

## Annual Council – 18 May 2000

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Minutes of the meeting of **Annual Council** held on **18 May 2000** when there were present:

Cllr R Adams	Cllr C C Langlands
Cllr R S Allen	Cllr V H Leach
Cllr R A Amner	Cllr Mrs S J Lemon
Cllr C I Black	Cllr T Livings
Cllr Mrs R Brown	Cllr J R F Mason
Cllr P A Capon	Cllr G A Mockford
Cllr T G Cutmore	Cllr C R Morgan
Cllr D F Flack	Cllr P J Morgan
Cllr D M Ford	Cllr R A Pearson
Cllr Mrs J E Ford	Cllr Mrs L Phillips
Cllr G Fox	Cllr R F Powell
Cllr K A Gibbs	Cllr S P Smith
Cllr Mrs J M Giles	Cllr M G B Starke
Cllr J E Grey	Cllr P D Stebbing
Cllr Mrs H L A Glynn	Cllr Mrs W M Stevenson
Cllr Mrs J Hall	Cllr R E Vingoe
Cllr D R Helson	Cllr Mrs M J Webster
Cllr Mrs J Helson	Cllr P F A Webster
Cllr A Hosking	Cllr D A Weir
Cllr Mrs L Hungate	Cllr Mrs M A Weir

### OFFICERS PRESENT

P Warren	-	Chief Executive
R Crofts	-	Corporate Director (Finance & External Services)
R J Honey	-	Corporate Director (Law, Planning & Administration)
A Smith	-	Head of Administrative & Member Services
Mrs E Mynott	-	Civic & Public Relations Officer
Miss H Collins	-	Civic & Public Relations Assistant
J Bostock	-	Principal Committee Administrator
Mrs M Martin	-	Committee Administrator

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### **157 ELECTION OF THE CHAIRMAN OF THE COUNCIL FOR 2000/2001**

#### **Resolved**

That Councillor Mrs W M Stevenson be elected Chairman of the Council for the ensuing year.

Councillor Mrs W M Stevenson made the statutory Declaration of Acceptance of Office as Chairman.

### **158 APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR 2000/2001**

#### **Resolved**

That Councillor Mrs S J Lemon be appointed Vice-Chairman of the Council for the ensuing year.

Councillor Mrs S J Lemon made the statutory Declaration of Acceptance of Office as Vice-Chairman.

### **159 APPOINTMENT OF CHAIRMAN'S CHAPLAIN**

The Chairman had invited Father Andrew G A Dorricott MBE of Our Lady of Ransom Church, London Hill, Rayleigh to serve as Chaplain during 2000/2001.

### **160 ELECTIONS**

Council received the results of the District Council and Local Council elections held on 4 May 1999.

### **161 RECORD OF ATTENDANCES**

Council received the record of attendances at Council, Committee, Sub-Committee and Working Group Meetings during the Municipal Year 1999/2000.

### **162 NOTICES OF GROUP MEMBERSHIP**

In accordance with the requirements of legislation governing pro-rata representation, the Proper Officer had received details of the membership of the political groups as attached at Appendix 1 to these Minutes.

### **163 APPOINTMENT OF STANDING COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS**

Members considered the report of the Chief Executive which invited Council to consider how it will discharge its business during the 2000/2001 Municipal Year.

The following motion was moved by Councillor G Fox and seconded by Councillor D M Ford:-

“This Council recognises that no Group has the ability to form a majority administration. In the interest of best serving the electors, this Council proposes that:-

All Chairs will be allocated pro-rata to group representation.

The Groups operate the current protocol in the interests of good administration.

In the event of any Group failing to meet its democratic responsibility to the electorate, the Chairs allocated to that Group be distributed on the same basis as outlined above, amongst those groups prepared to ensure the proper running of the Council”.

An amendment was moved by Councillor V H Leach and seconded by Councillor Mrs J Helson that the third paragraph of the motion be adjusted to read:-

“In the event of any Group failing to meet its democratic responsibility to the electorate, the decision on the administration of the Council, other than for planning, be deferred to an Extraordinary Meeting on 25 May 2000”.

During discussion, some Members felt that the political make-up of the Council was now such that all Groups should contribute fully to administrative arrangements. Over forthcoming months, the Authority would be facing major challenges and a workload which would necessitate full involvement. Other Members referred to the importance of ensuring administrative arrangements were in place at the earliest opportunity and commented that any time delay was unlikely to change Group views.

On a requisition pursuant to Standing Order 24(2), a recorded vote was taken on the amendment as follows:-

#### **For (9)**

Councillors C I Black, Mrs J M Giles,  
Mrs H L A Glynn, Mrs J Hall, D R Helson,  
Mrs J Helson, A Hosking, V H Leach and  
Mrs S J Lemon

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### **Against (12)**

Councillors R S Allen, D F Flack, D M Ford, Mrs J E Ford, G Fox, J R F Mason, C R Morgan, P D Stebbing, Mrs W M Stevenson, R E Vingoe, D A Weir and Mrs M A Weir

### **Abstentions (19)**

Councillors R Adams, R A Amner, Mrs R Brown, P A Capon, T G Cutmore, K A Gibbs, J E Grey, Mrs L Hungate, C C Langlands, T Livings, G A Mockford, P J Morgan, R A Pearson, Mrs L I V Phillips, R F Powell, S P Smith, M G B Starke, Mrs M J Webster and P F A Webster

The amendment was declared lost.

On a requisition pursuant to Standing Order 24(2), a recorded vote was taken on the original motion as follows:-

### **For (12)**

Councillors R S Allen, D F Flack, D M Ford, Mrs J E Ford, G Fox, J R F Mason, C R Morgan, P D Stebbing, Mrs W M Stevenson, R E Vingoe, D A Weir and Mrs M A Weir

### **Against (0)**

### **Abstentions (28)**

Councillors R Adams, R A Amner, C I Black, Mrs R Brown, P A Capon, T G Cutmore, K A Gibbs, Mrs J M Giles, J E Grey, Mrs H L A Glynn, Mrs J Hall, D R Helson, Mrs J Helson, A Hosking, Mrs L Hungate, C C Langlands, V H Leach, Mrs S J Lemon, T Livings, G A Mockford, P J Morgan, R A Pearson, Mrs L I V Phillips, R F Powell, S P Smith, M G B Starke, Mrs M J Webster and P F A Webster

The motion was declared carried.

The meeting was then adjourned to enable Group Leaders to consider the pro-rata disposition for chairs and committee/sub-committee membership and other elements which would need to be determined in line with the retention of the committee system.

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On reconvening, it was:-

### Resolved

- (1) That the number of seats and pro-rata representation on Committees, Sub-Committees and Working Groups be on the basis set out at Appendix 2 to these Minutes.
- (2) That the Committees, Sub-Committees and Working Groups be constituted and appointed on the basis set out at Appendix 3 to these Minutes (the terms of reference to be as set out in the report of the Chief Executive apart from those required under (4) below).
- (3) That Group Leaders submit the detail of appointees to all remaining vacancies to the Proper Officer as soon as practicable.
- (4) That, pending review of the arrangements for the discharge of urgent business by the Council's Structural and Procedural Review Working Group, items of urgent business be referred to the Group Leaders Panel (with a requirement that all Panel Members must give their signed consent to any decision and in the event of unanimous consent not being given the matter under debate be referred to the appropriate service committee for determination).
- (5) That the Chairman and Vice-Chairman of Committees be as set out within Appendix 3 to these Minutes.
- (6) That the respective Leaders of the Labour Group and the Independent Members Group determine the disposition of Chairman of Sub-Committees and Working Groups and that these be appointed at the first meetings.
- (7) That advisers be appointed as follows:-

Community Services Committee

1 representing Rayleigh  
Association of Voluntary  
Services

Leisure Sub-Committee

1 representing each of the  
following:-

Rochford Sports Council  
Rochford Arts Council  
National Playing Fields  
Association  
Rochford Hundred Association

	of Local Councils
Housing Management Sub-Committee	1 representing each of the following:-  Rochford and Stambridge Tenants Association Rayleigh and Rawreth Tenants Association
Planning Policy Sub-Committee	1 representing Rochford Hundred Association of Local Councils
Environmental Health Sub-Committee	1 representing Rochford Hundred Association of Local Councils

- (8) That the calendar of meetings for 2000/2001, as set out in the report of the Chief Executive, be re-affirmed.
- (9) That in line with last year's arrangements, the Chairman of the Finance and General Purposes Committee be appointed Principal Spokesperson for the Council.
- (10) That the Chairman and Vice-Chairman of the Planning Services Committee have special responsibility for the disabled with regard to planning applications.
- (11) That in future, copies of all agenda, reports and minutes for Council Working Groups be circulated to all other Members of the Council as and when they are issued to Members of a Working Group.
- (12) That appointments to Outside Bodies be determined at a future meeting.

### 164 DECRIMINALISATION OF PARKING ENFORCEMENT

#### Resolved

That Councillors T G Cutmore, G Fox and V H Leach be appointed as this Council's representatives to attend the forthcoming meeting on the proposed decriminalisation of parking enforcement in Essex. (HRHM)

The meeting closed at 10.21 pm

Chairman \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX 1**

### **MEMBERSHIP OF GROUPS**

The division of Members of the Council into political Groups and the appointment of the Leaders and Deputy Leaders as advised by Notice to the Proper Officer pursuant to Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 is as follows:-

#### **Conservative Group (19)**

R Adams  
R A Amner  
Mrs R Brown  
P A Capon  
T G Cutmore  
K A Gibbs  
J E Grey  
Mrs L Hungate  
C C Langlands  
T Livings  
G A Mockford  
P J Morgan  
R A Pearson  
Mrs L I V Phillips  
R F Powell  
S P Smith  
M G B Starke  
Mrs M J Webster  
P F A Webster

Leader: Cllr P F A Webster  
Deputy Leader: Cllr T G Cutmore

#### **Independent Members Group (3)**

R S Allen  
R E Vingoe  
J R F Mason

Leader: Cllr R E Vingoe  
Deputy Leader: Cllr R S Allen

### **Labour Group (9)**

D F L Flack  
D M Ford  
Mrs J E Ford  
G Fox  
C R Morgan  
P D Stebbing  
Mrs W M Stevenson  
D A Weir  
Mrs M A Weir

Leader: Cllr G Fox  
Deputy Leader: Cllr D M Ford

### **Liberal Democrat Group (9)**

C I Black  
Mrs H L A Glynn  
D R Helson  
Mrs J Helson  
V H Leach  
Mrs S J Lemon  
Mrs J M Giles  
Mrs J Hall  
A Hosking

Leader: Cllr V H Leach  
Deputy Leader: (To be determined)



## APPENDIX 2

<b>COMMITTEES</b>	<b>PLACES</b>	<b>CON</b>	<b>LABOUR</b>	<b>LIB. DEM.</b>	<b>IND.M. GRP</b>
Appeals Panel	9	4	2	2	1
Audit Services	11	5	2	2	2
Community Services	20	10	5	4	1
Finance & General Purposes	20	9	5	5	1
Planning Services	40	19	9	9	3
Transportation & Environmental Services	20	10	4	5	1
<b>SUB-COMMITTEES</b>					
Partnership	6	3	1	1	1
Corporate Resources	12	6	3	3	0
Contracts Panel	7	3	2	2	0
Structural & Procedural Review Working Group	8	4	2	2	0
Community Safety	13	6	3	3	1
Housing Management	12	6	3	2	1
Leisure	12	6	2	3	1
Street Trading Panel	5	2	1	1	1
Environmental Health	12	6	2	3	1
Planning Policy	12	5	3	3	1
Transportation	12	6	3	2	1
<b>WORKING GROUPS</b>					
Cherry Orchard Country Park	8	4	2	2	0
Electoral Review	8	2	1	1	1
Park School	8	4	2	2	0
Tenant Involvement Steering	8	4	2	1	1
Foulness	8	4	2	1	1
Stambridge Sewage Treatment Works	12	6	2	3	1
Rayleigh Town Centre	8	4	1	2	1
Rochford Town Centre	8	3	2	2	1
Hockley Town Centre	8	4	1	2	1

### **Sub-Committees not subject to political proportionality**

	<b><u>Places</u></b>	<b><u>Membership</u></b>
Appointments Panel	9	Leaders of Groups Chairman of Corporate Resources Sub-Committee and Chairmen of Finance & General Purposes Committee, Community Services Committee, Transportation and Environmental Services Committee and Planning Services Committee. (Note: The Chairman of the Committee within whose remit the appointment to be made falls will attend the appointment meeting).
Leaders' Panel	4	Leaders of the Conservative, Independent, Labour and Liberal Democrat Groups
Member Budget Monitoring Group	5	Leaders of each Group and Chairman of the Corporate Resources Sub-Committee.

**COMMITTEES**

**(a) Appeals Panel (9)**

Chairman	Cllr P D Stebbing	Cllr Mrs S J Lemon
Vice-Chairman	Cllr Mrs M A Weir	Cllr J R F Mason
	Cllr T G Cutmore	Cllr R A Pearson
	Cllr K A Gibbs	Cllr P F A Webster
	Cllr Mrs J M Giles	

**(b) Audit Services (11)**

Chairman	Cllr P D Stebbing	Cllr Mrs J Hall
Vice-Chairman	Cllr G Fox	Cllr G A Mockford
	Cllr Mrs R Brown	Cllr P J Morgan
	Cllr J E Grey	Cllr R E Vingoe
	Cllr D R Helson	Cllr P F A Webster
	Cllr J R F Mason	

Substitutes to be confirmed

**(c) Community Services (20)**

Chairman	Cllr Mrs M A Weir	Cllr Mrs J M Giles
Vice-Chairman	Cllr Mrs J E Ford	Cllr Mrs J Hall
	Cllr R S Allen	Cllr Mrs J Helson
	Cllr D M Ford	Cllr V Leach
	Cllr D F L Flack	Cllr Mrs W M Stevenson

Conservative appointees (10) to be confirmed

Substitutes to be confirmed

**(d) Finance & General Purposes (20)**

Chairman	Cllr G Fox	Cllr V H Leach
Vice-Chairman	Cllr C R Morgan	Cllr Mrs S J Lemon
	Cllr D F Flack	Cllr R E Vingoe
	Cllr Mrs H L A Glynn	Cllr Mrs M A Weir
	Cllr D Helson	Cllr D A Weir
	Cllr Mrs J Helson	

Conservative appointees (9) to be confirmed

Substitutes to be confirmed.

(e) **Planning Services (All Members)**

Chairman	Cllr R E Vingoe
Vice-Chairman	Cllr R S Allen

(f) **Transportation & Environmental Services (20)**

Chairman	Cllr D M Ford	Cllr A Hosking
Vice-Chairman	Cllr Mrs J E Ford	Cllr C C Langlands
	Cllr R A Adams	Cllr V H Leach
	Cllr R S Allen	Cllr R A Pearson
	Cllr R A Amner	Cllr Mrs L I V Phillips
	Cllr K A Gibbs	Cllr S P Smith
	Cllr Mrs J M Giles	Cllr M G B Starke
	Cllr Mrs H L A Glynn	Cllr P D Stebbing
	Cllr J E Grey	Cllr Mrs M J Webster
	Cllr D R Helson	Cllr D A Weir

Substitutes to be confirmed

**SUB-COMMITTEES**

(a) **Contracts Panel (7)**

Cllr G Fox  
Cllr Mrs J Helson  
Cllr A Hosking  
Cllr G A Mockford  
Cllr M G B Starke  
Cllr P F A Webster  
Cllr D A Weir

Substitutes to be confirmed

(b) **Corporate Resources Sub-Committee (12)**

Cllr R A Adams	Cllr T Livings
Cllr R A Amner	Cllr P Morgan
Cllr T G Cutmore	Cllr C R Morgan
Cllr Mrs J M Giles	Cllr P F A Webster
Cllr Mrs J Helson	Cllr D A Weir
Cllr Mrs S J Lemon	Cllr Mrs M A Weir

Substitutes to be confirmed

(c) **Partnership Sub-Committee (6)**

Cllr T G Cutmore  
Cllr G Fox  
Cllr Mrs J Hall

Cllr J R F Mason  
Cllr G A Mockford  
Cllr Mrs M J Webster

Substitutes to be confirmed

(d) **Structural & Procedural Review Working Group (8)**

Cllr R Adams	Cllr G A Mockford
Cllr T G Cutmore	Cllr C R Morgan
Cllr Mrs J Helson	Cllr P F A Webster
Cllr V H Leach	Cllr Mrs M A Weir

Substitutes to be confirmed

(e) **Community Safety Sub-Committee (13)**

Cllr R A Amner	Cllr J Hall
Cllr Mrs R Brown	Cllr V H Leach
Cllr D M Ford	Cllr R A Pearson
Cllr Mrs J E Ford	Cllr Mrs W M Stevenson
Cllr K A Gibbs	Cllr R E Vingoe
Cllr J E Grey	Cllr Mrs M J Webster
Cllr D Helson	

Substitutes to be confirmed

(f) **Housing Management Sub-Committee (12)**

Cllr R S Allen	Cllr T Livings
Cllr P A Capon	Cllr C R Morgan
Cllr T G Cutmore	Cllr R A Pearson
Cllr Mrs J Hall	Cllr Mrs L I V Phillips
Cllr C C Langlands	Cllr Mrs W M Stevenson
Cllr Mrs S J Lemon	Cllr Mrs M A Weir

Substitutes to be confirmed

(g) **Leisure Sub-Committee (12)**

Cllr T G Cutmore	Cllr C C Langlands
Cllr D M Ford	Cllr T Livings
Cllr K A Gibbs	Cllr Mrs S J Lemon
Cllr J E Grey	Cllr J R F Mason
Cllr Mrs J Hall	Cllr Mrs M J Webster
Cllr A Hosking	Cllr Mrs M A Weir

Substitutes to be confirmed

(h) **Street Trading Panel (5)**

Cllr R S Allen  
Cllr Mrs R Brown  
Cllr K A Gibbs  
Cllr P D Stebbing

One Liberal Democrat appointee to be confirmed

Substitutes to be confirmed

(i) **Environmental Health Sub-Committee (12)**

Cllr P A Capon	Cllr V H Leach
Cllr D M Ford	Cllr Mrs S J Lemon
Cllr K Gibbs	Cllr J R F Mason
Cllr J E Grey	Cllr C R Morgan
Cllr A Hosking	Cllr Mrs M J Webster
Cllr C C Langlands	

One Conservative appointee to be confirmed

Substitutes to be confirmed

(j) **Planning Policy Sub-Committee (12)**

Cllr T G Cutmore	Cllr C R Morgan
Cllr K A Gibbs	Cllr Mrs M J Webster
Cllr Mrs J M Giles	Cllr R E Vingoe
Cllr A Hosking	Cllr D A Weir
Cllr C C Langlands	Cllr Mrs M A Weir
Cllr Mrs S J Lemon	

One Conservative appointee to be confirmed

Substitutes to be confirmed

(k) **Transportation Sub-Committee (12)**

Cllr R S Allen	Cllr C C Langlands
Cllr D M Ford	Cllr C R Morgan
Cllr G Fox	Cllr R A Pearson
Cllr Mrs J M Giles	Cllr M G B Starke
Cllr Mrs H L A Glynn	Cllr Mrs M J Webster
Cllr J E Grey	

One Conservative appointee to be confirmed

Substitutes to be confirmed

## **WORKING GROUPS**

Appointees to be confirmed for the following:-

Cherry Orchard Country Park Working Group (8)

Electoral Review Working Group (8)

Park School Working Group (8)

Tenant Involvement Steering Group (8)

Foulness Working Group (8)

Stambridge Sewage Treatment Works Working Group (12)

Rayleigh Town Centre Working Group (8)

Rochford Town Centre Working Group (8)

Hockley Town Centre Working Group (8)

## **SUB-COMMITTEES NOT SUBJECT TO POLITICAL PROPORTIONALITY**

The following have set appointees as detailed under Appendix 2:-

Appointments Panel (9)

Leaders' Panel (4)

Member Budget Monitoring Group (5)