

**ANNUAL MEETING AND TIMETABLE OF MEETINGS 2012/13**  
**WDA/03/12**

**Recommendation**

That:

1. the Authority fix the date of its Annual Meeting for 2012/13 and consider a programme of meetings for the 2012/13 Municipal Year; and
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 of the Authority.

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**Report of the Chief Executive**

**1. Purpose of the Report**

- 1.1 To request that Members set the date of the Annual Meeting and approve the timetable of Authority meetings for the 2012/13 Municipal Year.

**2. Background**

- 2.1 It has been normal practice for the Authority to hold its Annual Meeting during the last week in June each year. This complies with the provisions of Para 6A of Schedule 12 of the Local Government Act 1972, requiring such meetings to be held between 1st March and 30th June inclusively.

**3. Annual Meeting**

- 3.1 The Authority holds its Annual Meeting as late as possible to allow time for the constituent district councils to hold their own annual meetings, make the necessary appointments to the Authority and to allow time for any new appointments to take effect.
- 3.2 Members should note that new appointments to the Authority are subject to a one month notice period. The only exceptions to this are where the Member being replaced has either submitted their resignation to the Authority or they are no longer an elected Member.
- 3.3 Taking into account the scheduling requirements above, the proposed date for the Authority's Annual Meeting is Friday 29<sup>th</sup> June 2012 at 2.00 p.m.

**4. Timetable of Meetings**

- 4.1 The proposal is to schedule five meetings during the 2012/13 Municipal Year which is consistent with the previous year's meeting dates although special meetings may need to be called as and when required. In particular, the Procurement Programme for the Resource Recovery

Contract is likely to require additional meetings as the Authority prepares to award the Resource Recovery Contract.

- 4.2 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 29<sup>th</sup> June 2012 for the Annual Meeting, a provisional timetable of meeting dates for the 2012/13 Municipal Year would be as follows:-

29<sup>th</sup> June 2012 (AGM)

21<sup>st</sup> September 2012

23<sup>rd</sup> November 2012

1<sup>st</sup> February 2013 (Budget and ordinary meeting)

19<sup>th</sup> April 2013

- 4.3 Members are asked to consider the proposed timetable and make any amendments as appropriate.
- 4.4 Whilst every effort has been made to schedule meetings to coincide with known dates for key decisions, alterations to the timetable may be necessary during the year. Members are therefore asked to grant delegated powers to the Clerk to the Authority to make such alterations to the timetable of meetings as deemed necessary, in consultation with the Chairperson.
- 4.5 For information, there remains one further meeting scheduled for the 2011/12 Municipal Year on 13<sup>th</sup> April 2012.

## **5. Risk Implications**

- 5.1 Failure to set a date for the Authority's Annual Meeting within the timescales given would be in breach of the Local Government Act 1972.

## **6. HR Implications**

- 6.1 There are no HR implications associated with this report.

## **7. Environmental Implications**

- 7.1 There are no environmental implications associated with this report.

## **8. Financial Implications**

8.1 There are no financial implications associated with this report.

## **9. Conclusion**

9.1 Members are requested to consider and agree the date of the Annual Meeting and the timetable of meetings for the 2012/13 Municipal Year.

9.2 Members are also requested to grant delegated powers to the Clerk to the Authority, in consultation with the Chairman, to make any future alterations to the timetable of meetings as deemed necessary.

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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.