

# WEST NORTHAMPTONSHIRE COUNCIL ANNUAL MEETING

16 May 2024

Report by the Monitoring Officer

Report Title	Calendar of Meetings for 2024-2025
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## Contributors/Checkers/Approvers

Monitoring Officer	Catherine Whitehead	28/03/2024
Chief Finance Officer	Martin Henry	28/03/2024
Communications Lead/Head of Communications	Becky Hutson	28/03/2024

## List of Appendices

### Appendix A – Draft Calendar of Meetings for 2024-25

#### 1. Purpose of Report

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- 1.1. To seek confirmation of the calendar of Council and Committee meetings for 2024 -2025.

#### 2. Executive Summary

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- 2.1 It is a requirement of the Constitution that the Council agrees the calendar of meetings to enable the business of the Council to be planned appropriately. This report therefore proposes a calendar of meetings for 2024-2025.

#### 3. Recommendations

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- 3.1 It is recommended that Council approves the calendar of meetings for 2024-2025, as set out at Appendix A.

#### **4. Reason for Recommendations**

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- 4.1 Adopting a calendar of meetings provides a framework for the democratic and decision-making process of the Council.

#### **5. Report Background**

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- 5.1 The Council is required within Procedural Rules to agree a schedule of meetings for the formal decision-making bodies of the Council. Therefore, a draft Calendar of Meetings for 2024/2025 has been prepared to enable the effective consideration of Council business and covers the period from May 2024 to May 2025. A copy of the calendar of meetings is attached at Appendix A.
- 5.2 The Chairman of the Council and Committees Chairs have the power to call extraordinary meetings when required to accommodate urgent or unscheduled business. With the approval of the Monitoring Officer, they also have the authority to change a meeting date or time where circumstances require. Future changes to meeting dates will be made on the Council's website and notification will be sent electronically to all relevant Councillors concerned.

#### **6. Issues and Choices**

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- 6.1 None. The calendar of meetings provides a framework for effective and planned decision making and enables both councillors and the public to be aware of upcoming meeting dates.

#### **7. Implications (including financial implications)**

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##### **7.1 Resources and Financial**

- 7.1.1 There are no resources or financial implications arising from the proposals.

##### **7.2 Legal**

- 7.2.1 The proposed Calendar of Meetings ensures that the Council complies with various statutory function, including Access to Information Regulations.

##### **7.3 Risk**

- 7.3.1 There are no significant risks arising from the proposed recommendations in this report.

##### **7.4 Consultation**

- 7.4.1 The Executive Leadership Team, the Leader of the Council and Committee Chairs have been consulted on the draft calendar of meetings and any comments made have been incorporated. The Calendar of Council and Committee meetings will continue to be promoted across the Council's corporate communications channels to inform and engage the public in the democratic process and business of the Council.

**7.5 Consideration by Overview and Scrutiny**

7.5.1 None.

**7.6 Climate Impact**

7.6.1 None.

**7.7 Community Impact**

7.7.1 None.

**7.8 Communications**

7.8.1 None.

**8. Background Papers**

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8.1 None.