

**TAVISTOCK TOWN COUNCIL
MONDAY 26TH APRIL 2021
BRIEFING NOTE - CALENDAR OF MEETINGS, THE ANNUAL
MEETING & RELATED MATTERS**

1. BACKGROUND

- 1.1 Each year the Council agrees a draft Calendar of Meetings for the next Civic Year at the Annual Meeting. Typically, a 'pre-draft' Calendar of Meetings is considered on an in principle basis at this time of year, and a copy is appended accordingly (Appendices 1 & 1 (a) refer).
- 1.2 Additionally, in the current Civic Year, there has been the impact of the regulations introduced to permit the temporary holding of Council meetings via virtual mediums arising from the impact of Coronavirus. These are due to expire on 7th May subject to the outcome of the court proceedings seeking to clarify the legal position for the sector currently in hand.

2. OBSERVATIONS

- 2.1 The foregoing section leads to two additional matters that Council may wish to consider at this time:
 - a) Firstly (times of meetings) if the Council returns to physical meetings does it intend return to those meeting times it previously adopted to best facilitate public and Member access (Council 6.30 for 6.45pm start, Committees and similar 6.30pm DM&L 6.15pm. Note consultative groups had various times according to stakeholder needs).
 - b) Current Year Annual Meeting. This is presently scheduled for 18th May which means (if the pending court case is not successful) this will need to be held physically at that time, most likely in the Town Hall to secure the most 'Covid safe' environment achievable.

However, in those circumstance there is an alternative. Namely if Council were minded to bring forward the Annual Meeting to 4th May it could be held in virtual format prior to the expiry of the regulations permitting virtual meetings. This would consequentially have the effect of curtailing/extending by 2 weeks the current and next Mayoral year respectively.

Accordingly, in relation to the prospective Calendar of Meetings 2021-22 two versions are appended. Appendix 1 represents the Calendar based upon the existing schedule of meetings (Annual Meeting unchanged), in the alternative Appendix 1(a) represents the Calendar derived from a change in the Annual meeting date to 4th May, 2021.

3. CONCLUSION

- 3.1 RECOMMENDATION - that Council
- a) Subject to the regulations permitting the temporary holding of meetings on a virtual basis *not being extended* (or equivalent clarification of the law*): -
 - i) confirm whether the times for physical meetings of the organs of the Council shall return to those previously applying; and
 - ii) consider whether to continue to hold the Annual Meeting of the Council on 18th May, 2021 (as previously scheduled) as a physical meeting; or reschedule the Annual Meeting of the Council to enable it to be held as a virtual meeting on 4th May, 2021.
 - b) Endorse in principle, the draft 2021-22 Calendar of Meetings (Appendix 1 or 1(a) pursuant on the decision in connection with recommendation (a)(ii) above).
- 3.2 *Note it is understood that the hearing seeking clarification of the law brought by Lawyers in Local Government will be held on 21st April and that the Government has indicated it will support/not contest the matter.
- 3.3 Any further update on progress in connection with the pending hearing will be reported orally at the Meeting.
- 3.4 The instructions of Council are sought.

**CARL HEARN
TOWN CLERK
APRIL 2021
TAVISTOCK TOWN COUNCIL**