

REPORT OF THE ADMINISTRATION AND DEMOCRATIC SERVICES MANAGER

SUBJECT: CALENDAR OF MEETINGS 2019/2020

Purpose of Report

Members are asked to approve a calendar of meetings for the forthcoming year.

Introduction/Background

As Members will be aware, the current calendar of meetings comes to an end in June 2019 following the Annual General Meeting, and it is customary at this time of year to present a calendar for the forthcoming year (appended).

You may recall that when the accounts were approved last year, the Wales Audit Office advised that a change in the regulations meant that the date for closure of the accounts had been brought forward and therefore there would be a need for a meeting of the National Park Authority in July from now on so that this deadline could be met. In order to accommodate this requirement, and to avoid a potential clash with events at the Royal Welsh Show, the draft calendar shows an Authority meeting scheduled for Thursday, 25 July. I have checked with Pembrokeshire County Council who advise that they are unlikely to hold any meetings on that date. In addition, and in response to requests from Members, there will be no meetings scheduled during August in future.

The calendar also shows the principal external events to which Members are invited during the course of the year, and a separate report to consider the Authority's representation at these events can be found on today's agenda.

Financial considerations

Members' travelling costs are provided for in the Authority's budget.

Compliance

The Authority is required to hold meetings for the proper transaction of its business and due notice of these must be given.

Welsh Language

Agendas for meetings are published bilingually and where public speaking is permitted, this can be through the medium of Welsh as long as the requisite notice is provided.

RECOMMENDATION:

That the appended calendar of meetings for 2019/20 be approved.

(For further information, please contact Janet Evans, Administration and Democratic Services Manager on extension 4834 or by e-mailing janete@pembrokeshirecoast.org.uk)

Author: Janet Evans (Administration and Democratic Services Manager)

Consultees: Tegryn Jones (Chief Executive), Richard Griffiths (Finance Manager and Section 151 Officer)

June 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
	3 Jun	4	5	6	7
3 - 7 Jun			10:00 12:00 NPA 12:00 12:30 Meetings of DM, Personnel, Audit, Operational Review M 13:00 15:00 Workshop		
	10	11	12	13	14
10 - 14 Jun			10:00 12:00 Operational Review		
	17	18	19	20	21
17 - 21 Jun			10:00 12:00 DM Committee 12:30 14:00 Employee Forum		
	24	25	26	27	28
24 - 28 Jun			09:30 16:00 Study Day		

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1

06/03/2019 15:44

July 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
	1 Jul	2	3	4	5
1 - 4/7	09:30 12:30 DM Site Inspection		10:00 12:00 SDF Committee		
	8	9	10	11	12
8 - 11/7			10:00 12:00 Audit & Corporate Services		
	15	16	17	18	19
15 - 18/7					
	22	23	24	25	26
22 - 25/7	Royal Welsh Show			10:00 12:30 NPA 12:30 14:30 Workshop	
	29	30	31	1 Aug	2
29/7 - 1/8			10:00 12:00 DM Committee 12:30 14:00 Member Dev		

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2

06/03/2019 15:44

August 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
	29 Jul	30	31	1 Aug	2
29/7 - 1/8					
	5	6	7	8	9
5 - 8/8					
	12	13	14	15	16
12 - 15/8		county show			
	19	20	21	22	23
19 - 22/8					
	26	27	28	29	30
26 - 29/8	Late Summer Holiday (U)				

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3

06/03/2019 15:45

September 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
	2 Sep	3	4	5	6
2 - 5/9	School Holidays End 09:30 12:30 DM Site Inspection		10:00 12:30 NPA 12:30 14:30 Workshop		
	9	10	11	12	13
9 - 12/9		Member Induction Peak District			
	16	17	18	19	20
16 - 19/9		NPUK Conference (Coniston Hotel, Coniston Cold, near Skipton, Yorkshire Dales)			
	23	24	25	26	27
23 - 26/9	09:30 12:30 DM Site Inspection		Europarc, Latvia		
	30	1 Oct	2	3	4
30/9 - 3/10			10:00 12:00 LDP Worksho 12:00 14:00 Operational		

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4

06/03/2019 15:45

October 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
	30 Sep	1 Oct	2	3	4
30/9 - 3/10			10:00 12:00 Standards Committee		
	7	8	9	10	11
7 - 10/10			10:00 12:00 SDF Committee		
	14	15	16	17	18
14 - 17/10			10:00 12:30 NPA 12:30 15:00 LDP Workshop		
	21	22	23	24	25
21 - 24/10			10:00 12:00 DM Committee 12:30 14:00 Personnel Co		
	28	29	30	31	1 Nov
28 - 31/10	Half Term				To 1 Nov →

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5

06/03/2019 15:45

November 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
	28 Oct	29	30	31	1 Nov
28 - 31/10					Half Term
	4	5	6	7	8
4 - 7/11	09:30 12:30 DM Site Inspection		10:00 12:00 Audit & Corporate Services 12:30 14:00 Member Dev		
	11	12	13	14	15
11 - 14/11	Welsh Members' Seminar (Snowdonia)				
	18	19	20	21	22
18 - 21/11					
	25	26	27	28	29
25 - 28/11			10:00 12:00 LDP Workshop 12:30 14:00 CE PR Panel		

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6

06/03/2019 15:45

December 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
	2 Dec	3	4	5	6
2 - 5/12			10:00 12:00 DM Committee 12:30 14:30 Workshop		
	9	10	11	12	13
9 - 12/12			10:00 12:30 NPA 13:00 15:00 Operational Review		
	16	17	18	19	20
16 - 19/12	09:30 12:30 DM Site Inspection		10:00 12:00 LDP Workshop		
	23	24	25	26	27
23 - 26/12	School holidays To 3 Jan →				
			Christmas Day (United Kingdom)	Boxing Day (United Kingdom)	
	30	31	1 Jan 20	2	3
30/12 - 2/1	School holidays				

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7

06/03/2019 15:45

January 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
	30 Dec	31	1 Jan 20	2	3
30/12 - 2/1			School holidays		
			New Year's Day (United Kingdom)		
	6	7	8	9	10
6 - 9/1					
	13	14	15	16	17
13 - 16/1					
	20	21	22	23	24
20 - 23/1			10:00 12:00 SDF Committee		
	27	28	29	30	31
27 - 30/1			10:00 12:00 DM Committee 12:30 14:30 Workshop		

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8

06/03/2019 15:45

February 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 7 Feb	3 Feb	4	5 10:00 12:00 NPA 12:30 14:00 Member Development Committee	6	7
	10	11	12	13	14
10 - 14 Feb	09:30 12:30 DM Site Inspection		10:00 12:00 Audit & Corporate Services		
	17	18	19	20	21
17 - 21 Feb	Half term				
	24	25	26	27	28
24 - 28 Feb					

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9

06/03/2019 15:45

March 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
2 - 5/3	2 Mar	3	4	5	6
	9	10	11	12	13
9 - 12/3	Member Induction Snowdonia				
	16	17	18	19	20
16 - 19/3			10:00 12:00 DM Committee 12:30 14:00 CE PR Panel		
	23	24	25	26	27
23 - 26/3			10:00 12:00 Operational Review 12:30 14:00 Employee for		
	30	31	1 Apr	2	3
30/3 - 2/4	09:30 12:30 DM Site Inspection				

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10

06/03/2019 15:45

April 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
	30 Mar	31	1 Apr	2	3
30/3 - 2/4			10:00 12:00 NPA 12:30 14:30 Workshop		
	6	7	8	9	10
6 - 9/4	school Holidays To 17 Apr →				
	13	14	15	16	17
13 - 16/4	school Holidays				
	20	21	22	23	24
20 - 23/4			10:00 12:00 SDF Committee		
	27	28	29	30	1 May
27 - 30/4			10:00 12:00 DM Committee 12:30 14:00 Personnel Co		

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11

06/03/2019 15:45

May 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
	27 Apr	28	29	30	1 May
27 - 30/4					
	4	5	6	7	8
4 - 7/5	May Day		10:00 11:30 Member Development Committee		
	11	12	13	14	15
11 - 14/5	09:30 12:30 DM Site Inspection		10:00 12:00 Audit & Corporate Services		
	18	19	20	21	22
18 - 21/5			09:30 16:00 Study Day		
	25	26	27	28	29
25 - 28/5	Half term				

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12

06/03/2019 15:45

June 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
	1 Jun	2	3	4	5
1 - 4/6			10:00 12:00 NPA 12:00 12:30 Meetings of 13:00 14:30 Workshop		
	8	9	10	11	12
8 - 11/6			10:00 12:00 DM Committee		
	15	16	17	18	19
15 - 18/6					
	22	23	24	25	26
22 - 25/6	09:30 12:30 DM Site Inspection				
	29	30	1 Jul	2	3
29/6 - 2/7					

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13

06/03/2019 15:45