

**Timetable of Meetings 2013/14**  
Report by Head of Governance and Executive Assistant

**Summary:** This report proposes a timetable of meetings for the period July 2012 to July 2013.

**Recommendation:** To approve the timetable of meetings as set out in Appendix 1.

## **1 Introduction**

- 1.1 A report setting out a proposed timetable of meetings for the following committee year is considered by members at this time of year. This report sets out a draft timetable which is attached at Appendix 1. The new timetable runs until the annual meeting in July 2014.
- 1.2 In the draft timetable, particular factors relating to each committee have been taken into account to facilitate meetings for the full Authority (6), Planning Committee (13), Planning Committee site visits (13), Navigation Committee (6), Financial Scrutiny and Audit Committee (3), Broads Forum (4) and Local Access Forum (4). In particular, the need to schedule a Planning Committee meeting every four weeks and the need to schedule a meeting of the Authority in September to consider the end of year accounts provides a rhythm which the other meeting dates need to conform with. The dates for public holidays and local elections have also been taken into consideration when drafting this timetable. The draft timetable has been circulated to Chairmen and Vice Chairmen of the Authority and its committees and their views have been taken into account in preparing the new programme. The programme is very similar to the previous years' timetables, which have worked well.
- 1.3 Provision will be made in the 2013/14 and 2014/15 budgets to accommodate the travelling and subsistence costs for members.

Background papers: Nil

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Date of Report: 6 March 2013

Broads Plan Objectives: None

Appendices: APPENDIX 1 – Committee Timetable 2013/14


**DRAFT Committee Timetable 2013/14**

2013									2014							
	Day	Time	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	19	16	13	11	8	6	3/31	28	28	25	23	20	18	15
Planning Cttee Site Visit	Fri	10.00 am	5	2/30		4/25	29	20	24	14	14	11	9	6	4	1
Broads Forum	Thurs	2.00 pm	25				7			6			1		31	
Local Access Forum	Wed	2.00 pm			11			4			5			11		
Navigation Committee	Thurs	1.00* pm			5	24		12		27		24		5		
Financial Scrutiny and Audit Committee	Tues/ Thurs	2.00 pm	9		19					11					8	
<b>BROADS AUTHORITY</b>	<b>FRI</b>	<b>10.00 am</b>	<b>12</b>		<b>20</b>		<b>22</b>		<b>17</b>		<b>21</b>		<b>16</b>		<b>11</b>	
Member Development Day																
New Members Induction Day	Wed				10											

\* To be confirmed

Bank Holidays	26 August 2013 5 and 26 May 2014 25 August 2014
Good Friday	18 April 2014
Easter Monday	21 April 2014
Council Election	Thursday 1 May 2014
ANPA New Members Induction Courses	Tues 17 – Thurs 19 September 2013 – Snowdonia Tues 21 – Thurs 23 January 2014 – New Forest
ANPA Conference	25-27 September 2013 – North York Moors National Park