

6. FIXING OF DATE, TIME AND VENUE OF ORDINARY MEETINGS OF THE BOARD

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The purpose of this report is to request that, pursuant to clause 21, Schedule 7 of the Local Government Act 2002, the Board adopt a schedule of ordinary meetings.

BACKGROUND

The previous Board met on the first and third Tuesday of the each month, as well as holding seminar/briefing sessions and Finance and Policy Committee meetings as and when required.

It is proposed that the Spreydon/Heathcote Community Board continue to meet twice a month, and allocate a date each month to be used for seminar meetings if required.

The only exception to the above is there are two seminar meetings proposed for February in order to provide sufficient opportunity for the Board to consider bids and allocate its 2005/06 Project Fund.

Staff

- Recommendation:**
1. That the Board's meetings commence at 4.30 pm.
 2. That the Boardroom at the Beckenham Service Centre be the principal meeting venue unless changed by resolution to accommodate 'suburban' visits.
 3. That future ordinary meeting dates be scheduled as follows:

1 February 2005	15 February 2005
1 March 2005	15 March 2005
5 April 2005	19 April 2005
3 May 2005	17 May 2005
7 June 2005	21 June 2005
5 July 2005	19 July 2005
2 August 2005	16 August 2005
6 September 2005	20 September 2005
4 October 2005	18 October 2005
1 November 2005	15 November 2005
 4. That future seminar meetings be held at 4.30 pm (when required) on the following dates:

7 February 2005 *	28 February 2005 *
21 March 2005	18 April 2005
23 May 2005	27 June 2005
25 July 2005	22 August 2005
26 September 2005	17 October 2005
28 November 2005	

* These dates will be dedicated to allocation of the Board's 2005/06 Project Fund.

Chairman's

- Recommendation:** That the Board approve the above meeting schedule which has worked well over the previous year.