

## SUMMONS ITEM 6

LONDON BOROUGH OF BRENT COUNCIL

### ANNUAL COUNCIL MEETING - 17 MAY 2004

Report from the Democratic Services Manager

### MUNICIPAL CALENDAR OF MEETINGS 2004/2005

FOR ACTION

ALL WARDS

#### 1. Summary

- 1.1 This report presents a draft calendar of meetings for the municipal year 2004/2005 (Appendix 1). It reflects the structure contained in the Council's constitution.

#### 2. Recommendation

- 2.1 That the dates for the municipal year 2004/2005, as attached in Appendix 1, be agreed.

#### 3. Staffing Implications

- 3.1 There are none specific to this report.

#### 4. Financial Implications

- 4.1 There are none specific to this report.

#### 5. Detail

- 5.1 Members are asked to agree the dates, in the draft calendar of meetings for the municipal year 2004/2005, on which the Council, and its Committee/Sub-Committee meetings and meetings of the Executive should be held. The dates of the meetings of the full Council are as follows:

28<sup>th</sup> June 2004

20<sup>th</sup> September 2004

18<sup>th</sup> October 2004

22<sup>nd</sup> November 2004 (First Reading of Budget)

24<sup>th</sup> January 2005

28<sup>th</sup> February 2005 (Council Tax and Budget Setting)

18<sup>th</sup> April 2005

11<sup>th</sup> May 2005 (Annual Meeting – Mayor Making)

16<sup>th</sup> May 2005 (Special meeting of Council – Constitution and Appointments)

- 5.2 The usual Religious Holidays have been included on the calendar and meetings have not been arranged on those evenings where it has been deemed inappropriate to hold meetings.
- 5.3 Meetings of the Executive have been tied with the Forward Plan and Call-in dates to give a coherent pattern. Meetings of the Forward Plan Select Committee have been scheduled to fall in between Executive meetings.
- 5.4 Meetings of the Executive have been calendared throughout the year. A meeting has been scheduled for August as this was found to be necessary last year and was felt it may be necessary again.
- 5.5 In general, August has been left clear of meetings, however, one meeting of the Executive has been booked for the 16<sup>th</sup> August 2004, a meeting of the Forward Plan Select Committee has been arranged for the 31<sup>st</sup> August 2004 and a meeting of the Brent Housing Partnership Board has been planned for 19<sup>th</sup> August 2004.
- 5.6 Provision has been made for Member Development Training activities throughout the municipal year 2004/2005. A total of 11 dates have been identified on the calendar until May 2005 and the specific training activities will be confirmed in due course. These events are likely to commence at 7.00pm.
- 5.7 After allowing for the adoption of the new licensing procedures, no set Licensing Committee dates have been incorporated into the calendar. It has been envisaged that meetings would be booked on an ad-hoc basis through the year as the need arises.
- 5.8 Meetings of the Welsh Harp Joint Consultative Committee have yet to be timetabled. Once they have been scheduled, the meetings will be added to the Calendar of Meetings. Please note that for the 2004/2005 municipal year, all Welsh Harp meetings will take place in Barnet.
- 5.9 Meetings of the Trading Standards Joint Consortium have been calendared with three meetings scheduled for the year. The meetings will be held alternatively in Brent and Harrow with the first meeting of the 2004/2005 year scheduled to take place in Harrow. The proposed dates are subject to confirmation by Harrow.
- 5.10 Members will be informed when meetings for the Brent Housing Partnership Residents Advisory Committee have been scheduled.
- 5.11 The Overview Committee has been calendared to meet five times in the forthcoming municipal year, including a meeting to consider the budget in January 2005. Meetings of the Overview Task Groups will generally be scheduled in due course, however quarterly meetings of the Health Overview Task Group have been set in June, October, January and April.

- 5.12 Meetings of the Planning Committee will be arranged throughout the year and members will be informed at the time.
- 5.13 Meetings of the Disabilities and Mental Health Forum have yet to be calendared. Members will be notified once dates have been set.

## **6. Background Information**

London Borough of Brent Municipal Calendar 2003/2004  
Report No. /01 Municipal Calendar of Meetings 19 May 2003  
SHAP Calendar of Religious Festivals

Anyone wishing to inspect the above documents should contact:  
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