



## **Elstree and Borehamwood Town Council**

### **Procedure for determining and amending Council and Committee Meeting dates**

#### **The Schedule of Meetings**

In an ordinary year, Council meeting dates (including Committees, Sub-Committees, the Youth Council and Forums) are agreed at the January meeting of Full Council for the period between Annual Council Meetings (May to May), “The Schedule of Meetings”. In a Parish election year, the dates are notionally proposed at the January meeting and then agreed at the first meeting of Full Council after the election.

Changes to the Schedule of Meetings will be notified to all Members and Officers, on the Town Council main noticeboard and on the Town Council official website.

#### **Full Council**

Meetings of Full Council should not conflict with:

- Meetings of Full Council at Hertsmere Borough Council (as published in January, if available)
- Party Group meetings at Hertsmere Borough Council (on information available)
- Jewish Holidays (including the days immediately before or after these days where religious observances are required) [Note: accommodation to be made for all religious groups as appropriate subject to Council membership]
- The date of a General or Local election or National Referendum
- Bank Holidays and the date of a national celebration/special holiday (e.g. Royal Wedding)

There are ordinarily 5 meetings of Full Council in a Municipal Year. The Annual Meeting of the Council constitutes 1 of the 5 meetings (but not the Annual Parish meeting).

## **Annual Meeting of the Council**

The Annual Meeting of the Council must take place every year (Local Government Act 1972 Schedule 12, Part II Parish Councils 7(1)).

In a year of Parish Council Elections, the Annual Meeting of the Council must take place on or within 14 days after the day on which Councillors took Office. In other years, it may be held on a day in May determined by the Council (Local Government Act 1972 Schedule 12, Part II Parish Councils 7(2)).

## **Annual Parish Meeting**

The Annual Parish meeting must take place between 1 March and 1 June (Local Government Act 1972 Schedule 12, Part III Parish Meetings 14(1)) and not earlier than 6 o'clock in the evening (14(4)).

## **Cancelling and Amending Full Council Meeting Dates**

Council meeting dates should not be cancelled or altered without good cause to do so. Grounds for good cause could include:

- Anticipated lack of quorum
- A National or Local Emergency (e.g. severe weather conditions)

The Mayor (or in his/her absence the Deputy Mayor) should take the decision to cancel or amend a meeting in consultation with the Town Clerk and with the agreement of the Group Leaders where possible.

Reasonable notice should be given to Officers, Members and the public. Any amended date should comply with the criteria for choosing meeting dates as set out above, the statutory obligations of the Council (together with internal requirements e.g. deadlines for submitting the Annual Return to External Auditors) and availability of the relevant venue.

## **Special Meetings**

Special Council meetings should not be called without good cause to do so. Grounds for good cause could include:

- A Council matter requiring an urgent decision
- A National or Local Emergency affecting the Authority and/or its services

The Mayor (or in his/her absence the Deputy Mayor) should take the decision to call a special meeting in consultation with the Town Clerk and with the agreement of the Group Leaders where possible.

## Committees

The standing Committees of the Council and their frequency of meetings are as follows:

<b>Meeting</b>	<b>Number of Meetings per Year</b>
General Management Committee	6 (with up to 1 additional special meeting)
Environment and Planning Committee	9 (with up to 1 additional special meeting)
Entertainments Committee	8 (with up to 1 additional special meeting)

When setting the meeting schedule, regard is taken to the timing of decision making in respect of each Committee's responsibilities (e.g. the Civic Festival for the Entertainments Committee).

Meetings of Standing Committees should not conflict with:

- Jewish Holidays (including the days immediately before or after these days where religious observances are required) [Note: accommodation to be made for all religious groups as appropriate subject to Council membership]
- The date of a General or Local election or National Referendum
- Bank Holidays and the date of a national celebration/special holiday

A Committee meeting may only be cancelled or the date amended after publication of the agreed Schedule of Meetings as follows:

- With the authorisation of the Committee Chairman (or in his/her absence the Vice Chairman) in consultation with the Officer ordinarily clerking the meeting and with the approval of at least two other Committee Members; and
- For one or more of the following reasons: Lack of quorum, the attendance availability of an invited speaker at the meeting or a national or local emergency and with statutory notice being provided to Members and public.

Special Committee meetings should be limited to no more than one per municipal year for the consideration of a matter of significant importance covered by the terms of reference of the Committee.

Special Meetings should be called by the Chairman (or in his/her absence the Vice Chairman) in consultation with the relevant clerking Officer and providing as much notice as practicable to potential attendees together with the reason for the meeting being called (e.g. to consider a contentious planning application).

## Forums

The Forums of the Council and their frequency of meetings are as follows:

<b>Meeting</b>	<b>Number of Meetings per Year</b>
Transport Forum	4 (with up to 1 additional special meeting)
Community Safety Meeting	4

### Transport and Road Safety Forum

Unlike the other forums, the Transport Forum is attended by officers and staff from other Authorities and local transport providers and, therefore, has a unique set of meeting requirements.

Meetings of the Transport Forum should not conflict with:

- Meetings of Full Council at Hertsmere Borough Council (as published in January, if available)
- Party Group meetings at Hertsmere Borough Council
- Religious Holidays
- The date of a General or Local election or National Referendum
- Bank Holidays and the date of a national celebration/special holiday

Since 2016, there are ordinarily 4 meetings of the Transport Forum in a municipal year with the option of one additional special meeting to be called by the Forum Chairman (or in his/her absence the Vice Chairman) in consultation with the Town Clerk for reasons of a local transport issue requiring consideration that could not otherwise be considered at an ordinary scheduled meeting.

In view of the large distribution of the agenda and number of agencies involved, meeting dates for the Transport Forum should not be altered having been set in the Schedule of Meetings but may be cancelled with due notice or short notice for reasons of emergency (e.g. flooded venue).

### CSM

At Annual Council on 16 May 2018 it was agreed that the Town Council would arrange for 4 meetings of the CSM to be held at Fairway Hall in a municipal year. As per the Transport Forum, meeting dates should not be altered having been set in the Schedule of Meetings but may be cancelled with due notice or short notice for reasons of emergency (e.g. flooded venue).

## **Youth Council**

The Youth Council meetings and Working Groups are arranged taking into account the academic pressures of the Youth Councillors and are, therefore, subject to increased flexibility in terms of frequency and amendment.

Meetings should only be cancelled or amended by the Youth Council Chair in consultation with the Youth Council Secretary and with the agreement of at least one of the two designated Town Councillor Members. No special meetings should be required. The frequency of meetings in the municipal year is as follows:

<b>Meeting</b>	<b>Number of Meetings per Year</b>
Youth Council	8
Working Groups	8

## **Sub-Committees**

Sub-Committee meetings are agreed at the discretion of the parent Committee and are not included in the Schedule of Meetings as they are internal in nature. The frequency of meetings in the municipal year is as follows:

<b>Meeting</b>	<b>Number of Meetings per Year</b>
In House Audit	2
Town Crier	8
China Sister Town	[TO BE DETERMINED]

The In House Audit dates are ordinarily agreed at the July General Management Committee and may be amended by the Town Clerk for the reason of availability of Members.

The Entertainments Committee is encouraged to set the Town Crier Sub-Committee dates at the first meeting of the municipal year or as soon as possible thereafter.

Town Crier Sub-Committee dates (2 per edition) may be cancelled or amended by the Chairman of the Entertainments Committee in consultation with the Town Crier Editor and with the agreement of the Vice Chairman and/or one other Committee Member for a good reason (e.g. change of Town Crier publication deadline).

Once the dates are agreed, potential attendees of Sub-Committees should be notified of all meetings in the municipal year and, where practicable, notified of authorised changes in good time.

**Date Policy Reviewed:**

12 July 2018

**Review Body:** General Management Committee

**Review Period:** every 1 year

**Next Review:** June/July 2019