

**REPORT OF THE ADMINISTRATION AND DEMOCRATIC SERVICES MANAGER**

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**SUBJECT: CALENDAR OF MEETINGS 2020/2021**

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 2020 following the Annual General Meeting, and it is customary at this time of year to present a calendar for the forthcoming year (appended).

Members will note that the calendar identifies a number of Workshop dates, and the topics of these will be identified once the training plan has been agreed.

The calendar also shows the principal external events to which Members are invited during the course of the year, and a report to consider the Authority's representation at these events was considered at the previous meeting of the Authority in February.

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 2020/21 be noted.**

*(For further information, please contact Janet Evans, Administration and Democratic Services Manager on extension 4834 or by e-mailing [janete@pembrokeshirecoast.org.uk](mailto: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 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 12:30 DM Committee 13:00 14:30 Workshop		
	15	16	17	18	19
15 - 18/6			10:00 12:00 Operational Review		
	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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# July 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
	29 Jun	30	1 Jul	2	3
29/6 - 2/7			10:00 12:00 SDF Committee		
	6	7	8	9	10
6 - 9/7			10:00 12:00 Audit & Corporate Services		
	13	14	15	16	17
13 - 16/7			10:00 12:30 DM Committee 13:00 14:30 Workshop		
	20	21	22	23	24
20 - 23/7	School Holidays				To 1 Sep →
	Royal Welsh Show				
	27	28	29	30	31
27 - 30/7	09:30 12:30 DM Site Inspection		School Holidays		To 1 Sep →
			10:00 12:00 NPA 12:30 14:00 Member Dev		

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# August 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
	3 Aug	4	5	6	7
3 - 6/8	School Holidays				
	10	11	12	13	14
10 - 13/8	School Holidays				
	17	18	19	20	21
17 - 20/8	School Holidays				
	24	25	26	27	28
24 - 27/8	School Holidays				
	31	1 Sep	2	3	4
31/8 - 3/9	School Holidays				

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# September 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
	31 Aug	1 Sep	2	3	4
31/8 - 3/9		School Holidays	10:00 12:30 DM Committee 13:00 14:30 Workshop		
	7	8	9	10	11
7 - 10/9	NPUK Member Induction, Snowdonia				
	14	15	16	17	18
14 - 17/9	09:30 12:30 DM Site Inspection				
	21	22	23	24	25
21 - 24/9			10:00 12:00 Operational Review 12:30 14:00 CE PR Panel		
	28	29	30	1 Oct	2
28/9 - 1/10			10:00 12:00 NPA 12:30 14:00 Workshop		

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## October 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
	28 Sep	29	30	1 Oct	2
28/9 - 1/10					
	5	6	7	8	9
5 - 8/10			10:00 12:00 SDF Committee 12:30 14:00 Employee Fo		
	12	13	14	15	16
12 - 15/10	Welsh Members' Seminar (Brecon)				
	19	20	21	22	23
19 - 22/10			10:00 12:00 DM Committee 12:30 14:00 Member Dev		
	26	27	28	29	30
26 - 29/10	Half Term				
	Europarc Conference - Neusiedler See – Seewinkel National Park, Austria				

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## November 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
	2 Nov	3	4	5	6
2 - 5/11	09:30 12:30 DM Site Inspection				
	9	10	11	12	13
9 - 12/11			10:00 12:00 Audit & Corporate Services		
	16	17	18	19	20
16 - 19/11			10:00 11:30 Personnel Committee		
	23	24	25	26	27
23 - 26/11					
	30	1 Dec	2	3	4
30/11 - 3/12					

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# December 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
30/11 - 3/12	30 Nov	1 Dec	2 10:00 12:00 NPA 12:30 14:00 Workshop	3	4
	7	8	9 10:00 12:30 DM Committee 13:00 14:30 Budget Work	10	11
7 - 10/12	14	15	16 10:00 12:00 Operational Review	17	18
	21	22	23	24	25
14 - 17/12	School Holidays To 1 Jan →				
	28	29	30	31	1 Jan 21
21 - 24/12	School Holidays To 1 Jan →				
28 - 31/12					

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# January 2021

	Monday	Tuesday	Wednesday	Thursday	Friday
28 - 31/12	28 Dec	29	30	31	1 Jan 21 School Holidays
	4	5	6	7	8
4 - 7/1	11	12	13	14	15
	18 09:30 12:30 DM Site Inspection	19	20 10:00 12:00 SDF Committee	21	22
11 - 14/1	25	26	27 10:00 12:30 DM Committee 13:00 14:30 Workshop	28	29

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# February 2021

	Monday	Tuesday	Wednesday	Thursday	Friday
	1 Feb	2	3	4	5
1 - 5 Feb			10:00 12:00 NPA 12:30 14:00 Workshop		
	8	9	10	11	12
8 - 12 Feb	09:30 12:30 DM Site Inspection		10:00 12:00 Audit & Corporate Services 12:30 14:00 Member Development Committee		
	15	16	17	18	19
15 - 19 Feb	Half Term				
	22	23	24	25	26
22 - 26 Feb			10:00 12:00 Standards Committee		

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# March 2021

	Monday	Tuesday	Wednesday	Thursday	Friday
	1 Mar	2	3	4	5
1 - 4/3					
	8	9	10	11	12
8 - 11/3			10:00 12:00 DM Committee 12:30 14:00 Employee Fo		
	15	16	17	18	19
15 - 18/3			10:00 12:00 Operational Review 12:30 14:00 CE PR Panel		
	22	23	24	25	26
22 - 25/3	09:30 12:30 DM Site Inspection		10:00 12:00 NPA 12:30 14:00 Workshop		
	29	30	31	1 Apr	2
29/3 - 1/4	Easter Holidays				

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# April 2021

	Monday	Tuesday	Wednesday	Thursday	Friday
	29 Mar	30	31	1 Apr	2
29/3 - 1/4				Easter Holidays To 9 Apr →	
	5	6	7	8	9
5 - 8/4	Easter Holidays				
	12	13	14	15	16
12 - 15/4					
	19	20	21	22	23
19 - 22/4			10:00 12:00 DM Committee 12:30 14:00 Personnel Co		
	26	27	28	29	30
26 - 29/4			10:00 12:00 SDF Committee		

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# May 2021

	Monday	Tuesday	Wednesday	Thursday	Friday
	3 May	4	5	6	7
3 - 6/5	May Day		10:00 12:00 NPA 12:30 14:00 Member Development Committ	National Assembly for W	
	10	11	12	13	14
10 - 13/5	09:30 12:30 DM Site Inspection		10:00 12:00 Audit & Corporate Services		
	17	18	19	20	21
17 - 20/5			09:30 15:00 Study Day		
	24	25	26	27	28
24 - 27/5					
	31	1 Jun	2	3	4
31/5 - 3/6	Half Term Spring Bank Holiday				

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# June 2021

	Monday	Tuesday	Wednesday	Thursday	Friday
	31 May	1 Jun	2	3	4
31/5 - 3/6		Half Term			
	7	8	9	10	11
7 - 10/6			10:00 12:30 DM Committee 13:00 14:30 Workshop		
	14	15	16	17	18
14 - 17/6			10:00 12:00 NPA 12:30 14:00 Workshop		
	21	22	23	24	25
21 - 24/6	09:30 12:30 DM Site Inspection				
	28	29	30	1 Jul	2
28/6 - 1/7					

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