

EXMOOR NATIONAL PARK AUTHORITY

3 December 2019

AUTHORITY MEETINGS SCHEDULE FOR 2020 AND 2021

Report of the Head of Strategy and Performance

Purpose of the report: To present to Members a schedule of meetings of the Authority and its Committees for 2020 and 2021.

RECOMMENDATION:

1. To confirm the Authority Meetings Schedule for 2020, which now includes the dates for meetings of the Exmoor Consultative & Parish Forum, attached at Appendix 1 to this report.
2. To adopt a schedule of meetings of the Authority and its Committees for 2021, attached at Appendix 2 to this report.

Authority Priority: Develop and maintain effective and efficient services.

Legal and Equality Implications: The Authority's Standing Orders provide that each year the Authority shall approve a calendar of meetings of the Authority and its Committees and Sub Committees.

The equality and human rights impact of the recommendation of this report has been assessed as having no adverse impact on any particular group or individual.

Financial and Risk Implications: The Authority's meeting arrangements are intended to make best use of member time and resources while ensuring Authority business is dealt with efficiently and in a manner open to public scrutiny.

Climate Response: Officers are investigating paperless meetings as part of the action plan for the Climate Emergency response.

1. 2020 AUTHORITY MEETINGS SCHEDULE

- 1.1 At its meeting on 5 March 2019, the Authority approved a schedule of meetings for the Authority and its Committees for 2020.
- 1.2 At that time, the schedule excluded dates for the Exmoor Consultative and Parish Forum due to the ongoing review of that Forum by its Chairman and the Head of Planning and Sustainable Development.
- 1.3 This review has now concluded and the Chairman and Deputy Chairman of the Forum have agreed that four quarterly meetings will be pre-arranged on an annual basis.

There is the potential for a fifth meeting to be arranged on an 'as needs' basis, should there be any urgent issues to be discussed.

1.4 A revised meetings schedule for 2020 is therefore attached at Appendix 1.

2. 2021 AUTHORITY MEETINGS SCHEDULE

2.1 To aid forward planning, a draft meetings schedule for 2021 has also been prepared and is attached at Appendix 2. This schedule follows the usual pattern of Authority meetings and other Committees, and also sets dates for member study tours and training.

1.2 Members will be familiar with the practice that in addition to the formal Authority meeting in the morning, opportunity is taken in the afternoons of the monthly 'Exmoor Tuesday' to provide member training/briefing opportunities and when appropriate to convene meetings of informal member working groups.

1.3 As is usual practice, the meeting schedules have been shared with the constituent County and District Councils and with Dartmoor National Park Authority.

Clare Reid
Head of Strategy and Performance

Judy Coles
Corporate Support Officer

**EXMOOR NATIONAL PARK AUTHORITY
SCHEDULE OF MEETING DATES 2020**

| Day | Date | Time | Meeting |
|------------------|-------------------|----------------|--|
| JANUARY | | | |
| Friday | 3 January | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| Tuesday | 7 January | 10.00am | Exmoor National Park Authority meeting (Reserve Date) |
| Friday | 31 January | am pm | Pre-Meeting Planning Site Visit (Reserve Date) Member Visit to Shearwell Data |
| FEBRUARY | | | |
| Tuesday | 4 February | 10.00am | Exmoor National Park Authority meeting |
| Friday | 28 February | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| MARCH | | | |
| Tuesday | 3 March | 10.00am | Exmoor National Park Authority meeting |
| Tuesday | 3 March | pm | Member Obligatory Planning Training |
| Thursday | 19 March | 10.30am | Exmoor Consultative & Parish Forum |
| APRIL | | | |
| Friday | 3 April | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| Tuesday | 7 April | 10.00am | Exmoor National Park Authority meeting |
| MAY | | | |
| Friday | 1 May | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| Tuesday | 5 May | 10.00am | Exmoor National Park Authority meeting |
| Tuesday | 19 May | all day | Member Study Tour |
| Friday | 29 May | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| JUNE | | | |
| Tuesday | 2 June | 10.00am | Exmoor National Park Authority meeting |
| Thursday | 11 June | 7.00pm | Exmoor Consultative & Parish Forum |
| JULY | | | |
| Friday | 3 July | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| Tuesday | 7 July | 10.00am | Exmoor National Park Authority Annual Meeting |
| Wednesday | 22 July | 10.00am | Final Accounts Committee |
| Friday | 31 July | am | Pre-Meeting Planning Site Visit (Reserve Date) |

| AUGUST | | | |
|------------------|---------------------|----------------|---|
| Tuesday | 4 August | 10.00am | Exmoor National Park Authority meeting (Reserve Date) |
| Friday | 28 August | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| SEPTEMBER | | | |
| Tuesday | 1 September | 10.00am | Exmoor National Park Authority meeting |
| Tuesday | 1 September | pm | Members' Obligatory Planning Training |
| Thursday | 17 September | 7.00pm | Exmoor Consultative & Parish Forum |
| OCTOBER | | | |
| Friday | 2 October | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| Tuesday | 6 October | 10.00am | Exmoor National Park Authority meeting |
| Tuesday | 13 October | all day | Joint Exmoor / Dartmoor Member Study Tour |
| Friday | 30 October | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| NOVEMBER | | | |
| Tuesday | 3 November | 10.00am | Exmoor National Park Authority meeting |
| Thursday | 12 November | 10.30am | Exmoor Consultative & Parish Forum |
| Friday | 27 November | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| DECEMBER | | | |
| Tuesday | 1 December | 10.00am | Exmoor National Park Authority meeting |

**EXMOOR NATIONAL PARK AUTHORITY
SCHEDULE OF MEETING DATES 2021**

| Day | Date | Time | Meeting |
|-----------------|----------------------|----------------|---|
| JANUARY | | | |
| Friday | 8 January | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| Tuesday | 12 January | 10.00am | Exmoor National Park Authority meeting (Reserve Date) |
| Friday | 29 January | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| FEBRUARY | | | |
| Tuesday | 2 February | 10.00am | Exmoor National Park Authority meeting |
| Friday | 26 February | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| MARCH | | | |
| Tuesday | 2 March | 10.00am | Exmoor National Park Authority meeting |
| Tuesday | 2 March | pm | Member Obligatory Planning Training |
| Thursday | 18 March | 10.30am | Exmoor Consultative & Parish Forum |
| APRIL | | | |
| Thursday | 1 April ¹ | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| Tuesday | 6 April | 10.00am | Exmoor National Park Authority meeting |
| Friday | 30 April | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| MAY | | | |
| Tuesday | 4 May | 10.00am | Exmoor National Park Authority meeting |
| Tuesday | 18 May | all day | Member Study Tour |
| Friday | 28 May | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| JUNE | | | |
| Tuesday | 1 June | 10.00am | Exmoor National Park Authority meeting |
| Thursday | 10 June | 7.00pm | Exmoor Consultative & Parish Forum |
| JULY | | | |
| Friday | 2 July | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| Tuesday | 6 July | 10.00am | Exmoor National Park Authority Annual Meeting |
| Friday | 23 July | 10.00am | Final Accounts Committee |
| Friday | 30 July | am | Pre-Meeting Planning Site Visit (Reserve Date) |

¹ The standard site visit reserve date of Friday 2 April is Good Friday.

| AUGUST | | | |
|------------------|---------------------|----------------|---|
| Tuesday | 3 August | 10.00am | Exmoor National Park Authority meeting (Reserve Date) |
| SEPTEMBER | | | |
| Friday | 3 September | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| Tuesday | 7 September | 10.00am | Exmoor National Park Authority meeting |
| Tuesday | 7 September | pm | Members' Obligatory Planning Training |
| Thursday | 16 September | 7.00pm | Exmoor Consultative & Parish Forum |
| OCTOBER | | | |
| Friday | 1 October | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| Tuesday | 5 October | 10.00am | Exmoor National Park Authority meeting |
| Tuesday | 12 October | all day | Member Study Tour |
| Friday | 29 October | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| NOVEMBER | | | |
| Tuesday | 2 November | 10.00am | Exmoor National Park Authority meeting |
| Thursday | 18 November* | 10.30am | Exmoor Consultative & Parish Forum |
| DECEMBER | | | |
| Friday | 3 December | am | Pre-Meeting Planning Site Visit (Reserve Date) |
| Tuesday | 7 December | 10.00am | Exmoor National Park Authority meeting |

* Amended date as agreed at December Authority meeting