

Annual Council – 13 May 2008

Minutes of the meeting of **Annual Council** held on **13 May 2008** when there were present:-

Cllr Mrs P Aves	Cllr C J Lumley
Cllr C I Black	Cllr Mrs J R Lumley
Cllr Mrs L A Butcher	Cllr M Maddocks
Cllr P A Capon	Cllr J R F Mason
Cllr Mrs T J Capon	Cllr D Merrick
Cllr M R Carter	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 Mrs H L A Glynn	Cllr S P Smith
Cllr K A Gibbs	Cllr D G Stansby
Cllr T E Goodwin	Cllr M G B Starke
Cllr K J Gordon	Cllr M J Steptoe
Cllr J E Grey	Cllr J Thomass
Cllr K H Hudson	Cllr P F A Webster
Cllr A J Humphries	Cllr Mrs M J Webster
Cllr T Livings	Cllr Mrs C A Weston
Cllr Mrs G A Lucas-Gill	Cllr Mrs B J Wilkins

APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs R Brown.

OFFICERS PRESENT

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

Prior to the election of a Chairman for 2008/09, Members extended their thanks to the outgoing Chairman, Councillor K A Gibbs, for all his work and contributions to the community. Councillor K A Gibbs wished to extend thanks for the support provided by his Vice-Chairman, Councillor J E Grey. Particular thanks were also extended to Councillors J P Cottis, A J Humphries, Mrs J A Mockford and Mrs C A Weston and to Julia Mitchell (the Civic Officer) and Ian Copland (the Civic Driver).

165 ELECTION OF THE CHAIRMAN OF THE COUNCIL FOR 2008/09

Resolved

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

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

166 ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL FOR 2008/09

Resolved

That Councillor A J Humphries be elected Vice-Chairman of the Council for the ensuing year.

Councillor A J Humphries made the Statutory Declaration of Acceptance of Office as Vice-Chairman.

167 APPOINTMENT OF CHAIRMAN'S CHAPLAIN FOR 2008/09

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

168 MINUTES

The Minutes of the meeting held on 24 April 2008 were approved as a correct record and signed by the Chairman.

169 CONSTITUTION

Resolved

That the Council Constitution, as revised to include the Stronger Leadership Model of Governance, be approved. (CD(IS))

170 ANNOUNCEMENT BY THE CHAIRMAN

The Chairman had chosen the St. John Ambulance Brigade as his charity for the ensuing year.

171 ELECTION OF THE LEADER OF THE COUNCIL

Resolved

That Councillor T G Cutmore be elected Leader of the Council for a four-year period with effect from the 2008/09 Municipal Year.

172 DISTRICT AND TOWN/PARISH COUNCIL ELECTION RESULTS

Council received the results of the District Council and Town/Parish Council elections held on 1 May 2008.

173 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.

174 APPOINTMENT TO EXECUTIVE, COMMITTEES AND SUB-COMMITTEES 2008/09

Council considered the report of the Chief Executive on the discharge of business during the 2008/09 Municipal Year.

Resolved

- (1) That the Executive, Committees and Sub-Committees be constituted and appointed on the basis set out in Appendix 2 to these Minutes.
- (2) That Member Champion's be appointed on the basis set out in Appendix 3 to these Minutes. (HICS)

175 MEETINGS TIMETABLE 2008/09

Resolved

That, subject to noting that further meetings of the Area Committees are to be scheduled, the meetings timetable, as set out in Appendix 4 to these Minutes, be agreed. (HICS)

176 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2008/2009

Council considered the report of the Head of Information & Customer Services on appointments to Outside Bodies for the 2008/2009 Municipal Year and attendance at various fora.

Resolved

- (1) That the appointments to Outside Bodies for 2008/09 be as set out in 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 Portfolio Holder for Planning & Transportation, Councillor K H Hudson, together with Councillors J P Cottis (substitute Councillor M G B Starke), Councillor K J Gordon (substitute Councillor A J Humphries) and Councillor Mrs G A Lucas-Gill (substitute Councillor J M Pullen) be appointed to the Rochford & Southend Airport Environment Action Plan Forum. Councillor T G Cutmore to substitute for Councillor K H Hudson.
- (4) That Councillor K J Gordon, Councillor Mrs G A Lucas-Gill, Councillor Mrs C A Weston and Mrs M S Vince be appointed to the Rochford Housing Association Board. (HICS)

The meeting closed at 8.30 pm.

Chairman

Date

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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 M R Carter
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 K H Hudson
Cllr A J Humphries
Cllr T Livings
Cllr Mrs G A Lucas-Gill
Cllr M Maddocks
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 M J Steptoe
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 Mrs M J Webster

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

APPOINTMENTS TO THE EXECUTIVE, COMMITTEES AND SUB-COMMITTEES: 2008-09

THE EXECUTIVE	APPOINTMENT	PORTFOLIO
The Executive (8)	Cllr T G Cutmore	Leader (and Chairman of Executive meetings) - Overall Strategy and Policy Direction
	Cllr Mrs M J Webster	- Service Development/ Improvement and Performance Management (Deputy Leader)
	Cllr Mrs L A Butcher	- Young Persons, Adult Services, Community Care and Well-Being, Health and Community Safety
	Cllr Mrs T J Capon	- Council Tax Collection, Benefits and Strategic Housing Functions
	Cllr K J Gordon	- Leisure, Tourism, Heritage, the Arts, Culture and Business
	Cllr K H Hudson	- Planning and Transportation
	Cllr M G B Starke	- Environment, including Parks, Open Spaces and Woodlands, Recycling, Street Scene and the new Contracts
	Cllr P F A Webster	- Finance and Resources

COMMITTEE	APPOINTMENT
Appeals (6)	Chairman: Cllr Mrs H L A Glynn Vice-Chairman: Cllr Mrs L M Cox Cllr K H Hudson Cllr T Livings Cllr R A Oatham Cllr Mrs B J Wilkins
Audit (11)	Chairman: Cllr J Thomass Vice-Chairman: Cllr J P Cottis Cllr C I Black Cllr Mrs L A Butcher Cllr Mrs J Dillnutt Cllr K A Gibbs Cllr T Livings Cllr Mrs J A Mockford Cllr S P Smith Cllr D G Stansby Cllr P F A Webster
Development Control (All Members)	Chairman: Cllr S P Smith Vice-Chairman: Cllr D Merrick
Licensing (15)	Chairman: Cllr K A Gibbs Vice-Chairman: Cllr Mrs J A Mockford Cllr Mrs P Aves Cllr J P Cottis Cllr Mrs L M Cox Cllr T G Cutmore Cllr T E Goodwin Cllr K H Hudson Cllr A J Humphries Cllr T Livings Cllr J R F Mason Cllr R A Oatham Cllr Mrs B J Wilkins Two vacancies

COMMITTEE	APPOINTMENT
Review (8)	Chairman: Cllr Mrs J R Lumley Vice-Chairman: Cllr Mrs C A Weston Cllr K A Gibbs Cllr T Livings Cllr Mrs G A Lucas-Gill Cllr M Maddocks Cllr P R Robinson Cllr M J Steptoe
Standards (5)	Chairman: To be independently chaired Vice-Chairman: Cllr P A Capon Cllr C I Black Cllr D Merrick Cllr M J Steptoe Cllr J Thomass
Central Area (14)	Chairman: Cllr Mrs C A Weston Cllr Mrs R Brown Cllr Mrs L A Butcher Cllr P A Capon Cllr M R Carter Cllr Mrs L M Cox Cllr Mrs H L A Glynn Cllr K H Hudson Cllr M Maddocks Cllr J R F Mason Cllr P R Robinson Cllr D G Stansby Cllr M G B Starke Cllr J Thomass
East Area (9)	Chairman: Cllr T E Goodwin Cllr Mrs T J Capon Cllr J P Cottis Cllr T G Cutmore Cllr T E Goodwin Cllr K J Gordon Cllr Mrs G A Lucas-Gill Cllr M J Steptoe Cllr Mrs B J Wilkins

COMMITTEE	APPOINTMENT
West Area (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-COMMITTEE	NOMINATION
Local Development Framework (6)	Cllr C I Black Cllr T E Goodwin Cllr K J Gordon Cllr K H Hudson Cllr J M Pullen Cllr Mrs C A Weston

MEMBER CHAMPION APPOINTMENTS

MEMBER CHAMPION	APPOINTMENT
Risk and Business Continuity	Cllr A J Humphries
E Government and Website Development	Cllr P R Robinson

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Appendix 4

MEETINGS TIMETABLE 2008/09

Note: Further meetings of the Area Committees are to be scheduled

2008									2009				
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Mon					1			1					
Tue			1 Training		2			2					
Wed			2 East Area Committee		3 Executive	1 Training		3 East Area Committee				1	
Thurs	1 District Elections		3		4 * Reserved for Standards	2 Standards		4 Audit	1 New Years Day			2 Standards	
Fri	2		4	1	5	3		5	2			3	1
Sat	3		5	2	6	4	1	6	3			4	2
Sun	4	1	6	3	7	5	2	7	4	1	1	5	3
Mon	5 Bank Holiday	2	7	4	8	6	3	8	5	2	2	6	4 Bank Holiday
Tue	6	3 Training	8 Review	5	9 Review	7 Review	4 Review	9 Review	6	3 Review	3 Central Area Committee	7 Review	5
Wed	7	4 Executive	9	6	10	8 East Area Committee	5 Executive	10 Executive	7	4 Training	4 Audit	8 CE Appraisal	6
Thurs	8	5 Audit	10	7	11 Central Area Committee	9 Training	6 * Reserved for Standards	11 * Reserved for Standards	8	5 * Reserved for Standards	5 * Reserved for Standards	9	7
Fri	9	6	11	8	12	10	7	12	9	6	6	10 Good Friday	8
Sat	10	7	12	9	13	11	8	13	10	7	7	11	9
Sun	11	8	13	10	14	12	9	14	11	8	8	12	10
Mon	12	9	14	11	15	13	10	15	12	9	9	13 Easter Monday	11
Tue	13 Annual Council	10 Review	15 Training	12	16	14 Training	11	16 Development Control	13 Review	10 Training	10 Review	14	12
Wed	14	11	16 Executive	13	17 West Area Committee	15 Executive	12 Training	17	14 Executive	11	11 Training	15 Executive	13
Thurs	15	12 West Area Committee	17 Standards	14	18	16	13 Central Area Committee	18 Council	15 * Reserved for Standards	12	12 West Area Committee	16	14
Fri	16	13	18	15	19	17	14	19	16	13	13	17	15
Sat	17	14	19	16	20	18	15	20	17 Budget Away Day	14	14	18	16
Sun	18	15	20	17	21	19	16	21	18	15	15	19	17
Mon	19	16	21	18	22	20	17	22	19	16	16	20	18
Tue	20 Training	17 Central Area Committee	22	19	23	21	18 Training	23	20	17 Training	17 Training	21 Development Control	19 Annual Council
Wed	21 Training	18 Training	23	20	24 Executive	22	19	24	21	18 Executive	18 Executive	22	20
Thurs	22 Development Control	19 * Reserved for Standards	24 Development Control	21	25 Development Control	23 Development Control	20 Development Control	25 Christmas Day	22 Development Control	19 * Reserved for Council Tax	19 East Area Committee	23 Council	21
Fri	23	20	25	22	26	24	21	26 Boxing Day	23	20	20	24	22
Sat	24	21	26	23	27	25	22	27	24	21	21	25	23
Sun	25	22	27	24	28	26	23	28	25	22	22	26	24
Mon	26 Bank Holiday	23	28	25 Bank Holiday	29	27	24	29	26	23	23	27	25 Bank Holiday
Tue	27	24 Development Control	29 Council	26	30 CE Appraisal Audit	28 Council	25 West Area Committee	30	27 * Reserved for Budget	24 Development Control	24 Training	28	26
Wed	28 Training	25 Executive	30	27		29	26 Executive	31	28 Executive	25	25	29 Audit	27
Thurs	29 Training	26 * Reserved for Corporate Plan & Closure of Accounts	31	28 Development Control		30	27 Training		29	26 Council	26 Development Control	30	28
Fri	30	27		29		31	28		30	27	27		29
Sat	31	28		30			29 Budget Away day		31	28	28		30
Sun		29		31			30				29		31
Mon		30									30		
Tue											31		

APPOINTMENTS TO OUTSIDE BODIES 2008-2009

Outside Body	Appointees	Substitutes
Bradwell Local Community Liaison Council	Cllr M G B Starke	Cllr P R Robinson
Campaign to Protect Rural Essex	Cllr J M Pullen	One vacancy
Castle Point & Rochford Domestic Violence Panel	Cllr Mrs G A Lucas-Gill	One vacancy
Castle Point and Rochford Drug and Alcohol Reference Group (DARG)	Cllr Mrs P Aves	One vacancy
Castle Point and Rochford Police Community Consultative Group	Cllr Mrs P Aves	One vacancy
Cory Environmental Trust in Rochford	Cllr Mrs H L A Glynn	Cllr Mrs J A Mockford
Crouch Valley Scout District Executive Committee	One vacancy	One vacancy
East of England Regional Assembly	Cllr T G Cutmore	Cllr Mrs M J Webster
Essex Rail Seminar	Cllr T Livings	One vacancy
Hockley Community Centre Association	Cllr M R Carter Cllr M Maddocks	Cllr K H Hudson Cllr Mrs C A Weston
Local Government Association Rural Commission	Cllr A J Humphries	Cllr Mrs J A Mockford
Local Government Association Urban Commission	One vacancy	One vacancy

Outside Body	Appointees	Substitutes
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
Rayleigh Grange Community Association Governing Body	Cllr Mrs J A Mockford Cllr Mrs M J Webster	Cllr Mrs P Aves Cllr Mrs J Dillnutt
Rayleigh Mount Local Committee	Cllr J M Pullen	Cllr Mrs P Aves
Relate South Essex	One vacancy	One vacancy
Rochford Hundred Association of Local Councils	Cllr M J Steptoe	Cllr J P Cottis
Rochford and Rayleigh Citizens Advice Bureau Management Committee	Cllr Mrs P Aves	Cllr D Merrick
Rochford Sports Council	Cllr J P Cottis	Cllr Mrs P Aves
South Essex Environmental Protection Advisory Group (SEEPAG)	Cllr Mrs J A Mockford Cllr D G Stansby Cllr Mrs M J Webster	Cllr M G B Starke Two vacancies
Stambridge Sewage Treatment Works Liaison Committee	Cllr Mrs T J Capon Cllr T G Cutmore Cllr Mrs M J Webster	Cllr K H Hudson Two vacancies
Traffic Penalty Tribunal	Cllr R A Oatham	One vacancy
Warehouse Centre, Active Christian Trust	Cllr Mrs H L A Glynn	One vacancy
Wyvern Community Transport Trust	Cllr T Livings	Cllr P R Robinson

Other Appointments	Appointees
Essex Heritage Trust	Executive Portfolio Holder for Leisure, Tourism, Heritage, the Arts, Culture and Business
Local Children and Young People Strategic Partnership	Executive Portfolio Holder for Young Persons, Adult Services, Community Care and Well-Being, Health and Community Safety
Local Government Association (LGA) General Assembly	Leader of the Council
Museums in Essex Committee	Executive Portfolio Holder for Leisure, Tourism, Heritage, the Arts, Culture and Business
Partnership Trust for Schools in Rochford District	Executive Portfolio Holder for Young Persons, Adult Services, Community Care and Well-being, Health and Community Safety
Rochford Crime & Disorder Reduction Partnership	Executive Portfolio Holder for Young Persons, Adult Services, Community Care and Well-Being, Health and Community Safety
Southend University Hospital – NHS Foundation Trust	Executive Portfolio Holder for Young Persons, Adult Services, Community Care and Well-Being, Health and Community Safety
South East Essex Primary Care Trust	Executive Portfolio Holder for Young Persons, Adult Services, Community Care and Well-Being, Health and Community Safety
Supporting People Commissioning Body	Executive Portfolio Holder for Young Persons, Adult Services, Community Care and Well-Being, Health and Community Safety
Waste Management Advisory Board	Executive Portfolio Holder for Environment including Parks, Open Spaces and Woodlands, Recycling, Street Scene and New Contracts

Other Appointments	Appointees
Thames Gateway South Essex Housing Strategy Group	Executive Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing Functions
Thames Gateway South Essex Economy and Inward Investment Board	Executive Portfolio Holder for Planning and Transportation
Thames Gateway South Essex Quality of Life Board	Executive Portfolio Holder for Leisure, Tourism, Heritage, the Arts, Culture and Business

Officer Appointments	Officer Appointee
Adult Community Learning South Essex Governing Body	Jenny House, Economic Development Officer
NACRO N.C.E. Ltd	Jeanette Mouldsdales, Senior Homelessness & Housing Advice Officer
Springboard Home Improvement Service Support Group	Steve Neville, Strategic Housing Manager