

## CALENDAR OF MEETINGS 2023-24

### Executive Summary

The proposed Calendar of Meetings for 2023/24 is attached as Appendix 1. In preparing the Calendar, consideration has been given to Bank Holidays, school holidays, annual conferences and party conferences, as far as possible. The Calendar for 2023/24 has been prepared on the same basis as in past years.

There are two changes recommended for the year ahead. The first is to reduce the number of meetings of the Planning Committee from 14 to 11 each year, which would enable a more appropriate number of applications to be received by the Committee at each meeting and provide a small operational cost saving to the Council. The second is to reduce the number of annual meetings of the Licensing Committee from 4 to 2, as there tends to be insufficient business due to the work undertaken by Licensing Sub-Committees A and B and the Taxi Licensing Sub-Committee. The two meetings would be held in October and March. An extra meeting of the Full Committee could be organised if required and a mandatory training session for Committee Members is held separately at the start of each Municipal Year.

Group Leaders, Deputy Group Leaders, Chairman and Vice-Chairman of the Overview and Scrutiny Committee, Licensing Committee and Planning Committee have been consulted on the proposed Calendar.

(NOTE: Following the above consultation, it was agreed to add dates for meeting of the Shareholder Advisory Group to the Calendar for the year ahead, which are also set out in Appendix 1. Although the meetings are non-statutory and not open to the public, for matters of openness and transparency the dates have been included in the Calendar.)

### Recommendations

The Executive is requested to:

**RECOMMEND TO COUNCIL That the Calendar of Meetings 2023/24 be approved as set out in Appendix 1 to the report.**

### Reasons for Decision

Reason: In accordance with Standing Order 1.2 of the Constitution, which states that “The date of the annual (Council) meeting and those of ordinary meetings shall be fixed by the Council in or about December of the preceding municipal year”.

The item(s) above will need to be dealt with by way of a recommendation to Council.

**Background Papers:** None.

**Reporting Person:** Joanne McIntosh, Director of Legal and Democratic Services  
Email: joanne.mcintosh@woking.gov.uk, Extn: 3038

## Calendar of Meetings 2023-24

**Contact Persons:** Frank Jeffrey, Head of Democratic Services  
Email: frank.jeffrey@woking.gov.uk, Extn: 3012  
Becky Capon, Democratic Services Manager  
Email: becky.capon@woking.gov.uk, Extn: 3011

**Portfolio Holder:** Councillor Ann-Marie Barker  
Email: cllrann-marie.barker@woking.gov.uk

**Shadow Portfolio Holder:** Councillor Ayesha Azad  
Email: cllrayesha.azad@woking.gov.uk

**Date Published:** 9 November 2022