

**ANNUAL MEETING AND TIMETABLE OF MEETINGS 2019/20**  
**WDA/05/19**

**Recommendation**

That:

1. the Authority fix the date of its Annual Meeting for 2019/20 and consider a programme of meetings for the 2019/20 Municipal Year; and
2. Members note that a meeting of the Audit and Governance Committee is to be scheduled for July 2019 to approve the Authority's Statement of Accounts; and
3. the Clerk be granted delegated powers to make any future alterations to the timetable of meetings as deemed appropriate, in consultation with the Chair of the Authority.

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**Report of the Clerk**

**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 2019/20 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 under the provisions of the Local Government Act 1985. The only exceptions to this are where the Member being replaced has either resigned from their position on the Authority or they have ceased to be an elected Member of a constituent council.
- 3.3 Taking into account the scheduling requirements above, the proposed date for the Authority's Annual Meeting is Friday 21<sup>st</sup> June 2019 at 1.00 p.m.

**4. Timetable of Meetings**

- 4.1 The proposal is to schedule a total of five meetings during the 2019/20 Municipal Year which is consistent with the previous year's meeting dates, although special meetings may need to be called as and when required.
- 4.2 It has been the Authority's practice to hold its ordinary meetings on Fridays at 1.00 pm, however, this is subject to the availability of the Members' Chamber.

- 4.3 If the Authority agreed to the suggested date of 22<sup>st</sup> June 2019 for the Annual Meeting, a provisional timetable of meeting dates for the 2019/20 Municipal Year would be as follows:-

1.00 pm	21 <sup>st</sup> June 2019 (AGM)
1.00 pm	20 <sup>th</sup> September 2019
1.00 pm	22 <sup>nd</sup> November 2019
1.00 pm	7 <sup>th</sup> February 2020 (Budget and ordinary meeting)
1.00 pm	24 <sup>th</sup> April 2020

- 4.4 Members are asked to consider the proposed timetable and make any amendments as appropriate.
- 4.5 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 make such alterations to the timetable of meetings as deemed necessary, in consultation with the Chair of the Authority.
- 4.6 Members are asked to note that a meeting of the Audit and Governance Committee will be scheduled towards the end of July 2019. This will be necessary due to the statutory deadline for approval of the Authority's Statement of Accounts being brought forward from the end of September each year, to the end of July. The Audit and Governance Committee has delegated authority to approve the Authority's Statement of Accounts. This will negate the need to schedule a further meeting of the full Authority for the end of July for this single purpose.
- 4.7 For information, there remains one further meeting scheduled for the 2018/19 Municipal Year on Friday 26<sup>th</sup> April 2019 at 1.00 pm.

## **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. Legal Implications**

9.1 Providing that the Authority is able to set a date for its Annual Meeting between 1<sup>st</sup> March and 30<sup>th</sup> June 2019, there are no legal implications associated with this report.

## **10. Conclusion**

10.1 Members are requested to consider and agree the date of the Annual Meeting and the timetable of meetings for the 2019/20 Municipal Year.

10.2 Members are also requested to grant delegated powers to the Clerk, in consultation with the Chair of the Authority, 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.