

## **11. PROPOSED CHANGE OF DATE OF 2025 ANNUAL AUTHORITY MEETING**

### **1. Purpose**

To propose a change of date for the 2025 Annual Authority meeting due to key staff being unavailable on the originally agreed date.

### **2. Context**

**2.1** The calendar of meetings is set around necessary deadlines for finance, audit and performance reporting and the dates are agreed at the annual Authority meeting for the following year. Standing orders state that the day for holding the Annual meeting is fixed by the Authority at the previous Annual meeting when the calendar of meetings is approved. So, any change to the Annual meeting date needs to be agreed by the Authority.

**2.2** The dates for 2025 were agreed at the annual Authority meeting on 5th July 2024, with the Annual meeting being set as 4<sup>th</sup> July. As it was also agreed to only have one Authority meeting in July in 2025 there are more items for the Annual meeting agenda, including audit and financial items. Unfortunately, some of the key officers required at the Annual meeting are now unavailable on the agreed date.

### **3. Proposals**

**3.1** To enable all the key officers required to attend the Annual meeting it is proposed that the agreed dates of the Annual meeting and the Programmes and Resources Committee meeting in July 2025 are swapped around. So, the Annual meeting would be held on 11<sup>th</sup> July and the Programmes and Resources Committee meeting would be held on 4<sup>th</sup> July.

### **4. Recommendations**

**1. To change the date of the 2025 Annual Authority meeting to 11<sup>th</sup> July 2025 and to change the date of the Programmes and Resources Committee meeting to 4<sup>th</sup> July 2025.**

### **5. Corporate Implications**

#### **a. Legal**

There are no adverse legal implications in relation to this proposal. The relevant constitutional requirements are set out and explained in the report.

#### **b. Financial**

There are no additional resource implications arising out of the report.

#### **c. National Park Management Plan and Authority Plan**

The Authority Plan includes objective F which states the Authority will have best practice governance arrangements in place. Having a calendar of meetings which is set around necessary business reporting deadlines contributes to this.

#### **d. Risk Management**

If all key officers are not present at the Annual meeting there is a risk that items may have to be deferred causing an impact on implementation of any necessary actions.

#### **e. Net Zero**

There are no issues arising out of the report.

**6. Background papers (not previously published)**

None.

**7. Appendices**

None.

**Report Author, Job Title and Publication Date**

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