



2014 SCHEDULE OF ORDINARY MEETINGS FOR TAWA COMMUNITY BOARD

1. Purpose of Report

To seek the Tawa Community Board's approval for a schedule of ordinary meetings for 2014.

2. Recommendations

It is recommended that the Tawa Community Board:

1. *Receive the information.*
2. *Agree to hold Board meetings on either:*
 - (a) *A 6 weekly meeting cycle commencing on Thursday 13 February 2014 with meeting dates as follows;*
 - Thursday 13 February 2014*
 - Thursday 27 March 2014*
 - Thursday 8 May 2014*
 - Thursday 19 June 2014*
 - Thursday 31 July 2014*
 - Thursday 11 September 2014*
 - Thursday 23 October 2014*
 - Thursday 4 December 2014.*
 - or*
 - (b) *Or to continue meeting on the second Thursday of the month with meeting dates as follows;*
 - Thursday 13 February 2014*
 - Thursday 13 March 2014*
 - Thursday 10 April 2014*
 - Thursday 8 May 2014*
 - Thursday 12 June 2014*
 - Thursday 10 July 2014*
 - Thursday 14 August 2014*
 - Thursday 11 September 2014*
 - Thursday 9 October 2014*
 - Thursday 13 November 2014*
 - Thursday 11 December 2014.*
3. *Agree to meet at 7.00pm in the Boardroom, Tawa Service Centre.*

3. Background

Council is considering to meet six weekly. The Tawa Community Board has been meeting four weekly for the past six trienniums. This report provides options for the Board to consider the frequency of their meetings.

The proposed schedule for the Board has been prepared for 2014. Should the Board choose to meet four or six weekly there is unlikely to be any major clashes with meetings proposed in the Council's schedule.

4. Discussion

There are two options before the Board for consideration in this report:

- Keeping the status quo – meeting four weekly: or
- Moving to meeting six weekly.

The benefits of each are summarised in the table below.

Six Weekly	Four Weekly
May encourage more public participation because the public are not restricted to the Board meeting on the second Thursday of the month.	Scheduling provides certainty for Board members and public i.e It is known in the Tawa community that the Board meets on the second Thursday of the month.
Allows officers to prepare more effective and detailed reports with substantial advice in response to issues raised by the Board. This in turn allows for greater comfort of the Board to make decisions which affect the Tawa Community.	The Board is better placed to respond to the community. The community would feel that they are getting a prompt response to a problem that they have brought to the Board's attention
Alignment with Council's meeting cycle.	
Budget savings – as fewer meetings are required. 8 vs. 11	

5. Monitoring

The Democratic Services Business Unit is responsible for the notification and monitoring of Council's public meetings.

An initial assessment of the Board's programme for the 2014 year suggests the Board's business could be manageable under a six weekly meeting cycle. Should there be any need to have additional meetings throughout the year, these meetings will be notified in line with legislative requirements.

6. Conclusion

To allow for reasonable public notice it is recommended that the Community Board adopt a schedule of meetings for 2014 from the options supplied.

Report prepared by: Democratic Services.