

1. **Timetable of Meetings 2025-2026** (Pages 2 – 3)
2. **Meetings Calendar** (Page 4)

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- 2025/2026
OPEN/EXEMPT	Open
LEAD OFFICER	Sam Winter
IS DECISION SUBJECT TO CALL IN?:	No
DATE DECISION ADVERTISED:	4 th December 2024
DATE OF DECISION:	4 th December 2024
DEADLINE FOR CALL IN:	N/A
PRE-SCREENING EQUALITY IMPACT ASSESSMENT COMPLETED:	YES/NO

Delegated Power

Scheme of delegation 1.3.1 – Timetable of Meetings 2024 / 2025

Decision Taken

Agreeing the Timetable of Meetings for the Municipal Year 2025/2026

Reasons for the Decision

Setting the timetable for the year permits rooms to be booked when required and dates in diaries to permit Council business to be maintained

Details of alternative options, if any, considered and rejected.

None.

Any declarations of interest and details of any dispensations granted in respect of interests (in relation to officers and any Members consulted).

None

List of Background papers

Previous timetables

Authorisation

Post Held: Becky Box, Assistant Director Central Services

Signature



Date

3/12/24

Consultation with members/officers

If the decision is taken following consultation with the members/officers, please give details:

Name of Members/officers consulted:

Chief Executive
Executive Director
Senior Leadership Team
Councillor A Beales
Councillor S Ring
Chair and Vice Chairs of all Panels and Committees.

Signed by Member/officer as consulted: Councillor A Beales



Date

04-12-24



Calendar of Meetings 2025 / 2026

	2025								2026			
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Monday		2 PLANNING			1 PLANNING		3 PLANNING	1 PLANNING		2 PLANNING	2 PLANNING	
Tuesday		3 E&C	1		2 E&C		4	2		3 CABINET (BUDGET)	3 CABINET	
Wednesday		4 R&D	2 CPP		3 CPP	1	5	3		4 CABINET (OTHER)	4	1
Thursday	1 NCC Election	5 PCSV	3 PCSV		4 PCSV	2 COUNCIL	6 PCSV	4 PCSV	1 HOLIDAY	5 PCSV	5 PCSV	2
Friday	2	6	AUDIT	1	5	3	7	5	2	6	6	3 GOOD FRIDAY
Monday	5 BANK HOLIDAY	9	7	4	8	6 PLANNING	10	8	5 PLANNING	9	9	6 EASTER MONDAY
Tuesday	6 PLANNING	10 CABINET	8 E&C	5	9 R&D	7 E&C	11 CABINET	9 CABINET	6 E&C	10 R&D	10 R&D	7
Wednesday	7	11	9 R&D	6	10	8	12	10	7 CPP	11	11	8
Thursday	8 PCSV	12	10	7	11	9 PCSV	13 KLAC (SE)	11	8 PCSV	12	12	9
Friday	9	13	11	8	12	10	14	12	9	13	13	10
Monday	12	16	14	11	15	13	17 AUDIT	15	12	16	16	13 PLANNING
Tuesday	13	17	15 CABINET	12	16 CABINET	14 R&D	18 R&D	16	13 R&D	17	17	14 E&C
Wednesday	14	18	16	13	17	15 CPP	19	17	14	18	18	15 CPP
Thursday	15 ANNUAL COUNCIL	19 KLAC	17	14	18	16	20	18	15 KLAC	19	19 KLAC	16 PCSV
Friday	16	20	18	15	19	17	21	19	16	20	20	17
Monday	19	23	21	18	22 AUDIT	20	24	22	19 AUDIT	23	23 AUDIT	20
Tuesday	20	24	22	19	23	21	25 E&C	23	20	24 E&C	24	21
Wednesday	21 CPP	25	23	20	24	22	26 CPP	24	21	25 CPP	25	22
Thursday	22	26 COUNCIL	24	21	25 KLAC	23	27 COUNCIL	25 HOLIDAY	22 COUNCIL	26 COUNCIL	26 COUNCIL	23 CABINET
Friday	23	27	25	22	26	24	28	26 HOLIDAY	23	27	27	24
Monday	26 BANK HOLIDAY	30 PLANNING	28 PLANNING	25 BANK HOLIDAY	29	27		29 HOLIDAY	26		30	27
Tuesday	27		29	26	30	28		30 HOLIDAY	27		31 R&D	28
Wednesday	28		30	27		29		31 HOLIDAY	28 JOINT PANEL			29
Thursday	29		31 PCSV	28		30			29			30
Friday	30		COUNCIL	29		31			30			

KEY:

CAB = Cabinet
E&C - Environment & Community Panel
AC = Audit Committee
R&D = Regeneration & Development Panel
CPP = Corporate Performance Panel
KLAC = King's Lynn Area Committee

PC = Planning Committee	Christmas/Easter/Bank Holidays
PC SV = Planning Committee Site Visits	
JOINT PANEL	
COUNCIL = Council	1st May - Norfolk County Council Election
ANNUAL COUNCIL	