

Record of Officer Decision

Amendment to the Calendar of Meetings for 2023/2027

Decision Taker and Date Decision Taken:

Chief Executive on 14 November 2025

Summary of Matter or Issue Requiring Decision:

At the Adjourned Annual Council meeting held on 25 May 2023, the Council approved the four year Calendar of Meetings for 2023 to 2027 – details of which can be found at [Agenda for Council on Thursday, 25 May 2023, 5.30 pm](#). The Chief Executive has reviewed the Calendar in line with the Budget setting process for 2026/2027 and processes for selecting the Civic Mayor and Deputy Civic Mayor Elect and has determined that there was only a requirement for the final February Council meeting each Municipal Year. It was therefore proposed to cancel the earlier meetings.

In accordance with Standing Order A4 the Chief Executive has consulted the Civic Mayor and has also consulted the Group Leaders who support this change.

Decision Taken:

That the Calendar of Meetings for 2023/2027 be amended to remove the following Council meetings which are no longer required for operational purposes:

- 5 February 2026; and
- 12 February 2026 (adjourned meeting).

Summary of Reason(s) for Decision Taken:

To enable Council meetings that are no longer required to be cancelled.

Summary of Alternatives or Options considered and rejected and Background Papers:

None

Details of any conflict of interest and dispensation granted to the Officer taking the decision or by any Member of the Council in delegating responsibility for any specific express delegation:

None

Implementation:

This decision will come into force immediately.

A copy of this decision and any supporting documentation considered by the Officer taking this decision may also be available for inspection by the public at the Council's offices or posted upon payment of any copying and postage charges. Any member of the public wishing to take up either of these options is asked to please ring (01803) 207087 or email governance.support@torbay.gov.uk

Signed: _____ Date: 14 November 2025
Chief Executive