



## Notice of a meeting of Council

**Monday, 15 June 2020**

**2.30 pm**

**Virtual WEBEX video conference via YouTube -  
<https://www.youtube.com/user/cheltenhamborough>**

<b>Membership</b>	
<b>Councillors:</b>	Roger Whyborn (Chair), Sandra Holliday (Vice-Chair), Victoria Atherstone, Matt Babbage, Paul Baker, Garth Barnes, Dilys Barrell, Angie Boyes, Nigel Britter, Jonny Brownsteen, Flo Clucas, Chris Coleman, Mike Collins, Stephen Cooke, Iain Dobie, Bernard Fisher, Wendy Flynn, Tim Harman, Steve Harvey, Rowena Hay, Alex Hegenbarth, Karl Hopley, Martin Horwood, Peter Jeffries, Steve Jordan, Chris Mason, Paul McCloskey, Andrew McKinlay, Tony Oliver, Dennis Parsons, John Payne, Louis Savage, Diggory Seacome, Malcolm Stennett, Jo Stafford, Klara Sudbury, Simon Wheeler, Max Wilkinson, Suzanne Williams and David Willingham

### **A Moment of Reflection**

(to be led by the Mayor's Chaplain- Rev Luke Goodway)

*This will be of an inclusive nature and held virtually. All Members are welcome to participate and are invited to contact the Mayor directly if they wish to do so.*

## **Agenda**

<b>1.</b>	<b>APOLOGIES</b>	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>3.</b>	<b>MINUTES OF THE LAST MEETING</b> Minutes of the meeting held on 23 March 2020.	(Pages 3 - 8)
<b>4.</b>	<b>COMMUNICATIONS BY THE MAYOR</b>	
<b>5.</b>	<b>COMMUNICATIONS BY THE LEADER OF THE COUNCIL</b>	
<b>6.</b>	<b>COMMUNICATIONS BY MEMBERS OF THE CABINET</b>	
<b>7.</b>	<b>TO RECEIVE PETITIONS</b>	

8.	<b>PUBLIC QUESTIONS</b> These must be received no later than 12 noon on Tuesday 9 June 2020.	
9.	<b>MEMBER QUESTIONS</b> These must be received no later than 12 noon on Tuesday 9 June 2020.	
10.	<b>NOTICES OF MOTION</b>	
11.	<b>URGENT NON-EXECUTIVE DECISIONS TAKEN DURING THE COVID-19 EMERGENCY</b> Report of the Chief Executive	(Pages 9 - 12)
12.	<b>COUNCIL DIARY 2020-2021</b> Report of the Cabinet Member Corporate Services	(Pages 13 - 28)
13.	<b>ANY OTHER ITEM THE MAYOR DETERMINES AS URGENT AND WHICH REQUIRES A DECISION</b>	

**Contact Officer:** Bev Thomas, Democratic Services Team Leader, 01242 264246  
**Email:** [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk)

**Gareth Edmundson**  
**Chief Executive**

#### **FILMING, RECORDING AND BROADCASTING OF COUNCIL MEETINGS**

This virtual meeting will be recorded by the council for live and/or subsequent broadcast online at [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk) and [www.youtube.com/user/cheltenhamborough](https://www.youtube.com/user/cheltenhamborough). At the start of the meeting the Chair will confirm this. The footage will be streamed live on the YouTube channel.

If you participate in the meeting you are consenting to the use of those sound recordings for broadcasting and training purposes.

### Council

**Monday, 23rd March, 2020**

**2.30 - 3.25 pm**

Attendees	
<b>Councillors:</b>	Roger Whyborn (Chair), Sandra Holliday (Vice-Chair), Victoria Atherstone, Chris Coleman, Mike Collins, Tim Harman, Karl Hobley, Steve Jordan, Chris Mason, Andrew McKinlay and Max Wilkinson

### Minutes

#### 1. APOLOGIES

Apologies were received from Councillors Babbage, Baker, Barnes, Barrell, Boyes, Brownsteen, Britter, Clucas, Cooke, Dobie, Fisher, Flynn, Harvey, Hay, Hegenbarth, Horwood, Jeffries, McCloskey, Oliver, Parsons, Payne, Savage, Seacome, Stafford, Stennett, Sudbury, Wheeler, Williams and Willingham.

#### 2. COMMUNICATIONS BY THE LEADER OF THE COUNCIL

The Leader of the Council acknowledged the exceptional situation, thanking both Members who were able to attend in order to carry out essential business and those who stayed home. He emphasised that everyone was trying to do the right thing in difficult circumstances.

He reported that the vast majority of council meetings have been cancelled, and arrangements have been made for staff to work from home wherever possible. The reason for this meeting still taking place was that there was essential business on the agenda, including the Treasury Management Strategy, which was legally required to be agreed by the end of March. Members were also required to consider the council's procedures regarding emergency decision making.

He added that Members had considered taking forward reports due to go to the Extraordinary Council meeting scheduled on the 22<sup>nd</sup> April, relating to the Local Transport Plan, but this was not deemed practical.

He reported that as the council cannot legally take remote decisions, this meeting still had to go ahead, but with the minimum quorum of members required for its decisions to be legally binding. It was also ensured that only essential officers were present. He thanked the Cabinet Member Housing for co-ordinating Members and ensuring that the right number were present.

There may well be amendments to local government legislation during the week that allow for remote decision making. He suggested that this would be helpful, but the situation is still developing.

He placed on record his thanks to the council's staff for their hard work in ensuring that essential services continue. The council has been working closely

with the Local Resilience Forum for Gloucester, and the Gloucestershire Community Health Hub was launched last week. CBC is also working closely with the county council.

He added that recent government decisions regarding the definition of 'shielded' groups of people are particularly important, as the borough council plays a key role in supporting these groups. Councillors have a responsibility to contact people in their area and keep track of what they need.

The provision of food is another key issue. This is the responsibility of food retailers rather than the council, but the council can play a significant role in assisting and enabling this process.

He emphasised that it is a fast-moving situation, and reiterated his thanks to those involved. Children's play areas have been closed, and this may be spread to cover further council-owned areas in the coming days.

He acknowledged the economic effect of the crisis and drew attention to the financial support provided by the national government, including changes to business rates. The council is compiling a list of those entitled to small business grants of £10,000-£25,000. These payments will be made as soon as the funds are released by the Treasury, which is expected in early April. The council is working across the board with its local partners to understand their situations and concerns, including the Trust and the Lido. He concluded by stressing that there is no quick way through this crisis, and the council is in for the long haul.

### **3. DECLARATIONS OF INTEREST**

There were none.

### **4. COMMUNICATIONS BY THE MAYOR**

The Mayor read a statement regarding the council's response to the restrictions arising from the Covid-19 emergency. He explained that all scheduled meetings had been postponed until further notice, but there was a legal need for this full Council meeting to take place to carry out essential business and put in place temporary arrangements to ensure continuity in decision making.

He added that under urgent business, an update to the council's constitution would be proposed, enabling decisions to be taken remotely while the council awaits emergency legislation. All other items on the agenda for this meeting were deferred, apart from the legally required budget item. He reminded those present of the need to observe social distancing measures.

### **5. MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 17<sup>th</sup> February 2020 were approved and signed as a correct record, with one abstention.

### **6. COMMUNICATIONS BY THE MAYOR (CONTINUED)**

The Mayor thanked the officers and staff who have enabled the council to continue working during difficult circumstances, Members both in the chamber and at home, and workers in essential services.

He read out a letter which he had sent to Cheltenham's partner council in Göttingen, Germany. This letter acknowledged the quickly evolving situation, with the racing festival having gone ahead as planned just weeks before. He added that he had been heartened to see the people of the town doing their bit to keep others safe.

The Mayor's civic engagements have almost entirely closed down, with the only exception being the civic service, which will go ahead behind closed doors and be broadcast online.

He added to the Leader's praise of the community hub, and advised that less technologically literate users be given the proper support when using the hub's facilities, in order to ensure they are able to make full use of it.

**7. CONSIDERATION OF A PETITION ENTITLED "WE CALL FOR URGENCY ON OUR CLIMATE EMERGENCY"**

This item was deferred until further notice.

**8. ADOPTION OF REVISED SEXUAL ENTERTAINMENT VENUE POLICY**

This item was deferred until further notice.

**9. CAPITAL, INVESTMENT, TREASURY AND MRP STRATEGIES AND STATEMENTS 2020/21**

The Leader of the Council presented the report, in the absence of the Cabinet Member Finance.

He thanked the Cabinet Member Finance for her work in drawing the report together, and explained that it relates to a number of key financial issue that the council is obliged to agree. The topic was highly time-sensitive and had to be considered by Council at this meeting. He added that it had already been agreed by Cabinet and the Treasury Management Panel.

Key issues covered in the report include the plans for Cyber Central and the £100m investment in housing, which remain of great importance to the town despite the current Covid-19 emergency. He reported that the council was working closely with partner organisations so that it can understand their needs in order to keep functioning.

He drew attention to the Minimum Revenue Provision, which concerned the funds needed to be set aside to cover current debt. He emphasised that the financial context of council decisions might be radically different at the end of this crisis, and so a flexible approach is required. He thanked the Executive Director Finance and Assets for his work on the report, and for his positive and flexible approach.

One Member asked whether a recorded vote was required. The Head of Law clarified that this was not necessary.

The Mayor moved that the recommendations be voted on together.

**RESOLVED (unanimously) THAT**

**1. the Capital Strategy 2020/21 at Appendix 2 be approved**

2. the Investment Strategy 2020/21 at Appendix 3 be approved
3. the Treasury Management Strategy Statement 2020/21 at Appendix 4 be approved
4. the Minimum Revenue Provision (MRP) Statement 2020/21 at Appendix 5 be approved

**10. COUNCIL DIARY - SEPTEMBER 2020 TO AUGUST 2021**

This item was deferred until further notice.

**11. NOTICES OF MOTION**

There were none.

**12. ANY OTHER ITEM THE MAYOR DETERMINES AS URGENT AND WHICH REQUIRES A DECISION**

The Chief Executive presented the report, acknowledging the unique and urgent circumstances in which it was produced. He thanked Members and council staff for stepping up to support vulnerable people and concerned businesses in the borough.

He emphasised that the measures in the report are intended to be temporary, and will depend on the progress of emergency legislation currently being formulated by national government. Critical council business must continue in the coming weeks. The report was subject to amendments right up to the day of the meeting, to ensure adequate member consultation and build in the appropriate safeguards. These measures will be in place either until national government legislation changes or the full schedule of meetings is restored.

The Leader of the Council endorsed the report, and clarified that it mostly pertains to decisions that fall outside of the Cabinet and Leader's remit, such as Planning and Licensing decisions.

One Member expressed his support for the report, but outlined some concerns about the Planning process. He asked for reassurance that the emergency decision-making process will not bypass proper public consultation.

One Member asked about the lack of a formal review process within the new protocols, and advised enshrining a six-monthly review mechanism. The Cabinet Member Development and Safety formally moved that this be added, which Councillor Collins seconded. One Member asked why this was not already included.

The Chief Executive responded that it was intended to be reviewed at the next full Council meeting, but that he was happy to add this further measure as it is not yet clear when the next Council meeting will take place. Members agreed that the recommendation be amended to provide for a review of the measures by Council after six months. The Mayor moved to a vote, and the amendment was approved unanimously.

**RESOLVED (unanimously) THAT**

1. recommendation 2 be amended to add 'and if required every six months by Council'.

One Member asked for reassurance that members of the public will still be included in the Planning process when decisions are taken remotely. The Head of Law advised that the report dealt with the final decision making and will not override the requirements for consultation and any other statutory requirements.

The Mayor suggested amending the constitutional table of formal decision makers for Planning to include members of the public. The Member clarified that he was only seeking reassurance that the public's voices would be heard.

The Head of Law advised that the changes outlined in the report were in respect of the decision making process and the measures needed to make decisions in the absence of committees. The Head of Law reemphasised that these measures will not override the requirements to consult prior to the applications being determined.

The Mayor accepted the legal advice and withdrew the proposed amendment. The Mayor then asked for, and received, an assurance that members' right of call in to applications would in some way be retained. One Member emphasised that in the present situation, efficient and proactive decision-making is needed more than ever, and the proper processes should be followed. One Member reiterated the legal advice given by the Head of Law, emphasising that committee members take responsibility for decisions having consulted officers with the relevant expertise. Ward members are not decision makers themselves, and changing fundamental principles would cause unwanted confusion at an important juncture.

The Mayor moved to a vote on the amended recommendations.

### **RESOLVED (unanimously) THAT**

**1. the arrangements, including recommended changes to the Council's Constitution as set out in sections 3 and 4 of this report, be implemented immediately;**

**2. the arrangements referred to in 1 above be reviewed regularly by the Chief Executive in consultation with the Leader of the Council, the Mayor, Committee and Sub-Committee Chairs and Political Group Leaders, and if required every six months by Council, and be discontinued when arrangements are in place for the resumption of meetings of all Council, Committees and Sub-Committees;**

**3. the Borough Solicitor be authorised to make any textual or other amendments which are necessary to ensure the accuracy, consistency and legality of the Constitution when incorporating the temporary revisions referred to in recommendation 1.**

Roger Whyborn

**Chairman**



**Cheltenham Borough Council**  
**Council – 15 June 2020**  
**Urgent Non-Executive Decisions taken during the Covid-19**  
**Emergency**

<b>Accountable member</b>	<b>Leader of the Council, Councillor Steve Jordan</b>
<b>Accountable officer</b>	<b>Chief Executive, Gareth Edmundson</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Key/Significant Decision</b>	<b>Yes</b>
<b>Executive summary</b>	<p>In order to ensure continuity in decision making during the current COVID-19 emergency and in advance of awaited emergency Government legislation Council agreed at its meeting on 23 March 2020 to bring forward proposals, temporary in nature, to amend the Council's constitution.</p> <p>These changes concerned enabling urgent decisions to be taken on non-executive functions which can lawfully be delegated to officers and changes to the scheme of delegation regarding the council's planning and licensing functions.</p> <p>The Planning Committee resumed decision making at its virtual meeting held on 28 May 2020 and the Licensing Committee is scheduled to take place on 24 June 2020.</p> <p>In accordance with paragraph (e) of Table 4, Part 3D of the Council's constitution a list of the urgent decisions taken by the Chief Executive and Executive Directors on non-executive functions in the period 23 March-15 June 2020 are laid out in the table below.</p>
<b>Recommendations</b>	<b>To note the urgent decisions taken by the Chief Executive and Executive Directors on non-executive functions in the period 23 March-15 June 2020.</b>

Subject	Decision	Date	Decision link
Health Protection (Coronavirus, Business Closure) (England) Regulations 2020	<p>The Chief Executive Officer designates the following officers for the purpose(s) set out in regulation 4(1) and (2) of 2020 Regulations:</p> <ul style="list-style-type: none"> <li>a. Licensing Team Leader, Louis Krog</li> <li>b. Senior Environmental Health Officers Gareth Jones and Sadie Hawson.</li> </ul> <p>To delegate authority to the Director of Environment to make the necessary changes to officer's authorisations.</p>	27/03/20	<a href="https://democracy.cheltenham.gov.uk/ieDecisionDetails.aspx?ID=1345">https://democracy.cheltenham.gov.uk/ieDecisionDetails.aspx?ID=1345</a>
Provision of emergency support services between Gloucestershire County Council and Cheltenham Borough Council	That Cheltenham Borough Council sign the Deed of Variation of Contract relating to the provision of emergency support services between Gloucestershire County Council and Cheltenham Borough Council.	6/04/20	<a href="https://democracy.cheltenham.gov.uk/ieDecisionDetails.aspx?ID=1349">https://democracy.cheltenham.gov.uk/ieDecisionDetails.aspx?ID=1349</a>
The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 and the Secretary of State for Health and Social Care's designations	The Chief Executive Officer delegates authority to the Director of Environment to make the necessary changes to officers' authorisations.	6/04/20	<a href="https://democracy.cheltenham.gov.uk/ieDecisionDetails.aspx?ID=1350">https://democracy.cheltenham.gov.uk/ieDecisionDetails.aspx?ID=1350</a>
Urgent Licensing Policy Changes	<p>Approve the urgent changes outlined at paragraph 2.1 of the covering report; and</p> <p>Approve the review period of 31 June 2020 as outlined in paragraph 2.2 of the covering report.</p>	8/04/20	<a href="https://democracy.cheltenham.gov.uk/ieDecisionDetails.aspx?ID=1352">https://democracy.cheltenham.gov.uk/ieDecisionDetails.aspx?ID=1352</a>
Council Tax Hardship Fund	To approve an appendix to	2/06/20	<a href="https://democracy.cheltenham.gov.uk/ieDecisionDetails.aspx?ID=1352">https://democracy.cheltenham.gov.uk/ieDecisionDetails.aspx?ID=1352</a>

grant	supplement the Council Tax Section 13a Discretionary Hardship Policy to enable the authority to support via government grant economically vulnerable people and households in the local area as part of the measures of assistance in relation to COVID-19.		<a href="#">365</a>
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<b>Report author</b>	<b>Contact officer:Bev Thomas, Democratic Services Team Leader; beverly.thomas@cheltenham.gov.uk, 01242 264246</b>
<b>Background information</b>	1. Council -23 March 2020- Update to the Constitution



## Cheltenham Borough Council

**Council – 15 June 2020**

### Council Diary – September 2020 to August 2021

<b>Accountable member</b>	<b>Cabinet Member Corporate Services, Alex Hegenbarth</b>
<b>Accountable officer</b>	<b>Bev Thomas, Democratic Services Team Leader</b>
<b>Accountable scrutiny committee</b>	<b>Not applicable</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>The proposed diary of Council meetings for September 2020 to August 2021 is attached as Appendix 1. This has been updated to reflect the rescheduled borough elections as a result of Covid-19.</p> <p>The dates and times for the Cabinet are shown for information only as it is for the Leader of the Council to determine the Cabinet meeting dates. However, they follow the pattern of time and frequency followed in previous years.</p> <p>If it is necessary to make any subsequent amendments to the draft diary, these will be reflected in the published diary.</p>
<b>Recommendations</b>	<p><b>It is recommended that:</b></p> <p><b>1. The draft Council Diary of meetings for September 2020 – August 2021 be approved.</b></p>

<b>Financial implications</b>	<p>No financial implications</p> <p><b>Contact officer: Martin.Yates@publicagroup.uk</b></p>
<b>Legal implications</b>	<p>No specific legal implications arising from the recommendations.</p> <p><b>Contact officer: Sarah.Farooqi@teWKesbury.gov.uk</b></p>
<b>HR implications (including learning and organisational development)</b>	<p>Start and end times of council meetings may impact on officer working hours which may need to be adjusted through flexible working practices e.g. use of flexitime. Additional paid hours may be considered providing any additional cost implications are met within existing budgets. Managers will need to be aware of potential health and safety risks for late evening meetings. This will particularly apply during the winter months for officers returning to their vehicles and travelling home outside normal day light hours.</p> <p><b>Contact officer: Corry.Ravenscroft@publicagroup.uk</b></p>
<b>Key risks</b>	None

<b>Corporate and community plan Implications</b>	<p>The diary of council meetings supports the democratic process.</p> <p><b>Contact officer: Richard.Gibson@cheltenham.gov.uk</b></p>
<b>Environmental and climate change implications</b>	<p>No implications.</p> <p><b>Contact officer: Gill.Morris@cheltenham.gov.uk</b></p>

## 1. Background

1.1. The diary followed a similar rationale to that adopted in previous years, i.e.:

- As far as possible, meetings of a particular committee are scheduled on the same day of the week.
- Easter, August and Whitsun half terms and Friday evenings are avoided wherever possible, with the occasional exception of the regulatory Planning and Licensing meetings.
- Evening meetings have been scheduled for 6 pm to facilitate Members' attendance after the working day. It is however recognised that as the council is currently conducting its business virtually the timing of some committee meetings may have to be reviewed on a meeting by meeting basis. Any change in time will be in consultation with Members and advertised on our website when the meeting is convened.
- The start time for planning view meetings is again omitted to give greater flexibility in arranging an appropriate start time, dependent on the time of the year and number of sites to be visited.
- Three regular meetings of the Standards Committee have been scheduled in the diary per year. Due to the nature of the committee, there may be a need for ad hoc meetings during the year to deal with specific issues or for meetings to be rescheduled.
- The dates and times for the Cabinet are shown for information only as it is for the Leader of the Council to determine the Cabinet meeting dates. However, they follow the pattern of time and frequency followed in previous years.
- Generally, once a working group has been established it will be permitted to schedule meetings at a time to suit those Members involved so working group meetings are not included in the diary.
- Eight meetings have been scheduled of the Overview and Scrutiny Committee. These are timetabled to cover key events during the year likely to require scrutiny involvement, including the budget consultation, review of the corporate strategy and agreeing the annual work plan.
- Provisional dates have been included for the Informal Cabinet meetings. These, however, are subject to change and can be rescheduled as the Cabinet sees fit.
- Twelve slots have been identified for member seminars, generally one per month.

## 2. Consultation and Feedback

- 2.1 The draft diary was circulated to officers in December 2019 and Members in January 2020 as part of the consultation. Cheltenham Borough Homes was also consulted in order to avoid clashes.
- 2.2 Due to the Covid-19 outbreak the draft diary now reflects the rescheduled borough elections.
- 2.3 Generally, once a working group has been established it will be permitted to schedule meetings at a time to suit those members involved. The Asset Management, Budget Scrutiny and Treasury Management working group meetings are included in the diary but others will be set up as required.

- 2.4 Regarding Council meetings, a provisional meeting has been scheduled on February 27<sup>th</sup> following the budget meeting on February 22<sup>nd</sup>. If the latter meeting is not required, it will be cancelled.
- 2.5 Consideration has been given to party conference dates and meetings avoided during these times as far as possible.

### 3. Performance Management – Monitoring and Review

- 3.1 Any feedback on the diary during the year can be noted for consideration in future years.

<b>Report author</b>	<b>Harry Mayo</b> <b>E-mail</b> <a href="mailto:harry.mayo@cheltenham.gov.uk">harry.mayo@cheltenham.gov.uk</a> <b>Tel 01242 264211</b>
<b>Appendices</b>	1. Risk Assessment  2. Council Diary September 2020 – August 2021



## Risk Assessment

## Appendix 1

The risk				Original risk score (impact x likelihood)			Managing risk					
Risk ref.	Risk description	Risk Owner	Date raised	I	L	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register	
	If the dates for Council meetings are not fixed by the Council before the start of or at the first meeting in the New Municipal Year then the Council will not be meeting the requirements of the Constitution.	DSTL	Jan 20	3	2	6	Reduce	Approve the diary at the March meeting of Council	Mar 20	Democratic Services Team Leader		
	If dates for other meetings are not scheduled in advance there could be problems in arranging meetings in terms of Members, officers and facilities.	DSTL	Jan 20	3	2	6	Reduce	Approve the diary with a full list of meetings as early as possible.	Mar 20	Democratic Services Team Leader		

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September 2020

Start of Term 1 (1 <sup>st</sup> September – 23 <sup>rd</sup> October)		
(please note the school term dates and holidays listed in the diary are those set by Gloucestershire County Council and may vary for individual schools)		
Tuesday 1		
Wednesday 2	Licensing	6:00pm
Thursday 3	Member Seminar	6:00pm
Friday 4		
Monday 7	Overview & Scrutiny	6:00pm
Tuesday 8		
Wednesday 9	CBH Audit and Risk	5:00pm
Thursday 10		
Friday 11		
Monday 14		
Tuesday 15	Cabinet Planning View	6:00pm
Wednesday 16		
Thursday 17	Planning	6:00pm
Friday 18		
Monday 21	Treasury Management Panel	6:00pm
Tuesday 22	Informal Cabinet	6:00pm
Wednesday 23	Audit, Compliance and Governance	6:00pm
Thursday 24	Asset Management Working Group	6:00pm
Friday 25		
Monday 28	Liberal Democrat Party Conference	
Tuesday 29	Liberal Democrat Party Conference	
Wednesday 30	Public Art Panel CBH Board Meeting	6:00pm 5:30pm

## October 2020

Thursday 1	Budget Scrutiny Working Group	6:00pm
Friday 2		
Monday 5	Conservative Party Conference	
Tuesday 6	Conservative Party Conference	
Wednesday 7	Conservative Party Conference	
Thursday 8	Licensing – Miscellaneous Sub-Committee	6:00pm
Friday 9		
Monday 12	<i>Deadline for Council Motions</i>	
Tuesday 13	Cabinet  <i>Deadline for Council Questions</i>  Planning View	6:00pm
Wednesday 14		
Thursday 15	Planning	6:00pm
Friday 16		
Monday 19	Council	2:30pm
Tuesday 20	Informal Cabinet	6.00pm
Wednesday 21	CBH Annual General Meeting	5:00pm
Thursday 22		
Friday 23		
<b>End of Term 1 (half term 26<sup>th</sup> – 30<sup>th</sup> October)</b>		
Monday 26		
Tuesday 27		
Wednesday 28	Standards	2:00pm
Thursday 29	Member Seminar	6:00pm
Friday 30		

November 2020

Start of Term 2 (2 <sup>nd</sup> November – 18 <sup>th</sup> December)		
Monday 2	Overview & Scrutiny	6:00pm
Tuesday 3		
Wednesday 4	Licensing – Miscellaneous Sub-Committee	6:00pm
Thursday 5		
Friday 6		
Monday 9		
Tuesday 10	Cabinet	6:00pm
Wednesday 11		
Thursday 12	Asset Management Working Group	6:00pm
Friday 13		
Monday 16	Treasury Management Panel	6:00pm
Tuesday 17	Informal Cabinet Planning View	6:00pm
Wednesday 18		
Thursday 19	Planning	6:00pm
Friday 20		
Monday 23		
Tuesday 24	Budget Scrutiny Working Group	6:00pm
Wednesday 25	Public Art Panel CBH Board Meeting	6:00pm 5:30pm
Thursday 26	Member Seminar	6:00pm
Friday 27		
Monday 30	Deadline for Council Motions	

## December 2020

<b>Tuesday 1</b>	Cabinet <i>Deadline for Council Questions</i>	6:00pm
<b>Wednesday 2</b>	Licensing	6:00pm
<b>Thursday 3</b>		
<b>Friday 4</b>		
<b>Monday 7</b>	Council	2:30pm
<b>Tuesday 8</b>	Informal Cabinet	6.00pm
<b>Wednesday 9</b>	CBH Audit and Risk	5:00pm
<b>Thursday 10</b>	Member Seminar	6:00pm
<b>Friday 11</b>		
<b>Monday 14</b>		
<b>Tuesday 15</b>	Cabinet (Budget Proposals) Planning View	6:00pm
<b>Wednesday 16</b>		
<b>Thursday 17</b>	Planning	6:00pm
<b>Friday 18</b>		
<b>End of Term 2 (Christmas holiday 21<sup>st</sup> December – 1<sup>st</sup> January)</b>		
<b>Monday 21</b>		
<b>Tuesday 22</b>		
<b>Wednesday 23</b>		
<b>Thursday 24</b>		
<b>Friday 25</b>	<b>Christmas Day</b>	
<b>Monday 28</b>	<b>Boxing Day</b>	
<b>Tuesday 29</b>		
<b>Wednesday 30</b>		
<b>Thursday 31</b>		

January 2021

Friday 1	New Year's Day	
Start of Term 3 (4 <sup>th</sup> January – 12 <sup>th</sup> February)		
Monday 4		
Tuesday 5		
Wednesday 6	Licensing – Miscellaneous Sub-Committee	6:00pm
Thursday 7		
Friday 8		
Monday 11	Treasury Management Panel	6:00pm
Tuesday 12	Informal Cabinet	6.00pm
Wednesday 13	Member Seminar	6:00pm
Thursday 14		
Friday 15		
Monday 18	Overview & Scrutiny	6:00pm
Tuesday 19	Planning View	
Wednesday 20	Audit, Compliance and Governance	6:00pm
Thursday 21	Planning	6:00pm
Friday 22		
Monday 25	Budget Scrutiny Working Group	6:00pm
Tuesday 26	Cabinet	6:00pm
Wednesday 27	Public Art Panel	6:00pm
	CBH Board Meeting	5:30pm
Thursday 28		
Friday 29		

## February 2021

<b>Monday 1</b>	Member Seminar	6:00pm
<b>Tuesday 2</b>	Informal Cabinet	6.00pm
<b>Wednesday 3</b>	Licensing – Miscellaneous Sub-Committee	6:00pm
<b>Thursday 4</b>		
<b>Friday 5</b>		
<b>Monday 8</b>		
<b>Tuesday 9</b>	Planning View	
<b>Wednesday 10</b>	Standards	2:00pm
<b>Thursday 11</b>	Planning	6:00pm
<b>Friday 12</b>		
<b>End of Term 3 (half term 15<sup>th</sup> – 19<sup>th</sup> February)</b>		
<b>Monday 15</b>	<i>Deadline for Council Motions</i>	
<b>Tuesday 16</b>	Cabinet (Budget)  <i>Deadline for Council Questions</i>	6:00pm
<b>Wednesday 17</b>		
<b>Thursday 18</b>		
<b>Friday 19</b>		
<b>Start of Term 4 (22<sup>nd</sup> February – 2<sup>nd</sup> April)</b>		
<b>Monday 22</b>	Council (Budget)	2:30pm
<b>Tuesday 23</b>		
<b>Wednesday 24</b>		
<b>Thursday 25</b>		
<b>Friday 26</b>	Additional Council if required	2:30pm



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March 2021

<b>Monday 1</b>		
<b>Tuesday 2</b>	Cabinet	6:00pm
<b>Wednesday 3</b>	Licensing	6:00pm
<b>Thursday 4</b>	Asset Management Working Group	6:00pm
<b>Friday 5</b>		
<b>Monday 8</b>	Overview & Scrutiny	6:00pm
<b>Tuesday 9</b>	Member Seminar	6:00pm
<b>Wednesday 10</b>	CBH Audit and Risk	5:00pm
<b>Thursday 11</b>		
<b>Friday 12</b>		
<b>Monday 15</b>	<i>Deadline for Council Motions</i>	
<b>Tuesday 16</b>	<b>Race Week</b>  <i>Deadline for Council Questions</i>	
<b>Wednesday 17</b>		
<b>Thursday 18</b>		
<b>Friday 19</b>	<b>Gold Cup</b>	
<b>Monday 22</b>	Council	2:30pm
<b>Tuesday 23</b>	Informal Cabinet  Planning View	6.00pm
<b>Wednesday 24</b>		
<b>Thursday 25</b>	Planning	6:00pm
<b>Friday 26</b>		
<b>Monday 29</b>		
<b>Tuesday 30</b>		
<b>Wednesday 31</b>	Public Art Panel  CBH Board Meeting	6:00pm  5:30pm

April 2021

Thursday 1		
Friday 2	Good Friday	
End of Term 4 (half term 5 <sup>th</sup> – 16 <sup>th</sup> April)		
Monday 5	Easter Monday	
Tuesday 6	Cabinet	6:00pm
Wednesday 7	Licensing – Miscellaneous Sub-Committee	6:00pm
Thursday 8	Budget Scrutiny Working Group	6:00pm
Friday 9		
Easter Holidays		
Monday 12		
Tuesday 13		
Wednesday 14		
Thursday 15		
Friday 16		
Start of Term 5 (19 <sup>th</sup> April – 28 <sup>th</sup> May)		
Monday 19	Overview & Scrutiny	6:00pm
Tuesday 20	Informal Cabinet Planning View	6.00pm
Wednesday 21	Audit, Compliance and Governance	6:00pm
Thursday 22	Planning	6:00pm
Friday 23		
Monday 26		
Tuesday 27	Cabinet	6:00pm
Wednesday 28	Licensing – Miscellaneous Sub-Committee	6:00pm
Thursday 29		
Friday 30		

# Page 27

May 2021

Monday 3	May Day	
Tuesday 4		
Wednesday 5		
Thursday 6	Borough Elections	
Friday 7		
Monday 10		
Tuesday 11		
Wednesday 12		
Thursday 13		
Friday 14		
Monday 17	Annual and Selection Council	2:30pm
	Inauguration of the Mayor (Town Hall)	6:30pm
Tuesday 18	Informal Cabinet	6.00pm
	Planning View	
Wednesday 19	Member Seminar	6:00pm
Thursday 20	Planning	6:00pm
Friday 21		
Monday 24		
Tuesday 25	Member Seminar	6:00pm
Wednesday 26	Public Art Panel	6:00pm
Thursday 27		
Friday 28		
End of Term 5 (half term 31 <sup>st</sup> May – 4 <sup>th</sup> June)		
Monday 31	Spring Bank Holiday	

June 2021

Half term		
Tuesday 1		
Wednesday 2		
Thursday 3		
Friday 4		
Start of Term 6 (7 <sup>th</sup> June – 20 <sup>th</sup> July)		
Monday 7	Overview & Scrutiny	6:00pm
Tuesday 8		
Wednesday 9	Licensing	6:00pm
Thursday 10		
Friday 11		
Monday 14	<i>Deadline for Council Motions</i>	
Tuesday 15	Cabinet  <i>Deadline for Council Questions</i>  Planning View	6:00pm
Wednesday 16		
Thursday 17	Planning	6:00pm
Friday 18		
Monday 21	Council	2:30pm
Tuesday 22	Informal Cabinet	6.00pm
Wednesday 23		
Thursday 24	Asset Management Working Group	6:00pm
Friday 25		
Monday 28	Treasury Management Panel	6:00pm
Tuesday 29	Member Seminar	6:00pm
Wednesday 30		

## July 2021

Thursday 1		
Friday 2		
Monday 5	Overview & Scrutiny	6:00pm
Tuesday 6	Budget Scrutiny Working Group	6:00pm
Wednesday 7	Licensing – Miscellaneous Sub-Committee	6:00pm
Thursday 8		
Friday 9		
Monday 12	<i>Deadline for Council Motions</i>	
Tuesday 13	Cabinet  Planning View  <i>Deadline for Council Questions</i>	6:00pm
Wednesday 14	Audit, Compliance and Governance	6:00pm
Thursday 15	Planning	6:00pm
Friday 16		
Monday 19	Council	2:30pm
Tuesday 20	Informal Cabinet	6.00pm
<b>End of Term 6 – Start of Summer Holidays</b>		
Wednesday 21	Standards	2pm
Thursday 22		
Friday 23		
<b>Summer Holidays</b>		
Monday 26	Member Seminar	6:00pm
Tuesday 27		
Wednesday 28	Public Art Panel	6:00pm
Thursday 29		
Friday 30		

August 2021

Summer Holidays		
Monday 2	Overview & Scrutiny	6:00pm
Tuesday 3		
Wednesday 4		
Thursday 5		
Friday 6		
Summer Holidays		
Monday 9		
Tuesday 10		
Wednesday 11	Member Seminar	6:00pm
Thursday 12		
Friday 13		
Summer Holidays		
Monday 16		
Tuesday 17	Informal Cabinet Planning View	6.00pm
Wednesday 18		
Thursday 19	Planning	6:00pm
Friday 20		
Summer Holidays		
Monday 23		
Tuesday 24		
Wednesday 25		
Thursday 26		
Friday 27		
Summer Holidays		
Monday 30	August Bank Holiday	
Tuesday 31		