

**COUNCIL BUSINESS  
COMMITTEE**

**6.00 P.M.**

**10TH DECEMBER 2020**

**PRESENT:-** Councillors Joyce Pritchard (Chair), Geoff Knight (Substitute for Councillor Boyd-Power), Joan Jackson and David Whitaker

Apologies for Absence:

Councillors Vicki Boyd-Power and Darren Clifford

Officers in attendance:

Debbie Chambers	Head of Democratic Services
Molly Bolton	Corporate Services Apprentice
Eric Marsden	Democratic Support Officer

**16 MINUTES**

The minutes of the meeting held on 18<sup>th</sup> November 2020 were accepted as a correct record. It was noted that these would be signed by the Chair when a paper copy was available.

**17 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR**

There were no items of urgent business.

**18 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**19 COMMITTEE TIMETABLE 2021/2022 (Pages 3 - 4)**

The Committee considered the report presented by the Head of Democratic Services outlining the timetable of committee meetings for the 2021/2022 municipal year.

It was noted that there was an error in Appendix 1 circulated with the agenda, regarding Cabinet meetings, which would commence at 5:00 p.m. (rather than at 6:00 p.m. as indicated). An amended Appendix 1 is attached.

It was reported that there had been a consultation with Councillors on when meetings ought to be held. This had taken into account the practice during the Covid19 pandemic of holding virtual meetings, and the potential to return to physical meetings at Lancaster and Morecambe Town Halls in the future. The Committee took into consideration the needs of Councillors who worked regular hours (9:00 – 5:00), and noted the advantage of the 6:10 p.m. start time at Lancaster for physical meetings as regards car parking. The suggestion that the (usually) longest meeting, that of Budget Council, be held during the day was thought not to be necessary at this time, though could be reconsidered in the future should the need arise.

It was proposed by Councillor Geoff Knight and seconded by Councillor Joyce Pritchard:

'That the recommendations as set out in the report, including the correction to Appendix 1, be approved.'

Upon being put to the vote, Councillors voted unanimously in favour of the proposition, whereupon the Chair declared the proposal to be carried.

***Resolved:***

That the timetable of meeting dates, times, and venues for the 2021/2022 municipal year as at Appendices 1 and 2 (attached) are agreed.

---

Chair

(The meeting ended at 6.10 p.m.)

**Any queries regarding these Minutes, please contact  
Debbie Chambers, Democratic Services - email [dchambers@lancaster.gov.uk](mailto:dchambers@lancaster.gov.uk)**

**Start Times/Venues/Number of meetings 2021/22 AGREED BY COUNCIL BUSINESS COMMITTEE 10 December 2020.**

Meeting	Venue when not held remotely	Start Time	Number of meetings
Annual Council (Ceremonial)	Ashton Hall, LTH	12 noon	1
Annual Council (Business)	MTH	6.00pm	1
Council	MTH	6.00pm	9 (including budget council)
Council Business Committee	MTH	6.00pm	3
Cabinet	Alternating between LTH/MTH	5.00pm	9
Overview and Scrutiny Committee	MTH	6.00pm	9
Budget and Performance Panel	LTH The stakeholder meeting in January 2018 to be held in MTH commencing at 6.00pm.	6.00pm remotely, 6.10pm in person	5
Licensing Committee	LTH	1.00pm	8
Planning Regulatory Committee	LTH	10.30am	13
Personnel Committee*	LTH	6.00pm remotely, 6.10pm in person	2
JCC	LTH	4.00pm	2
Audit Committee	LTH	6.00pm remotely, 6.10pm in person	4
Standards Committee*	LTH	6.00pm remotely, 6.10pm in person	2

**Notes:**

(LTH = Lancaster Town Hall)

(MTH = Morecambe Town Hall)

The Appeals Committee is convened as and when necessary at LTH with no set day or time.

\*These Committees may begin earlier in the day if additional meetings are convened to hear specific cases.

	May 2021	June	July	August	September	October	November	December	January 2022	February	March	April	May	
Mon							1 Planning Site Visit							Mon
Tue		1					2			1 Budget & Perf Panel - MTH	1 Cabinet LTH			Tue
Wed		2			1		3	1		2	2			Wed
Thu		3 Licensing	1 Licensing				4	2		3 Licensing	3 Council Business Committee			Thu
Fri		4	2		3	1	5	3		4	4	1		Fri
Sat	1	5	3		4	2	6	4	1	5	5	2		Sat
Sun	2	6	4	1	5	3	7	5	2	6	6	3	1	Sun
Mon	3 Bank Holiday	7	5 JCC	2	6 Planning Site Visit	4 Planning Site Visit	8 Planning JCC	6 Planning	3 Bank Holiday	7	7	4	2 Bank Holiday	Mon
Tue	4	8 Cabinet MTH	6 Budget and Performance Panel	3	7	5	9 Budget and Performance Panel	7 Cabinet MTH	4	8 Cabinet MTH	8	5	3	Tue
Wed	5	9	7	4 Overview and Scrutiny	8	6	10 Council	8 Overview and Scrutiny Committee	5 Planning Site Visit	9 Overview and Scrutiny Committee	9 Overview and Scrutiny Committee	6	4	Wed
Thu	6 LANCASHIRECC / PCC ELECTIONS	10	8 Standards	5	9	7 Licensing	11	9	6 Licensing	10	10	7	5	Thu
Fri	7	11	9	6	10	8	12	10	7	11	11	8	6	Fri
Sat	8	12	10 Freeman's Court	7	11	9	13	11	8	12	12	9	7	Sat
Sun	9	13	11	8	12	10	14 Remembrance Sunday	12	9	13	13	10	8	Sun
Mon	10	14 Planning Site Visit	12 Planning Site Visit	9 Planning Site Visit	13 Planning	11 Planning	15	13	10 Planning	14	14 Commonwealth Flag Raising	11	9	Mon
Tue	11	15	13 Cabinet LTH	10	14 Cabinet MTH	12	16	14	11	15	15 Budget and Performance Panel	12 Cabinet MTH	10	Tue
Wed	12	16	14	11	15 Overview and Scrutiny Committee	13	17	15 Council	12	16	16 Council	13	11	Wed
Thu	13	17 Council Bus Com	15	12	16	14	18 Licensing	16	13 Standards	17	17 Licensing	14	12	Thu
Fri	14 Annual Council	18	16	13	17	15	19	17	14	18	18	15 Bank Holiday	13 Annual Council	Fri
Sat	15	19	17	14	18	16	20	18	15	19	19	16	14	Sat
Sun	16 Mayor's Sunday	20	18	15	19	17	21	19	16	20	20	17	15 Mayor's Sunday	Sun
Mon	17 Planning site visit Business Council	21 Planning Armed Forces Day Flag Raising	19 Planning	16 Planning	20	18	22	20	17	21 Planning Site Visit	21 Planning Site Visit	18 Bank Holiday	16 Business Council	Mon
Tue	18	22	20 Personnel	17	21	19	23 Personnel	21	18 Cabinet LTH	22	22	19 Planning Site Visit	17	Tue
Wed	19	23 Council	21 Audit	18	22	20	24 Audit	22	19 Overview and Scrutiny Committee	23 Budget Council	23 Audit	20 Overview and Scrutiny	18	Wed
Thu	20	24	22	19	23	21	25	23	20	24	24	21	19	Thu
Fri	21	25	23	20	24	22	26	24	21	25	25	22	20	Fri
Sat	22	26	24	21	25	23	27	25	22	26	26	23	21	Sat
Sun	23	27	25	22	26	24	28	26	23	27	27	24	22	Sun
Mon	24 Planning	28	26	23	27	25	29 Planning Site Visit	27 Bank Holiday	24 Planning Site Visit	28 Planning	28 Planning	25 Planning	23	Mon
Tue	25	29	27	24	28 Budget and Performance Panel	26 Cabinet LTH	30	28 Bank Holiday	25		29	26	24	Tue
Wed	26 Audit	30 Overview & Scrutiny Committee	28 Council	25	29 Council	27 Overview and Scrutiny Committee		29	26 Council		30	27 Council	25	Wed
Thu	27		29	26 Licensing	30	28 Council Business Committee		30	27		31	28	26	Thu
Fri	28		30	27		29		31	28			29	27	Fri
Sat	29		31	28		30			29			30	28	Sat
Sun	30			29		31			30				29	Sun
Mon	31 Bank Holiday			30 Bank Holiday					31 Planning				30 Bank Holiday	Mon
Tue				31									31	Tue
	May 2021	June	July	August	September	October	November	December	January 2022	February	March	April	May	