

Appendix 3

CYCLE OF MEETINGS – 2025: Meetings scheduled so as to avoid school holidays for formal meetings where possible.

COUNCIL – 6 MEETINGS [meets at 10 am on Tuesdays]

To be scheduled to meet business needs of the Council

28 Jan – needs to meet before end of Jan to approve Council Tax Reduction Scheme, Capital Plan and Treasury Management Strategy

20 Feb – needs to meet before the end of Feb to finalise Budget Setting and Council Tax Levels, ideally a week before the last week in Feb in case Council need to meet again to approve the Budget

13 May – Annual Council [Election of Chair and Vice Chair]

8 July

9 Sept

11 Nov

COUNCIL WORKSHOP – MONTHLY [meets at 2 pm on Tuesdays]

To be scheduled to meet monthly (4/5 weeks between meetings)

14 Jan

11 Feb

11 March

8 April

6 May

10 June

15 July

2 Sept

7 Oct

4 Nov

2 Dec

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

If possible scheduled near the end of the month with 4/5 weeks between meetings.

21 Jan – to schedule a week later would clash with Council who need to meet before the end of Jan to approve the Council Tax Reduction Scheme, Capital Plan and Treasury Management Strategy

18 Feb – scheduled to meet before Council who need to meet before the end of Feb to approve the final Budget Setting and Council Tax Levels

25 March

29 April

27 May – falls within school holiday period (26 – 30 May); could be brought forward a week to 20 May but would leave only 3 weeks between April and May meetings

24 June

29 July – falls within school holiday period (21 July – 31 August), to reschedule one week earlier would still fall within school holidays

23 Sept

21 Oct – brought forward a week to avoid half term week (27 Oct – 31 Oct tbc)

18 Nov – brought forward a week to ensure 4 weeks between Nov and Dec meetings

16 Dec – brought forward a week due to Christmas/school holiday period

CABINET BRIEFINGS – MONTHLY [meets at 1.00 p.m. on Mondays between Cabinet meetings to complement cycle of Cabinet meetings (3 weeks between preceding Cabinet Briefing and Cabinet where possible, minimum 2 weeks)]

6 January

3 February

3 March

7 April

2 May (Fri) – brought forward to Fri 2 May due to Mon 5 May being a bank holiday (other Mondays/Tuesdays in the month would be needed for MAG meetings)

2 June

7 July

1 Sept

6 Oct

3 November

1 December

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

15 Jan

12 Feb

12 March

9 April

14 May

18 June

16 July – a week later would clash with Governance and Audit Committee who need to meet 23 July to consider the draft statement of accounts and also falls in school holidays

3 September – (there are 7 weeks between Planning Committee meetings in July (16 July) and September (3 September) due to the August recess – could move to 30 July but would be in school holiday period

8 October

5 November

10 December

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

The draft statement of accounts needs to be prepared by 30 June 2025 and then considered by GAC in a timely manner taking into account committee lead in times. The statement of accounts needs to be signed off by 30 September 2025 and therefore GAC need to meet beforehand and as close as possible to that date.

22 Jan – due to Treasury Management reporting timescale GAC best placed to consider the TM report before Council (on 28 Jan) and also GAC could consider the budget process before Council in Feb

19 March

30 April

11 June

23 July – GAC has been scheduled in the school holiday period due to the need to consider the completed draft statement of accounts (prepared by 30 June) in a timely manner taking into account committee lead in times

24 Sept – there is a need for GAC to approve the statement of accounts before 30 September (but as close to that date as possible) and this date is the last Wednesday immediately before that deadline

26 Nov

SCRUTINY COMMITTEES – meets 7 times a year on Thursdays

Performance Scrutiny – [Medium Term Financial Strategy / Medium Term Financial Plan to be considered at Cabinet in July, October and Jan and then to go to scrutiny in Sept, Nov and Jan]

30 Jan

13 March

1 May

12 June

17 July – last Thursday in the month before the school holidays

18 Sept

6 Nov

Communities Scrutiny Committee

6 Feb

27 March

15 May

26 June

4 Sept

16 Oct

11 Dec

Partnerships Scrutiny Committee

13 Feb

3 April

22 May

10 July

11 Sept

23 Oct

18 Dec

Scrutiny Chairs and Vice Chairs Group [usually meet 6 times a year Mon 2pm]

20 Jan, 10 Mar, 28 April, 30 June, 15 Sept, 10 Nov

Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee – currently meet twice a year (March & October at 10am on Friday)

21 March

10 October

LICENSING COMMITTEE – [meets quarterly at 9.30am]

4 March (Tue)

3 June (Tue)

10 Sept (Wed)

3 Dec (Wed)

STANDARDS COMMITTEE – [meets quarterly at 10.00 am on Fridays]

7 March

6 June

12 Sept

5 Dec

DEMOCRATIC SERVICES – [meets twice a year at 10.00 am on Fridays]

14 March

19 Sept

JOINT CONSULTATIVE COMMITTEE FOR HEALTH & SAFETY AND EMPLOYEE RELATIONS – [meets quarterly (days to suit avoiding Fridays) pm if Wed]

5 Feb (2pm Wed)

7 May (2pm Wed)

9 July (2pm Wed)

12 Nov (2pm Wed)

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

14 Feb (Fri)

4 June (Wed)

2 October (Thurs)

WELSH LANGUAGE STEERING COMMITTEE – [meets 3 times a year at 10am]

5 Mar (Wed)

1 July (Tue)

13 Nov (Thurs)

CORPORATE PARENTING FORUM – [meets quarterly at 10.00 am on Fridays]

Avoid clashes with Adoption Panel dates, usually the third Friday in the month. Dates are usually set in July.

10 Jan

4 April

4 July

3 Oct

ASSET MANAGEMENT GROUP

Meets at least 6 times a year – tends to meet every other month on a Thursday

16 Jan

20 March

8 May

3 July

17 Sept (Wednesday – no available Thursdays in September)

20 Nov

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

Fri 11 April (DCC host), Fri 27 June (WCBC host), Fri 21 Nov (FCC host)

AONB Partnership Dates –

24 Jan, 6 June, 17 Oct

PUBLIC SERVICE BOARD – set by the Board

7 Feb (Fri 9.30 am informal meeting); 28 March (Fri 9.30am)

CONWY & DENBIGHSHIRE JOINT ADOPTION PANEL – set by the Panel

17 Jan, 14 Feb, 14 Mar, 11 Apr, 16 May, 20 Jun, 18 July, 15 Aug, 19 Sept, 17 Oct,
21 Nov, 12 Dec

FOSTERING PANEL – set by the Panel – tbc June/July

Jan, Feb, Mar, Apr, May, Jun, July, Aug, Sept, Oct, Nov, Dec

**STRATEGIC EQUALITY AND DIVERSITY GROUP – meet quarterly (Jan / April /
July / Oct) with a preference for 9.30 am on Wednesdays**

29 Jan

16 April

2 July

15 Oct

**STRATEGIC GOVERNANCE BOARD FOR DENBIGHSHIRE LEISURE LIMITED –
meet quarterly – mid/late Feb, May, Sept and Nov usually 10.00 am**

19 Feb (Wed)

21 May (Wed)

30 Sept (Tue)

19 Nov (Wed)

NEW CAPITAL SCRUTINY GROUP – meet every other month no set day

23 Jan (Thurs), 26 Mar (Wed), 28 May (Wed), 30 July (Wed), 26 Sept (Fri), 28 Nov (Fri)

MEMBER AREA GROUPS (MAG) –

Meet every other month (leaving two months over the August recess period so MAGs meeting in June will next meet in Sept and MAGs meeting July will next meet in Oct).

DEE VALLEY MAG – meet on a Monday at 2.00 p.m. every other month

17 Feb, 14 April, 23 June, 8 Sept, 17 Nov

DENBIGH MAG – meet any day between Tue – Fri at 2.00 pm (usually Tue) every other month

4 Feb, 1 April, 17 June, 16 Sept, 25 Nov

ELWY MAG – meet on Thurs at 9.30 am every other month

27 Feb, 24 April, 19 June, 25 Sept, 27 Nov

PRESTATYN – meet on Tue at 6.00 pm every other month

7 Jan, 18 Mar, 20 May, 22 July, 14 Oct, 9 Dec

RHYL – meet on Mon at 2.00 pm every other month

27 Jan, 24 Mar, 19 May, 28 July, 20 Oct, 15 Dec

RUTHIN – meet on Mon at 2.00 pm every other month

13 Jan, 17 Mar, 12 May, 14 July, 13 Oct, 8 Dec