

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

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meeting date: TUESDAY 9 APRIL 2024  
title: DRAFT CYCLE OF COMMITTEE MEETINGS 2024/25  
submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE  
principal author: REBECCA HODGSON – DEMOCRATIC SERVICES & CIVIC OFFICER

### 1 PURPOSE

1.1 To request Committee's consideration of the proposed meeting cycle for committees for the municipal year 2024/25.

1.2 Relevance to the Council's ambitions and priorities:

One of the Council's stated aims is to be a well-run Council. Meetings of the Council and its committees are arranged to be as accessible as possible to enhance the transparency of the Council's work.

### 2 BACKGROUND

2.1 The draft meeting cycle is drawn up at this time of year for the forthcoming municipal year i.e. 2024/25.

2.2 It is subject to final approval at the Annual meeting on 14 May 2024.

2.3 Some meeting dates have to fit into other timetables, e.g. approval of the Statement of Accounts, setting the Council Tax.

### 3 ISSUES

3.1 The draft meeting cycle at Appendix A is similar to the cycle for 2023/24. All the committees are the same and the order in which the meetings are held largely remain the same.

3.2 There are no Borough elections being held in May 2025, therefore, it is proposed that the 2024/25 Annual Meeting be held on 13 May 2025.

3.2 Consideration has been given to various issues that have resulted in:

- Meeting dates being arranged around the Easter holidays
- Meeting dates avoiding, where possible, half term holidays
- the 'summer' cycle being condensed as far as possible

3.3 All committees and Council will be held in the Council Chamber. The legislation allowing for remote meetings expired on 7 May 2021. Members will be kept informed of any changes to legislation should this happen.

## 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – the estimated costs of administering the committee arrangements is included in the approved budget for 2024/25.
- Technical, Environmental and Legal – None arising as a direct result of this report.
- Political – None arising as a direct result of this report.
- Reputation – None arising as a direct result of this report.
- Equality & Diversity – None arising as a direct result of this report.

## 5 RECOMMENDED THAT COMMITTEE

5.1 Approve the draft meeting cycle at Appendix A for ratification at the Annual Meeting on 14 May 2024.

REBECCA HODGSON  
DEMOCRATIC SERVICES OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

## BACKGROUND PAPERS

Meeting Cycle 2023/24

For further information please ask for Rebecca Hodgson, extension 4408

REF: RH/P&F090424