

Annual Council – 15 May 2007

Minutes of the meeting of **Annual Council** held on **15 May 2007** when there were present:-

Cllr R S Allen	Cllr Mrs L Hungate
Cllr Mrs P Aves	Cllr T Livngs
Cllr C I Black	Cllr C J Lumley
Cllr Mrs R Brown	Cllr Mrs J R Lumley
Cllr Mrs L A Butcher	Cllr J R F Mason
Cllr P A Capon	Cllr D Merrick
Cllr Mrs T J Capon	Cllr Mrs J A Mockford
Cllr J P Cottis	Cllr R A Oatham
Cllr Mrs L M Cox	Cllr J M Pullen
Cllr T G Cutmore	Cllr P R Robinson
Cllr Mrs J Dillnutt	Cllr C G Seagers
Cllr K A Gibbs	Cllr S P Smith
Cllr Mrs H L A Glynn	Cllr D G Stansby
Cllr T E Goodwin	Cllr M G B Starke
Cllr K J Gordon	Cllr J Thomass
Cllr J E Grey	Cllr Mrs M J Webster
Cllr Mrs S A Harper	Cllr P F A Webster
Cllr K H Hudson	Cllr Mrs C A Weston
Cllr A J Humphries	Cllr Mrs B J Wilkins

OFFICERS PRESENT

P Warren	-	Chief Executive
R J Honey	-	Corporate Director (Internal Services)
G Woolhouse	-	Corporate Director (External Services)
S Fowler	-	Head of Information and Customer Services
R Evans	-	Head of Environmental Services
J Mitchell	-	Civic Officer
J Bostock	-	Principal Committee Administrator
S Worthington	-	Committee Administrator

Prior to the election of a Chairman for 2007/08 Members extended their thanks to the outgoing Chairman, Councillor Mrs M J Webster, for all her work and contributions to the community

152 ELECTION OF THE CHAIRMAN OF THE COUNCIL FOR 2007/08

Resolved

That Councillor K A Gibbs be elected Chairman of the Council for the ensuing year.

Councillor K A Gibbs made the Statutory Declaration of Acceptance of Office as Chairman.

153 ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL FOR 2007/08

Resolved

That Councillor J E Grey be elected Vice-Chairman of the Council for the ensuing year.

Councillor J E Grey made the Statutory Declaration of Acceptance of Office as Vice-Chairman.

154 APPOINTMENT OF CHAIRMAN'S CHAPLAIN FOR 2007/08

The Chairman had invited the Reverend Mike Lodge of Holy Trinity Church, Rayleigh to serve as Chaplain for the ensuing year.

155 MINUTES

The Minutes of the meeting held on 26 April 2007 were approved as a correct record and signed by the Chairman.

156 ANNOUNCEMENT BY THE CHAIRMAN

The Chairman had chosen 'Research into Prostrate Cancer' and 'Epilepsy in Children' as his charities for the ensuing year.

157 ELECTION OF THE LEADER OF THE COUNCIL FOR 2007/08

Resolved

That Councillor T G Cutmore be elected Leader of the Council for the ensuing year.

158 ELECTION OF DEPUTY LEADER OF THE COUNCIL FOR 2007/08

Resolved

That Councillor K H Hudson be elected Deputy Leader of the Council for the ensuing year.

159 DISTRICT AND PARISH COUNCIL ELECTION RESULTS

Council received the results of the District Council and Parish Council Elections held on 3 May 2007.

160 NOTICES OF GROUP MEMBERSHIP

The Proper Officer had received details of the membership of the political groups as set out at Appendix 1 to these Minutes.

161 APPOINTMENT OF EXECUTIVE BOARD, COMMITTEES AND SUB-COMMITTEES 2007/08

Council considered the report of the Chief Executive on the discharge of business during the 2007/08 Municipal Year.

Resolved

- (1) That the Executive Board, Committees and Sub-Committees be constituted and appointed (including the Chairmen/Vice-Chairmen) on the basis set out in Appendix 2 to these Minutes.
- (2) That Member Champions be appointed on the basis set out in Appendix 3 to these Minutes. (HICS)

162 SCHEME OF DELEGATION

Resolved

That the Scheme of Delegation, as set out in Part 3 of the Council's Constitution, be agreed.

163 MEETINGS TIMETABLE 2007/08

Resolved

That the Meetings Timetable, as set out at Appendix 4 to these Minutes, be agreed. (HICS)

164 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2007/08

Council considered the report of the Head of Information and Customer Services on appointments to Outside Bodies for the 2007/08 Municipal Year and attendance at various fora.

Resolved

- (1) That the Appointments to Outside Bodies for 2007/08 be as set out at Appendix 5 to these Minutes.
- (2) That the Leader of the Council (or their nominee) be the Council's representative at meetings of the County Council's South Essex Forum, the Rochford Local Strategic Partnership and the Thames Gateway South Essex Board.
- (3) That the Executive Board Member with responsibility for Planning Policy and Transportation, Cllr K H Hudson, together with Cllrs J P Cottis, K J Gordon and Mrs S A Harper be appointed to the Rochford and Southend Action Area Plan Committee.

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- (4) That the position of 'Executive Board Member for Resources and Service Development' replace 'Chairman of Community Services' on the Rochford Housing Transfer Member's Panel.
- (5) That remaining vacancies be carried forward so that Members can submit nominations as considered appropriate. (HICS)

The meeting closed at 8.17pm.

Chairman

Date

If you would like these minutes in large print, braille or another language please contact 01702 546366.

NOTICES OF GROUP MEMBERSHIP

1 MEMBERSHIP OF GROUPS

- 1.1 The Proper Officer has been advised of the division of Members of the Council into political groups and the appointment of the Leaders and Deputy Leaders (where appointed) as follows:-

Conservative Group

Cllr Mrs P Aves
Cllr Mrs R Brown
Cllr Mrs L A Butcher
Cllr P A Capon
Cllr Mrs T J Capon
Cllr J P Cottis
Cllr Mrs L M Cox
Cllr T G Cutmore
Cllr K A Gibbs
Cllr Mrs H L A Glynn
Cllr T E Goodwin
Cllr K J Gordon
Cllr J E Grey
Cllr Mrs S A Harper
Cllr K H Hudson
Cllr A J Humphries
Cllr Mrs L Hungate
Cllr T Livings
Cllr D Merrick
Cllr Mrs J A Mockford
Cllr J M Pullen
Cllr P R Robinson
Cllr C G Seagers
Cllr S P Smith
Cllr D G Stansby
Cllr M G B Starke
Cllr J Thomass
Cllr Mrs M J Webster
Cllr P F A Webster
Cllr Mrs C A Weston
Cllr Mrs B J Wilkins

Leader: Cllr T G Cutmore

Deputy Leader: Cllr K H Hudson

Liberal Democrat Group

Cllr C I Black
Cllr Mrs J Dillnutt
Cllr C J Lumley
Cllr Mrs J R Lumley
Cllr R A Oatham

Leader: Cllr C I Black

Deputy Leader: Cllr R A Oatham

MEMBERS OF EXECUTIVE BOARD, COMMITTEES AND SUB-COMMITTEES

EXECUTIVE BOARD	NOMINATION	AREA OF RESPONSIBILITY
Executive Board (9)	Chairman: Cllr T G Cutmore Vice-Chairman: Cllr K H Hudson Cllr K J Gordon Cllr J M Pullen Cllr C G Seagers Cllr D G Stansby Cllr M G B Starke Cllr Mrs M J Webster Cllr P F A Webster	- strategy and partnerships - planning policy and transportation - community - West Area Committee - East Area Committee - Central Area Committee - environment - leisure, tourism and heritage - resources and service development

COMMITTEES

COMMITTEE	NOMINATION
Appeals (6)	Chairman: Cllr J E Grey Vice-Chairman: Cllr Mrs C A Weston Cllr Mrs H L A Glynn Cllr T Livings Cllr R A Oatham Cllr Mrs B J Wilkins
Audit (11)	Chairman: Cllr Mrs L A Butcher Vice-Chairman: Cllr J Thomass Cllr J P Cottis Cllr Mrs J Dillnutt Cllr K A Gibbs Cllr Mrs S A Harper Cllr T Livings Cllr Mrs J A Mockford Cllr S P Smith Cllr D G Stansby One vacancy

COMMITTEE	NOMINATION
Development Control (All Members)	Chairman: Cllr S P Smith Vice-Chairman: Cllr Mrs H L A Glynn
Licensing (15)	Chairman: Cllr Mrs B J Wilkins Vice-Chairman: Cllr Mrs J A Mockford Cllr R S Allen Cllr Mrs P Aves Cllr J P Cottis Cllr Mrs L M Cox Cllr T G Cutmore Cllr Mrs J Dillnutt Cllr K A Gibbs Cllr T E Goodwin Cllr K H Hudson Cllr A J Humphries Cllr T Livings Cllr R A Oatham Cllr Mrs C A Weston
Review (8)	Chairman: Cllr Mrs J R Lumley Cllr Mrs L M Cox Cllr Mrs H L A Glynn Cllr Mrs S A Harper Cllr T Livings Cllr J R F Mason Cllr P R Robinson Cllr Mrs C A Weston
Standards (5)	Chairman: Cllr D Merrick Vice-Chairman: Cllr Mrs S A Harper Cllr C I Black Cllr P A Capon Cllr J Thomass

Central Area Committee (14)	Chairman: Cllr D G Stansby Cllr Mrs R Brown Cllr Mrs L A Butcher Cllr P A Capon Cllr Mrs L M Cox Cllr Mrs H L A Glynn Cllr K H Hudson Cllr Mrs L Hungate Cllr J R F Mason Cllr P R Robinson Cllr M G B Starke Cllr J Thomass Cllr Mrs C A Weston One vacancy
East Area Committee (9)	Chairman: Cllr C G Seagers Cllr R S Allen Cllr Mrs T J Capon Cllr J P Cottis Cllr T G Cutmore Cllr T E Goodwin Cllr K J Gordon Cllr Mrs S A Harper Cllr Mrs B J Wilkins
West Area Committee (16)	Chairman: Cllr J M Pullen Cllr Mrs P Aves Cllr C I Black Cllr Mrs J Dillnutt Cllr K A Gibbs Cllr J E Grey Cllr A J Humphries Cllr T Livings Cllr C J Lumley Cllr Mrs J R Lumley Cllr D Merrick Cllr Mrs J A Mockford Cllr R A Oatham Cllr S P Smith Cllr Mrs M J Webster Cllr P F A Webster

SUB-COMMITTEES

SUB-COMMITTEE	NOMINATION
Contracts Sub-Committee (6)	Cllr T G Cutmore Cllr K H Hudson Cllr C J Lumley Cllr Mrs J A Mockford Cllr M G B Starke Cllr P F A Webster
Grants to Outside Organisations Sub-Committee (5)	Chairman: Cllr T G Cutmore Cllr Mrs H L A Glynn Cllr K J Gordon Cllr R A Oatham Cllr Mrs M J Webster
Local Development Framework Sub-Committee (6)	Cllr C I Black Cllr K J Gordon Cllr K H Hudson Cllr J M Pullen Cllr C G Seagers Cllr D G Stansby

MEMBER CHAMPION APPOINTMENTS

MEMBER CHAMPION	NOMINATION
Benefits	Cllr T G Cutmore
Historic Environment	Cllr Mrs M J Webster
Housing Issues	Cllr Mrs C A Weston
Local Business Community	Cllr Mrs S A Harper
Recycling	Cllr M G B Starke
The Elderly	Cllr Mrs J A Mockford
Web Development and E Government Applications	Cllr P R Robinson
Young Persons	Cllr Mrs L A Butcher

CYCLE OF MEETINGS 2007/08

2007									2008				
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Mon						1							
Tue	1					2			1 New Years Day			1 Standards	
Wed	2			1		3 Training			2			2 West Area Committee	
Thurs	3 District Elections			2		4 Standards	1		3			3 Executive Board	1 District Elections
Fri	4	1		3		5	2		4	1		4	2
Sat	5	2		4	1	6	3	1	5	2	1	5	3
Sun	6	3	1	5	2	7	4	2	6	3	2	6	4
Mon	7 Bank Holiday	4	2	6	3	8	5	3	7	4	3	7	5 Bank Holiday
Tue	8	5 Review	3	7	4 West Area Committee	9 Review	6 Review	4 Central Area Committee	8 West Area Committee	5	4	8 East Area Committee	6
Wed	9	6 Audit	4 Training	8	5	10 Training	7 Training	5	9 Audit	6 Training	5 Training	9	7
Thurs	10	7 Executive Board	5 Standards	9	6 Executive Board	11	8 Executive Board	6	10 Executive Board	7	6 Central Area Committee	10 CE Appraisal	8
Fri	11	8	6	10	7	12	9	7	11	8	7	11	9
Sat	12	9	7	11	8	13	10	8	12	9	8	12	10
Sun	13	10	8	12	9	14	11	9	13	10	9	13	11
Mon	14	11	9	13	10	15	12	10	14	11	10	14	12
Tue	15 Annual Council	12 Central Area Committee	10 East Area Committee	14	11 Review Committee	16 West Area Committee	13	11 Review	15 Review	12 Review	11 Review	15 Review	13 Annual Council
Wed	16	13 Training	11 Training	15	12 East Area Committee	17 Training	14 Training	12 East Area Committee	16 East Area Committee	13 Training	12 Training	16	14
Thurs	17 Development Control	14	12 Audit	16	13 Development Control	18 Executive Board	15 Audit	13 Executive Board	17	14 West Area Committee	13 Executive Board	17	15
Fri	18	15	13	17	14	19	16	14	18	15	14	18	16
Sat	19	16	14	18	15	20	17	15	19 Budget Away Day	16	15	19	17
Sun	20	17	15	19	16	21	18	16	20	17	16	20	18
Mon	21	18	16	20	17	22	19	17	21	18	17	21	19
Tue	22 Training	19	17 Review	21	18	23	20	18 Development Control	22 Central Area Committee	19 Reserved for Council Tax	18 Audit	22 Development Control	20
Wed	23 Training	20 Training	18 West Area Committee	22	19 Audit	24 Central Area Committee	21 Training	19	23	20	19 Training	23 Executive Board	21
Thurs	24 Development Control	21 Development Control	19 Executive Board	23 Development Control	20 Central Area Committee	25 Development Control	22 Development Control	20 Council	24 Development Control	21 Executive Board	20	24 Council	22
Fri	25	22	20	24	21	26	23	21	25	22	21 Good Friday	25	23
Sat	26	23	21	25	22	27	24 Budget Away Day	22	26	23	22	26	24
Sun	27	24	22	26	23	28	25	23	27	24	23	27	25
Mon	28 Bank Holiday	25	23	27 Bank Holiday	24	29	26	24	28	25	24 Easter Monday	28	26 Bank Holiday
Tue	29	26 * Reserved for Performance Plans & Closure of Accounts	24 Central Area Committee	28	25	30 Council	27	25 Christmas Day	29 * Reserved for Budget	26 Development Control	25	29	27
Wed	30 Training	27	25	29	26 CE Appraisal	31 East Area Committee	28 West Area Committee	26 Boxing Day	30	27 East Area Committee	26	30	28
Thurs	31 Training	28 Executive Board	26 Development Control	30	27 Executive Board		29 Executive Board	27	31 Executive Board	28 Council	27 Development Control		29
Fri		29	27	31	28		30	28		29	28		30
Sat		30	28		29			29			29		31
Sun			29		30			30			30		
Mon			30					31			31		
Tue			31 Council										

APPOINTMENTS TO OUTSIDE BODIES 2007-2008

Outside Body	Appointees	Substitutes
Bradwell Local Community Liaison Council	Cllr M G B Starke	Cllr P R Robinson
Business Advice Centre	Cllr Mrs S A Harper	Cllr Mrs C A Weston
Campaign to Protect Rural Essex	Cllr J M Pullen	One vacancy
Castle Point & Rochford Domestic Violence Panel	Cllr Mrs S A Harper	One vacancy
Castle Point and Rochford Drug and Alcohol Reference Group (DARG)	Cllr Mrs P Aves	Cllr Mrs S A Harper
Castle Point and Rochford Police Community Consultative Group	Cllr Mrs P Aves	Cllr Mrs H L A Glynn
Cory Environmental Trust in Rochford	Cllr Mrs H L A Glynn	Cllr Mrs J A Mockford
Crouch Harbour Authority	Cllr C G Seagers	Cllr P R Robinson
Crouch Valley Scout District Executive Committee	One vacancy	One vacancy
East of England Children's Services Member Network	Cllr Mrs L A Butcher	Cllr S P Smith
East of England Regional Assembly	Cllr T G Cutmore	Cllr K H Hudson
Essex Heritage Trust	Cllr Mrs M J Webster	Cllr J Thomass
Essex Rail Seminar	Cllr T Livings	One vacancy

Outside Body	Appointees	Substitutes
Hockley Community Centre Association	Cllr J Thomass Cllr Mrs C A Weston	Cllr K H Hudson Cllr Mrs L Hungate
Local Government Association Rural Commission	Cllr A J Humphries	Cllr Mrs S A Harper
Local Government Association Urban Commission	One vacancy	One vacancy
London Southend Airport Consultative Committee	Cllr J M Pullen Cllr D G Stansby Cllr M G B Starke	Cllr Mrs L M Cox Cllr T E Goodwin Cllr S P Smith
Museums in Essex Committee	Cllr Mrs M J Webster	One vacancy
National Parking Adjudication Service (NPAS)	Cllr R A Oatham	One vacancy
Rayleigh Mount Local Committee	Cllr J M Pullen	One vacancy
Relate South Essex	One vacancy	One vacancy
Rochford Hundred Association of Local Councils	Cllr Mrs H L A Glynn	One vacancy
Rochford and Rayleigh Citizens Advice Bureau Management Committee	Cllr Mrs S A Harper	One vacancy
Rochford Sports Council	Cllr J P Cottis	One vacancy
South Essex Environmental Protection Advisory Group (SEEPAG)	Cllr Mrs J A Mockford Cllr D G Stansby Cllr Mrs M J Webster	Three vacancies
Southend University Hospital – NHS Foundation Trust	Cllr K A Gibbs	One vacancy

Outside Body	Appointees	Substitutes
57 South Street Management Committee	Cllr Mrs L A Butcher Cllr J P Cottis	Two vacancies
Stambridge Sewage Treatment Works Liaison Committee	Cllr Mrs T J Capon Cllr T G Cutmore Cllr Mrs M J Webster	Three vacancies
Warehouse Centre, Active Christian Trust	Cllr J P Cottis	One vacancy
Wyvern Community Transport Trust	Cllr T Livings	One vacancy

Other Appointments	Appointees
Essex Local Government Association	Leader of the Council
Local Children and Young People Strategic Partnership	Executive Board Member for the Community
Local Government Association (LGA) General Assembly	Leader of the Council
Rochford Crime & Disorder Reduction Partnership	Executive Board Member for the Community
Supporting People Commissioning Body	Executive Board Member for the Community
Waste Management Advisory Board	Executive Board Member for the Environment
Thames Gateway South Essex Housing Strategy Group	Executive Board Member for the Community
Thames Gateway South Essex Economy and Inward Investment Board	Executive Board Member for Planning Policy and Transportation
Thames Gateway South Essex Quality of Life Board	Executive Board Member for Leisure Tourism and Heritage

Officer Appointments	Officer Appointee	Division
NACRO N.C.E. Ltd	Ms A Nicholls	Community Services
Springboard Home Improvement Service Support Group	Mr S Neville	Community Services
Youth Arts Partnership	Ms C Coates	Community Services