




**BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

**RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS**

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

REPORT TITLE: **Timetable of Meetings – 2023 / 2024**

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| <p><b>Delegated Power</b><br/>Specify the particular delegated power being exercised by reference to the Delegation Scheme or Cabinet minute and date.</p> <p>Scheme of delegation 1.3.1 – Timetable of Meetings 2023 / 2024</p>  |
| <p><b>Decision Taken</b><br/>Specify precise details of the decision taken</p> <p>Agreeing the Timetable of Meetings for the Municipal Year</p>   |
| <p><b>Reasons for the Decision</b><br/>Specify all reasons for taking the decision</p> <p>Setting the timetable for the year permits rooms to be booked when required and dates in diaries to permit Council business to be maintained.</p>   |
| <p><b>Options considered</b></p> <p>The timetable is prepared along the lined of that agreed in previous years. The Leader, Chairs, Vice-Chairs, Management Team and Assistant Directors have been consulted.</p>   |
| <p><b>Any declarations of interest and details of any dispensations granted in respect of interests.</b></p> <p>None.</p>   |
| <p><b>List of Background papers</b></p> <p>Previous timetables</p>  |
| <p><b>Authorisation</b><br/>Post Held Debbie Gates, Executive Director</p> <p>Signature </p> <p>Date 01/02/2023.</p>   |
| <p><b>Consultation with members/officers</b><br/>If the decision is taken following consultation with the members/officers, please give details:</p> <p>Signed by Member as consulted: S Dark </p> <p>Date 02/02/2023 </p> |

# Calendar of Meetings 2023 / 2024

|           | 2023               |            |             |                 |            |            |               |            | 2024       |                  |                |                 |
|-----------|--------------------|------------|-------------|-----------------|------------|------------|---------------|------------|------------|------------------|----------------|-----------------|
|           | May                | June       | July        | August          | Sept       | Oct        | Nov           | Dec        | Jan        | Feb              | Mar            | Apr             |
| Monday    | 1 BANK HOLIDAY     |            | 3 PLANNING  |                 |            | 2 PLANNING |               |            | 1 HOLIDAY  |                  |                | 1 EASTER MONDAY |
| Tuesday   | 2                  |            | 4           | 1 CABINET       |            | 3 E&C      |               |            | 2          |                  |                | 2               |
| Wednesday | 3                  |            | 5           | 2               |            | 4          | 1             |            | 3 E&C      |                  |                | 3               |
| Thursday  | 4 BOROUGH & PARISH | 1          | 6 PCSV      | 3 PC SV         |            | 5 PC SV    | 2             |            | 4 CPP      | 1 JOINT PANELS - |                | 4               |
| Friday    | 5                  | 2          | 7           | 4               | 1          | 6          | 3             | 1          | 5          | 2                | 1              | 5               |
| Monday    | 8 BANK HOLIDAY     | 5 PLANNING | 10          | 7 AUDIT         | 4 PLANNING | 9          | 6 PLANNING    | 4 PLANNING | 8 PLANNING | 5 PLANNING       | 4 PLANNING     | 8 PLANNING      |
| Tuesday   | 9                  | 6 E&C      | 11          | 8               | 5          | 10         | 7             | 5 CABINET  | 9 R&D      | 6 CABINET        | 5 CABINET      | 9 E&C           |
| Wednesday | 10                 | 7          | 12          | 9               | 6          | 11         | 8             | 6          | 10         | 7                | 6              | 10 CPP          |
| Thursday  | 11                 | 8 PC SV    | 13 COUNCIL  | 10              | 7 PC SV    | 12         | 9 PC SV       | 7 PC SV    | 11 PC SV   | 8 PC SV          | 7 PC SV        | 11 PC SV        |
| Friday    | 12                 | 9          | 14          | 11              | 8          | 13         | 10            | 8          | 12         | 9                | 8              | 12              |
| Monday    | 15                 | 12         | 17          | 14              | 11 CPP     | 16 CPP     | 13 CPP        | 11         | 15 CABINET | 12               | 11 AUDIT       | 15              |
| Tuesday   | 16                 | 13 R&D     | 18 E&C      | 15              | 12 R&D     | 17 R&D     | 14 E&C        | 12         | 16 AUDIT   | 13               | 12             | 16 R&D          |
| Wednesday | 17                 | 14 CPP     | 19          | 16              | 13         | 18         | 15            | 13         | 17         | 14               | 13             | 17              |
| Thursday  | 18 ANNUAL COUNCIL  | 15         | 20          | 17              | 14         | 19 COUNCIL | 16 KLACC (SE) | 14         | 18         | 15               | 14 KLACC       | 18              |
| Friday    | 19                 | 16         | 21          | 18              | 15         | 20         | 17            | 15         | 19         | 16               | 15             | 19              |
| Monday    | 22                 | 19         | 24 CPP      | 21              | 18 AUDIT   | 23         | 20            | 18         | 22         | 19               | 18             | 22              |
| Tuesday   | 23                 | 20 CABINET | 25 R&D      | 22              | 19         | 24         | 21            | 19         | 23         | 20 R&D           | 19             | 23 CABINET      |
| Wednesday | 24                 | 21 AUDIT   | 26          | 23              | 20         | 25         | 22            | 20         | 24         | 21               | 20             | 24              |
| Thursday  | 25                 | 22         | 27          | 24 COUNCIL      | 21 KLACC   | 26         | 23 COUNCIL    | 21         | 25         | 22 COUNCIL       | 21 COUNCIL     | 25              |
| Friday    | 26                 | 23         | 28          | 25              | 22         | 27         | 24            | 22         | 26         | 23               | 22             | 26              |
| Monday    | 29 BANK HOLIDAY    | 26         | 31 PLANNING | 28 BANK HOLIDAY | 25         | 30         | 27 AUDIT      | 25 HOLIDAY | 29 KLACC   | 26 CPP           | 25             | 29              |
| Tuesday   | 30                 | 27         |             | 29 E&C          | 26 CABINET | 31 CABINET | 28 R&D        | 26 HOLIDAY | 30         | 27 E&C           | 26             | 30              |
| Wednesday | 31                 | 28         |             | 30              | 27         |            | 29            | 27 HOLIDAY | 31 COUNCIL | 28               | 27             |                 |
| Thursday  |                    | 29 KLACC   |             | 31              | 28         |            | 30            | 28 HOLIDAY |            | 29               | 28             |                 |
| Friday    |                    | 30         |             |                 | 29         |            |               | 29 HOLIDAY |            |                  | 29 GOOD FRIDAY |                 |

**KEY:**

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|---|
| CAB = Cabinet                                   |
| KLACC - King's Lynn Area Consultative Committee |
| AC = Audit Committee                            |
| R&D = Regeneration & Development Panel          |
| E&C = Environment & Community Panel             |

|  |                                  |
|--|----------------------------------|
| PC = Planning Committee                | Half Term, Christmas and Easter  |
| PC SV = Planning Committee Site Visits |                                  |
| CPP = Corporate Performance Panel      |                                  |
| COUNCIL = Council                      | May - Borough & Parish Elections |
| ANNUAL COUNCIL                         |                                  |