

## **CYCLE OF MEETINGS – 2021**

Meetings scheduled so as to avoid school holidays for formal meetings where possible and week of the Royal Welsh Show (19 – 22 July) and Royal Welsh Winter Fair (29 - 30 Nov)

### **COUNCIL – 8 MEETINGS [meets at 10.00 a.m. on Tuesdays]**

26 Jan – needs to meet before end Jan to approve Council Tax Reduction Scheme

23 Feb – needs to meet before end of Feb to approve Council Tax Levels

13 April – delayed a week to avoid Easter Holidays (29 March – 9 April)

18 May – ANNUAL COUNCIL

6 July

7 September

12 Oct

7 December – a week later than usual to avoid clash with Royal Welsh Winter Fair (29 - 30 Nov)

### **COUNCIL BRIEFINGS [meets at 2.00 p.m. on Mondays]**

To be scheduled for the 3 months there are no council meetings – Mondays 2.00 p.m.

15 March

7 June

8 Nov

### **CABINET – MONTHLY [meets at 10.00 a.m. on Tuesdays]**

Where possible to be scheduled near the end of the month with 4 weeks between meetings.

19 Jan – to schedule a week later would clash with Council

16 February (in half term holidays, cannot schedule a week later as would clash with Council and scheduling a week earlier would leave 3 weeks between January and February meetings and also present difficulties for finance report)

23 March – brought forward a week to avoid Easter Holidays (29 March – 9 April) but still leaves 4 weeks between meetings

27 April

25 May

29 June

27 July – falls in school holiday time but the week before is also school holidays and the week of the Royal Welsh Show. To bring forward two weeks to 13 July would leave 2 weeks between June and July meetings and 10 weeks until the next meeting scheduled for 21 September

21 September – could be moved to 28 September but would leave only 3 weeks between September and October meeting which had been brought forward to avoid half term and would leave only 3 weeks between the September and October meetings

19 October – brought forward a week to avoid half term

23 November

14 December – week earlier than usual due to Christmas period and to avoid school holidays but leaves only 3 weeks between November and December meetings – could be moved to 21 December in school holiday period

**CABINET BRIEFINGS – MONTHLY [meets at 1.00 p.m. on Mondays between Cabinet meetings to complement the cycle of Cabinet meetings]**

11 January

1 February

1 March

12 April

10 May

14 June

12 July

6 September

4 October

1 November

6 December

## **PLANNING COMMITTEE – MONTHLY [meets at 9.30 a.m. on Wednesdays]**

13 January

10 February

10 March

14 April but falls on the same week as Council – could move a week earlier but would fall within Easter Holidays (29 March – 9 April)

12 May

16 June

14 July (a week later (21st) would fall in Royal Welsh Show week which we've been asked to avoid and Corporate Governance and Audit Committee needs to meet the following Wednesday (28th) to sign off the statement of accounts)

8 September (there are 8 weeks between Planning Committee meetings in July (14 July) and September (8 September) due to August recess. There may be potential to hold Planning Committee a week earlier on 1 September if Planning Officers could support that date.

6 October

10 November

15 December

## **CORPORATE GOVERNANCE AND AUDIT COMMITTEE – 7 MEETINGS A YEAR [usually meets at 9.30 a.m. on Wednesdays]**

The draft statement of accounts need to be prepared by 31 May 2021 and then considered by CGC. The statement of accounts needs to be signed off by 31 July 2021 and therefore CGC needs to meet as close as possible to that date.

27 January – need to meet late Jan due to Treasury Management report timescale

17 March

28 April

9 June (draft accounts have to be prepared by 31 May)

28 July – in school holiday time but CGC need to consider the statement of accounts before sign off by 31 July and as close to that date as possible

22 September

24 November

## **SCRUTINY COMMITTEES – meet 7 times a year each on Thursdays**

**Performance Scrutiny** – needs to consider school exams end of Sept/beginning Oct and end of Jan/beginning of Feb

28 January

18 March

29 April

10 June

15 July – this meeting should ideally be held on 29 July but it is in school holiday period

30 September

25 November

## **Communities Scrutiny Committee**

21 January

11 March

13 May

1 July

9 September

21 October

9 December

## **Partnerships Scrutiny Committee**

11 Feb

15 April (moved 2 weeks later to avoid Easter Holidays 29 Mar – 9 April)

20 May

8 July

16 Sept

4 Nov

16 Dec

**Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee – to meet quarterly following PSB meetings**

Dates agreed for 2021 so far – 22 January (Friday) (10 am Conwy) and 26 March (Friday) (10 am Ruthin)

**Scrutiny Chairs and Vice Chairs Group (usually meet in the afternoon following a scrutiny committee approximately every 7 weeks)**

21 January (after Communities), 11 March (after Communities), 29 April (after Performance), 1 July (after Communities), 9 September (after Communities) and 25 November (after Performance)

**LICENSING COMMITTEE – meets on a quarterly basis (usually Wednesday)**

3 March (Wed)

23 June (Wed)

15 Sept (Wed)

8 Dec (Wed)

**STANDARDS – meets quarterly on Fridays**

5 March

11 June

17 Sept

3 Dec

**DEMOCRATIC SERVICES – meets twice a year on Fridays**

12 March

1 Oct

**JOINT CONSULTATIVE COMMITTEE FOR HEALTH & SAFETY AND EMPLOYEE RELATIONS – meets quarterly on a Friday**

5 Feb

14 May (7 May is day after election so difficult for staffing)

16 July

12 Nov (5 Nov requested for AONB JC)

**SACRE – meets once in each school term (3 times a year) on different days in the same academic year**

2 Feb (Tuesday)

24 June (Thursday)

20 Oct (Wednesday)

**WELSH LANGUAGE STEERING COMMITTEE – meets 3 times a year**

16 Mar (Tue)

13 July (Tue)

9 Nov (Tue)

**CORPORATE PARENTING FORUM – meets quarterly**

29 Jan (Fri)

23 April (Fri)

9 July (Fri)

15 Oct (Fri)

**ASSET MANAGEMENT GROUP**

Meets at least 6 times a year at such venues, dates and times as determined by the group – tends to meet every other month on a Thursday in Caledfryn (when room-based meetings are held).

15 Jan (Friday) (offered 7 Jan but too early in the month and all remaining Thursdays in January taken up with other meetings – officer preference was for Friday instead)

4 Mar

5 May (Wednesday) (elections on 6 May and other Thursdays in the month also taken up with other meetings so officer preference was for Wednesday)

22 July

23 Sept

18 Nov

### **AONB Joint Committee – set by the Board and included in the schedule**

Fri 19 March (FCC to host), Fri 25 June (DCC to host) and Fri 5 November (WCBC to host)

### **PUBLIC SERVICE BOARD**

Set by the Board – dates agreed up to 22 March 2021 included in the schedule

25 Jan (2pm – Russell House, Rhyl) (informal workshop) and 22 March (2pm – Coed Pella, Colwyn Bay)

### **CONWY & DENBIGHSHIRE JOINT ADOPTION PANEL**

Set by the Panel. Dates have been requested.

### **FOSTERING PANEL**

Set by the Panel and included in the schedule as follows

27 Jan, 24 Feb, 24 Mar, 28 Apr, 19 May, 23 Jun, 28 July, 25 Aug, 22 Sept, 27 Oct, 24 Nov and 15 Dec

### **CORPORATE PLAN BOARD – meet quarterly – Jan / April / July / Oct 9.30 a.m. start**

20 Jan (Wed)

21 April (Wed)

7 July (Wed)

27 Oct (Wed) (school holidays?)

### **MEMBER AREA GROUPS (MAG) –**

Meet every other month.

### **DEE VALLEY MAG**

Meet on a Monday at 2.00 p.m. every other month

For 2021 will meet – Jan, March, May, July, Oct, Dec

Propose – 18 Jan, 8 March, 17 May, 26 July, 11 Oct, 13 Dec

### **DENBIGH MAG**

Meet any day between Tue – Fri at 2.00 p.m. every other month

For 2021 will meet – Jan, Mar, May, Oct, Dec

Propose Tuesdays – 12 Jan, 9 Mar, 11 May, 20 July (in school holidays and Royal Welsh week but no other Tuesdays available in July), 5 Oct, 21 Dec (Council and Cabinet on preceding weeks, last Tuesday before then 30 Nov a possibility but it is in Royal Welsh Winter Fair week)

### **ELWY MAG**

Meet on Thurs at 9.30 a.m. every other month (avoid 2nd & last Thurs of the month where possible).

For 2021 will meet – Jan, Mar, May, July, Oct, Dec

Propose Thursdays – 14 Jan, 25 Mar, 27 May, 29 July, 7 Oct, 2 Dec

### **PRESTATYN**

Meet on Tue at 6.00 p.m. every other month

For 2021 will meet – Feb, Apr, June, Sept, Nov

Propose Tue – 9 Feb, 20 Apr, 15 June, 14 Sept, 16 Nov

### **RHYL**

Meet on Mon at 2.00 pm every other month – note that Rhyl Town Council hold committee meetings 2nd and 4th Monday of a month between 4 – 6 p.m. and the Rhyl MAG meetings will avoid clashes if possible.

For 2021 will meet – Feb, April, June, Sept, Nov

Propose – 15 Feb, 19 April, 21 June, 20 Sept, 15 Nov

### **RUTHIN**

Meet on Mon at (2.00 pm) every other month

For 2021 – Feb, April, June, Sept, Nov

Propose – 24 Feb, 26 April, 28 June, 27 Sept, 22 Nov