

Item 7.4 Revised Council and Committee meeting dates – discuss

1. Introduction

With the Council ratifying the Tunbridge Wells Agreement it means that we cannot seek extensions for comments on Planning Applications and gives us an opportunity to review the meeting dates as a number of issues have arisen;

1. We are required in our Standing Orders to publish agenda / reports 3 working days before a Council meeting (for instance Tuesday 2nd Feb before the Council meeting on Monday 8th Feb 2021)
2. This is to ensure that Councillors have the opportunity to consider the reports
3. This is to ensure that the public – via the website – have the opportunity to consider reports and ask to speak if they wish.

This applies to Planning Application Group reports and end of month financial reports which traditionally have been done “last minute” to capture as many planning applications as possible plus give the most up to date financial position.

This is in breach of our standing orders, realistically it is impossible to do an end of month financial report and meet the Standing Orders if the Council meeting is the second Monday of the month.

2. Option of move Full Council to Third Monday of the Month

End of month financial reports

If we took this option then the RFO could compile the reports in week one, produce the report by the Tuesday of the second week – which is then published with the agenda and other reports – for the Full Council meeting on 3rd Monday of the Month

PAG reports

If we took this option, then PAG would meet and produce the report by the Tuesday of the second week – which is then published with the agenda and other reports – for the Full Council meeting on 3rd Monday of the Month

If required, PAG would meet and produce reports by the Tuesday of the fourth week – which is then published with the agenda – for the Planning Council meeting on 1st Monday of the next Month.

Another advantage of this approach is that in one email Councillors could receive the zoom invite, agenda and all Council reports.

3. Proposed meeting dates for 2021

If the option of moving Full Council to the third Monday of the Month is agreed it will also impact on the Committee dates, so we would need to revise the agreed meeting dates as set out below;

Planning Council followed by CSCWG – 1st Monday

FAS / SAP alternate 2nd Monday

Full Council – 3rd Monday

March 2021

Council planning - only if required – 1st, followed by CSCWG

CSCWG 1st and 29th – so no meeting in April due to Easter

SAP NA

FAS 8th

Full Council 22nd

April 2021

Council planning - only if required – Tuesday 6th following the Bank Holiday

CSCWG Na

SAP 12th

FAS Na

Full Council 19th

May

Council planning only if required – Tuesday 4th following the Bank Holiday

Parish Election 6th May 2021

AGM – 17th New council – reset meeting dates for 2021/22 – followed by Full Council

NOTE: If the Parish Election is delayed it is suggested that we have an AGM as we did not have one last year.