



**REPORT of
DIRECTOR OF STRATEGY AND RESOURCES
COUNCIL
14 DECEMBER 2023**

SCHEDULE OF MEETINGS 2024 / 25

1. PURPOSE OF THE REPORT

- 1.1 A draft schedule of meetings for the 2024 / 25 municipal year is presented for the Council's consideration.

2. RECOMMENDATION

That the schedule of meetings for the 2024 / 25 municipal year be approved as set out at **APPENDIX 1**.

3. SUMMARY OF KEY ISSUES

- 3.1 Since February 2019, Maldon District Council has been working to an agreed six weekly cycle.
- 3.2 The draft schedule options have been largely prepared in accordance with the above cycle. Please note that the Joint Standards, Overview and Scrutiny, Licensing, Licensing Sub and Investigating & Disciplinary Committees and the Appointments Board, are not included as meetings of these are arranged as and when required.
- 3.3 The requirements and suggestions of the Corporate Leadership Team and other lead Officers have been included within this schedule.
- 3.4 **Area Planning Meetings** – so far as is possible, the Area Planning Committees are on a four-weekly cycle and held on consecutive weeks.
- 3.5 **District Planning Committee Meetings** - This schedule includes provision for meetings of the District Planning Committee to meet the requirement to determine applications of 'development of strategic and major interest'. It should be noted that these meeting are provisional dates and confirmation will be provided nearer the time.
- 3.6 **Recess** – With the exception of Planning Committees, there is a four week recess in August, a three-week recess Christmas and two weeks at Easter. These recesses have been planned to fall during school holiday dates as advertised by Essex County Council.

4. CONCLUSION

- 4.1 It is considered that the schedule option attached as **APPENDIX 1** represents a framework for meetings of the Council and its Committees.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027

- 5.1 An efficient and effective committee structure supports the Council's priorities as set out in the Corporate Plan 2023 – 27.

6. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – None
- (v) **Impact on Resources (human)** – None.

Background Papers: None.

Enquiries to:

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