

TONBRIDGE & MALLING BOROUGH COUNCIL

COUNCIL

11 April 2023

Report of the Director of Central Services and Deputy Chief Executive

Part 1- Public

Matters For Decision

1 PROGRAMME OF MEETINGS 2023/24 AND 2024/25

The programme of meetings for the municipal year 2023/24 is attached for consideration. Management Team, Senior Officers and Cabinet Members have been consulted on the proposed dates. The draft programme for 2024/25 is also attached for consideration. Subject to any amendments identified by Members the programmes will be presented to Annual Council for endorsement.

1.1 Programme of Meetings 2023/24

1.1.1 A programme for the municipal year 2023/24 has been prepared for approval and is attached as **Annex 1**.

1.1.2 As a result of the local election on Thursday 5 May 2023 and the Coronation Bank Holiday on Monday 8 May 2023, there have been a number of changes to the programme agreed in May 2022 and these are set out below:

- Annual Council has moved from 16 to 17 May 2023;
- Tonbridge Community Forum has moved from 8 May to 12 June 2023;
- Parish Partnership Panel has moved from 18 May to 15 June 2023;
- Housing and Planning Scrutiny Select Committee has moved from 23 May to 7 June;
- Communities and Environment Scrutiny Select Committee has moved from 24 May to 14 June; and
- Finance, Regeneration and Property Scrutiny Select Committee has moved from 30 May to 13 June.

- 1.1.3 At the request of the Head of Service for Licensing, Community Safety and Customer Services, the Licensing and Appeals Committee has been moved to 27 September 2023 (from September 13) and 29 November 2023 (from 15 November)
- 1.1.4 The opportunity has also been taken to review the programme towards the latter end of 2023 to reduce the period between the last meeting of the year and the first meeting of 2024. These are set out below:
- Joint Transportation Board has moved from 20 November to 4 December 2023;
 - Finance, Regeneration and Property Scrutiny Select Committee has moved to 14 November 2023; and
 - Housing and Planning Scrutiny Select Committee has moved to 12 December 2023.
- 1.1.5 The programme of meetings is set out in a table format and colour coded for easier reference. Dates for Bank Holidays, Elections and other events are also included.
- 1.1.6 The colour coding highlights significant meetings, such as Annual and Budget Council, when a meeting is to be held in Tonbridge and when a meeting is to be held on a different day than usual.

1.2 Programme of Meetings 2024/25

- 1.2.1 A draft programme for the municipal year 2024/25 has been prepared for consideration and is attached as **Annex 2**. Members are invited to comment on whether there should be any changes.
- 1.2.2 For awareness, further consideration is required on the following points and these will be progressed by Democratic Services in liaison with Services and relevant Members:
- Clarification on the budget setting cycle, subject to confirmation of dates for the Kent County Council, Kent Police and Kent Fire and Rescue Service Budget meetings. **Provisional Borough Council programme allows for Cabinet on 11 February and Council on 18 February 2024 and is subject to change.**

1.3 Legal Implications

- 1.3.1 It is the responsibility of the annual meeting of the Council to approve a programme of meetings for the coming year. However, it is considered sensible to present the programmes to this meeting to allow time for any proposed revisions to be made.

1.4 Financial and Value for Money Considerations

1.4.1 N/A

1.5 Risk Assessment

1.5.1 N/A

1.6 Equality Impact Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.7 Recommendations

1.7.1 That the Programme of Meetings for 2023/24 (as set out in Annex 1) be approved and presented to Annual Council for formal endorsement;

1.7.2 That the draft Programme of Meetings for 2024/25 (as set out in Annex 2) be agreed, subject to final approval at Annual Council in May 2023.

Background papers:

Nil

contact: Allison Parris
Principal Democratic Services
Officer

Adrian Stanfield

Director of Central Services and Deputy Chief Executive