District Councils. A date at the end of May allows all District Councils to have held their own annual meetings.
- 2.3. Members should note that appointments are subject to a one month notice period. The only exceptions to this are where the new Members' predecessor has either submitted a resignation to the MWDA or is no longer an elected Member.
- 2.4. Therefore, to allow sufficient time for such appointments to become effective, the Authority normally holds its Annual Meeting at the end of June.
- 2.5. Taking into account the scheduling requirements above, the proposed date for the Authority's Annual Meeting is Friday, 27<sup>th</sup> June 2008 at 2.00 pm

**3. Authority Meetings**

- 3.1. The Authority currently schedules six meetings per year. However, Members are advised that the demands of the Procurement Programme may necessitate additional meetings at key stages of the procurement process.

**Merseyside Waste Disposal Authority**  
**1<sup>st</sup> February 2008**

3.2. Whilst every effort has been made to schedule meetings to coincide with the timetable for key procurement decisions, it remains likely that additional meetings will be required.

3.3. It has been the Authority's practice to hold its ordinary meetings on Fridays at 2.00 p.m. If the Authority agreed to the suggested date of 27<sup>th</sup> June 2008 for the Annual Meeting, a provisional timetable of meeting dates for the 2008/09 Municipal Year would be as follows:-

27<sup>th</sup> June 2008 (AGM and ordinary meeting)  
15<sup>th</sup> August 2008  
26<sup>th</sup> September 2008  
28<sup>th</sup> November 2008  
6<sup>th</sup> February 2009 (Budget and ordinary meeting)  
17<sup>th</sup> April 2009

3.4. Members should note that the outstanding meetings for the 2007/08 Municipal Year are as follows:

22<sup>nd</sup> February 2008 (Special meeting)  
28<sup>th</sup> March 2008 (Special meeting)  
18<sup>th</sup> April 2008

#### **4. Conclusion**

4.1. Members are requested to agree the date of the Annual Meeting and the timetable of meetings, subject to any variations they may wish to make.

4.2. Members are also requested to grant delegated powers, as in previous years, to the Clerk to the Authority, in consultation with the Chairman and Deputy Chairman of the Authority, to make any future alterations to the timetable of meetings as deemed appropriate.

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The background documents to this report are open to inspection in accordance with Section 100D of The Local Government Act 1972 – Nil.