Report of: Democratic Services Manager

Subject: Calendar of Meetings 2025/26

Decision Required: Yes

Recommendation:

That the appended calendar of meetings for 2025/26 be approved

1. Key Messages

1.1   Members are asked to approve a calendar of meetings for the forthcoming year.

2. Background

2.1   As Members will be aware, the current calendar of meetings comes to an end in June 2025 following the Annual General Meeting, and it is customary at this time of year to present a calendar for the forthcoming year.

3. Consultation

3.1   Key officers within the Authority have been consulted on the meeting dates. At Members' request, account has also been taken of Pembrokeshire County Council meetings to avoiding holding Authority and Development Management Committee meetings in the same week as a full Council meeting.

4. Strategic Policy Context

4.1   The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and its approved strategic policy context.

4.2   Establishment of a Calendar of Meetings for the year ahead supports the Authority's Code of Corporate Governance by establishing a clear framework for holding regular meetings of the Authority and its Committees. The Calendar also establishes dates for Workshops which will support Member development and enable them to understand the work of the Authority and to make informed decisions. Members will be notified in due course what topics identified in the training plan will be covered on which date.

5. Financial Considerations

5.1   The provision of meetings is included within existing budgets, however meetings during the first few months of the new Calendar will be held online only while the Authority's new meeting room is constructed, leading to a saving in terms of Member's travel expenses. Opportunities will be sought, through workshops and study tours, for Members to continue to meet in person to

maintain and strengthen good working relationships both with one another and officers of the Authority.

6. Risk and Compliance Considerations

6.1   In accordance with the Authority's Standing Orders, each year there shall be at least three meetings of the Authority in addition to the Annual Meeting, for the transaction of general business. The dates and times of these meetings, and of such Committees as are appointed, are to be determined by the Authority. Failure to comply with Standing Orders would lead to a risk that high standards of governance will not be met.

7. Impact on our Public Sector Duties

7.1 Integrated Assessment Completed: No

7.2 Equality, Socio-Economic, Health and Human Rights Impacts

7.2.1   Setting a calendar of meetings for the year has no negative or positive impacts on equality, people experiencing socio-economic disadvantage, health or human rights impacts. Times of meetings have been set according to the preferences expressed by Members, and a workshop will be held later in the year to discuss with Members whether these preferences have changed.

7.3 Welsh Language Impacts

7.3.1   Setting a calendar of meetings has no impacts on the number of Welsh speakers or compliance with Welsh Language standards. The Authority is currently trialling holding meetings of the Authority bilingually.

7.4 Section 6 Biodiversity Duty and Carbon Emission Impacts

7.4.1   The calendar of meetings has no impacts on biodiversity. The Authority has previously agreed to hold all meetings online while the replacement meeting room is constructed, and a review of the manner of holding meetings (whether online or in person) will be undertaken once construction is complete. Carbon emissions are reduced when meetings take place online.

7.5   Well-being Goals for Wales and 5 Ways of Working (Sustainable Development Principles) Impacts

7.5.1 Effective governance supports the Authority's compliance with the Well-being Goals for Wales and the Sustainable Development Principles.

8. Conclusion

8.1 The Calendar of Meetings for the forthcoming year is appended to this report and Members are asked to approve it.

9. List Background Documentation:

None

(For further information please contact Caroline Llewellyn, carolinel@pembrokeshirecoast.org.uk)

Pembrokeshire Coast National Park Authority
National Park Authority – 5 February 2025

July 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Jun DM SIte Inspection	1 Jul	2 10:00 Grants Committee Study Tour	3	4
7	8	9 10:00 DM Committee	10	11
14	15	16 10:00 Workshop	17	18
21	22	23 10:00 Audit	24	25
28	29	30 10:00 NPA 13:30 Workshop	31	1 Aug

August 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Jul	29	30	31	1 Aug
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 Bank Holiday	26	27	28	29

September 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Sep DM SIte Inspection	2	3 10:00 DM Committee	4	5
8	9	10 10:00 NPA 14:00 Workshop	11	12
15	16	17 10:00 Grants Committee 13:30 People Services	18	19
22	23	24 10:00 Operational Review Committee	25	26
29	30	1 Oct	2	3

October 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Sep	30	1 Oct 10:00 Workshop 13:30 CEO Performance	2	3
6 DM Site Inspection	7	8 10:00 Study Day	9	10
13	14	15 10:00 DM Committee	16	17
20	21	22 10:00 NPA 14:00 Workshop	23	24
27	28	29	30	31
Half Term				

November 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Nov	4	5 10:00 Workshop	6	7
10	11	12 10:00 Audit	13	14
17	18	19 10:00 Workshop	20	21
24 10:00 DM Site Inspection	25	26 10:00 Employee Forum	27	28

December 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Dec	2	3 10:00 DM Committee	4	5
8	9	10 10:00 Operational 13:30 People Services	11	12
15	16	17 10:00 NPA 14:00 Workshop	18	19
22	23	24 School Holidays	25	26 To 2 Jan →
29 School Holidays	30	31	1 Jan 26	2

January 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Dec	30	31	1 Jan 26 School Holidays	2
5	6	7	8	9
12	13	14	15	16
19 10:00 DM Site Inspection	20	21 10:00 Grants Committee	22	23
26	27	28 10:00 DM Committee	29	30

February 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Feb	3	4 10:00 Workshop	5	6
9	10	11 10:00 NPA 14:00 Workshop	12	13
16	17	18 Half term	19	20
23	24	25 10:00 Audit	26	27

March 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Mar 10:00 DM Site Inspection	3	4 10:00 Operational Review Committee	5	6
9	10	11 10:00 DM Committee	12	13
16	17	18 10:00 People Services Committee	19	20
23	24	25 10:00 NPA 14:00 Workshop	26	27
30 Easter Holidays	31	1 Apr	2	3

April 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Mar	31	1 Apr Easter Holidays	2	3 To 10 Apr →
6	7	8 Easter Holidays	9	10
13 10:00 DM Site Inspection	14	15 10:00 Employee Forum 13:30 Standards Committee	16	17
20	21	22 10:00 DM Committee	23	24
27	28	29 10:00 Workshop 13:30 CEO Performance	30	1 May

May 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27 Apr	28	29	30	1 May
4	5	6 ■ 10:00 Grants Committee	7	8
11	12	13 ■ 10:00 Audit	14	15
18	19	20 ■ 10:00 NPA ■ 14:00 Workshop	21	22
25	26	27	28	29
Half Term				

June 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Jun ■ 10:00 DM Site Inspection	2	3 ■ 10:00 DM Committee	4	5
8	9	10 ■ 10:00 Operational Review ■ 13:30 People Services	11	12
15	16	17 ■ 10:00 Study Day	18	19
22	23	24 ■ 10:00 NPA ■ 14:00 Workshop	25	26
29	30	1 Jul	2	3