

Minutes

Annual Meeting of the Council

28th May 2015



These minutes principally record decisions taken and, where appropriate, the reasons for the decisions. A webcast of the meeting is available at www.braintree.gov.uk.

Present:

Councillors	Present	Councillors	Present
Councillor J Abbott	Yes	Councillor D Mann	Yes
Councillor Mrs J Allen	Yes	Councillor J McKee	Yes
Councillor C Bailey	Yes	Councillor R Mitchell	Yes
Councillor M Banthorpe	Yes	Councillor Mrs J Money	Apologies
Councillor J Baugh	Yes	Councillor Lady Newton	Yes
Councillor Mrs J Beavis	Yes	Councillor J O'Reilly-Cicconi	Yes
Councillor D Bebb	Yes	Councillor Mrs I Parker	Yes
Councillor R Bolton	Yes	Councillor Mrs S Paul	Yes
Councillor K Bowers	Yes	Councillor Mrs J Pell	Yes
Councillor Mrs L Bowers-Flint	Yes	Councillor R Ramage	Yes
Councillor G Butland	Yes	Councillor F Ricci	Yes
Councillor S Canning	Yes	Councillor B Rose	Yes
Councillor J Cunningham	Yes	Councillor Ms V Santomauro	Yes
Councillor Mrs M Cunningham	Yes	Councillor Mrs W Scattergood	Yes
Councillor T Cunningham	Yes	Councillor Mrs W Schmitt	Yes
Councillor M Dunn	Yes	Councillor P Schwier	Yes
Councillor J Elliott	Yes	Councillor C Siddall	Yes
Councillor J Goodman	Yes	Councillor Mrs G Spray	Yes
Councillor A Hensman	Yes	Councillor P Tattersley	Yes
Councillor P Horner	Yes	Councillor Mrs C Thompson	Yes
Councillor D Hufton-Rees	Apologies	Councillor Miss M Thorogood	Yes
Councillor D Hume	Yes	Councillor R van Dulken	Yes
Councillor H Johnson	Yes	Councillor Mrs L Walters	Yes
Councillor Mrs A Kilmartin	Apologies	Councillor Mrs S Wilson	Yes
Councillor S Kirby	Yes		

At the commencement of the meeting, the Chairman announced that former Councillor Dr Evans was unwell and that he was currently in hospital. The Chairman and all Councillors wished Dr Evans well.

1 **LIST OF CHAIRMAN'S ENGAGEMENTS**

INFORMATION: A list of engagements carried out by the Chairman during her term of Office was circulated and noted.

2 **CHAIRMAN'S ADDRESS TO COUNCIL**

INFORMATION: Councillor Wilson stated that her year as Chairman had been one that she would not forget. Councillor Wilson thanked all Councillors both past and present for their support and friendship, particularly her fellow Ward Councillor Lady Newton. The Chairman thanked Nicola Beach, Ian Hunt and Emma Wisbey for their guidance, the Officers of the Civic Team for their support and good humour and all Officers for their help.

Councillor Wilson said that during her visits she had been pleased to meet many volunteers who gave up so much of their time for the benefit of their community and she thanked everyone who had raised money to support her chosen charities.

Councillor Wilson thanked her family for their support during her year as Chairman.

3 **PRESENTATION TO THE OUTGOING CHAIRMAN**

INFORMATION: The Chief Executive thanked Councillor Wilson, the outgoing Chairman, and presented her with a signed citation, an album recording the events from her year in Office and a badge denoting her past Chairmanship.

Councillors Butland, Mann, Pell and Abbott all thanked Councillor Wilson respectively on behalf of the Conservative, Labour, Halstead Residents' Association and Green Councillors for all her work as Chairman of the Council.

4 **ELECTION OF CHAIRMAN FOR THE YEAR 2015/16**

DECISION: That Councillor Walters be elected as Chairman of the Council for the year 2015/16.

5 **APPOINTMENT OF VICE-CHAIRMAN FOR THE YEAR 2015/16**

DECISION: That Councillor F Ricci be appointed Vice-Chairman of the Council for the year 2015/16.

6 **ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COUNCIL**

The Chairman indicated that her chosen charities for 2015/16 would be announced at the next Council full meeting to be held on 6th July 2015. There were no other announcements.

7 **PRESENTATION BY THE CHAIRMAN OF CITATIONS TO FORMER COUNCILLORS**

The Chairman was pleased to present citations to former Councillors Everard, Shute and Wright who did not return to the Council following the Election on 7th May 2015.

Former Councillors Barlow, Fincken, Green, Shepherd and Sutton also received citations, but they were not present at the meeting.

Councillors Abbott, Butland, Mann and Pell were given the opportunity to say a few words about non-returning Councillors.

8 **MINUTES**

DECISION: That the Minutes of the meeting of the Council held on 13th April 2015 be approved as a correct record and signed by the Chairman.

9 **DECLARATIONS OF INTEREST**

INFORMATION: There were no interests declared.

10 **APPOINTMENT OF THE LEADER OF THE COUNCIL**

INFORMATION: It was noted that Councillor Graham Butland is the Leader of the Council, being the Leader of the majority group.

11 **LEADER'S ANNOUNCEMENTS**

a) Members of the Cabinet, Portfolio Areas and Deputy Cabinet Members

INFORMATION: The Leader of the Council confirmed the following names and portfolio areas of the Members of the Cabinet and Deputy Cabinet Members, which were noted:-

OVERALL CORPORATE STRATEGY AND DIRECTION		
		<i>Portfolio Areas:</i>
Leader of the Council	Cllr. Graham Butland	Overall Vision and Strategic Direction Strategic Partnerships Devolution Strategic Economic Growth Promotion of the District External Relations

ENVIRONMENT AND PLACE		
		Portfolio Areas:
Cabinet Member and Deputy Leader	Cllr. Wendy Schmitt	Clean and Green Street cleansing and parks Landscapes and Countryside Regulatory functions (licensing, environmental health, building control) Community Safety Emergency Planning
<i>Deputy Cabinet Member</i>	<i>Cllr. Robert Mitchell</i>	<i>Carbon and Energy Management Waste Management/Recycling Highways and Parking</i>
PLANNING AND HOUSING		
		Portfolio Areas:
Cabinet Member	Cllr. Lady Newton	Local Plan Infrastructure, Planning and Development
<i>Deputy Cabinet Member</i>	<i>Cllr. Lynette Bowers-Flint</i>	Development Management Planning Enforcement Affordable Housing Housing/Homelessness Welfare Reform
ECONOMIC DEVELOPMENT		
		Portfolio Areas:
Cabinet Member	Cllr. Tom Cunningham	Economic Development Strategy Regeneration Business Engagement and Support Broadband Enterprise Centres Inward Investment Town Centres Apprenticeships Skills Education Improvement
HEALTH AND COMMUNITIES		
		Portfolio Areas:
Cabinet Member	Cllr. Joanne Beavis	Health Improvement and Well-being External Funding Equality and Diversity Neighbourhood Budgeting Safeguarding Older People Children and Young People Voluntary sector Heritage Rural communities Local community engagement

<i>Deputy Cabinet Member</i>	<i>Cllr. Peter Tattersley</i>	Member support and development <i>Community transport Leisure and Sport Community facilities and support</i>
FINANCE AND PERFORMANCE		
		<i>Portfolio Areas:</i>
Cabinet Member	Cllr. David Bebb	Financial and Treasury Management Investment Strategy Revenue budget Capital programme Efficiency and Improvement Programme Income Generation Commercialisation Performance management
CORPORATE SERVICES AND ASSET MANAGEMENT		
		<i>Portfolio Areas:</i>
Cabinet Member	Cllr. John McKee	Asset Management Information Technology Corporate Governance Communication Procurement Risk Management Health and Safety Customer Services HR and Organisational Development

b) Leader's Scheme of Delegation for 2015/16 and Appointments to Cabinet Sub-Committees

INFORMATION: The Leader of the Council announced his Scheme of Delegation for 2015/16 and the appointment and Terms of Reference of Cabinet Sub-Committees / Groups, as set out in a report attached to the Agenda, which were noted. The appointments to Sub-Committees / Groups and the appointment of the Chairman / Vice-Chairman of these is summarised below.

Local Plan Sub-Committee

Councillors Bebb, Bowers-Flint (Chairman), Butland, T Cunningham, Hume, Money, Lady Newton, Scattergood (Vice Chairman) and Thorogood

Developing Democracy Group

Councillors Abbott, Beavis, Butland (Chairman), Mann, Pell, Siddall and Spray

Member Development Group

Councillors Beavis (Chairman), Bowers, Canning, Goodman, Pell, Spray and Wilson

Mi Community

Councillors Allen, Elliott, Hensman, Mann, Rose, Spray (Chairman) and Thompson.

12 **APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES**

INFORMATION: Consideration was given to a report on the appointment of Committees and Sub-Committees, their size and political balance.

DECISION:

- (1) That the political balance requirements be noted.
- (2) That the size of the individual Committees and Sub-Committees to be subject to proportional balance and the allocation of seats to political groups be agreed in accordance with the report.
- (3) That the appointments to Committees and Sub-Committees, as set out in Appendix A the report and summarised below, be adopted:-

Planning Committee

Councillors Abbott, Bolton, Bowers-Flint, Horner, Johnson, Kirby, Mann, Lady Newton, O'Reilly-Cicconi (Vice-Chairman) Parker, Ramage, Scattergood (Chairman) and Spray.

Licensing Committee

Councillors Allen, Banthorpe (Chairman), Baugh (Vice-Chairman), Canning, Elliott, Goodman, Hensman, Johnson, Money, Pell, van Dulken, Walters and Wilson.

Overview and Scrutiny Committee

Councillors Bailey, Bowers, Goodman, Horner, Hufton-Rees, Mann (Vice-Chairman), Paul, Ramage, Ricci, Rose, Schwier and Siddall (Chairman).

Governance Committee

Councillors Dunn, Elliott (Chairman), Goodman, Hufton-Rees, Santomauro (Vice-Chairman), Thorogood and van Dulken.

Standards Sub-Committee

Councillors O'Reilly-Cicconi (Chairman), Pell and Wilson.
Substitutes: Councillors Bolton, Mann and Santomauro.

Appeals Committee

Councillors Kilmartin, Mann and Tattersley (Chairman).
Substitutes: Councillors Abbott, Ricci and Vacancy

- (4) That the allocation of the Chairmanship of the Overview and Scrutiny Committee as being from the majority group be approved and the convention that this appointment is an opposition Member, as stated in the Overview and Scrutiny Procedure Rules, be suspended for the current municipal year.
- (5) That the appointment of the Chairman and Vice-Chairman of Committees and Sub-Committees, as set out in Appendix B to the report and summarised above, be adopted.

13 **INDEPENDENT REMUNERATION PANEL - MEMBERSHIP**

DECISION: That the current membership of the Independent Remuneration Panel comprising F Coulson, D Dyson, D Johnson and B Wilkins, and that the Panel may comprise up to five independent Members, be noted.

14 **INDEPENDENT PERSONS**

DECISION: That, further to the Localism Act 2011, it be noted that A French and K Stubbings are the Council's Independent Persons.

15 **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES FOR THE CIVIC YEAR 2015/16**

INFORMATION: Consideration was given to a report on the proposed appointment of Council representatives to outside bodies for the Civic Year 2015/16, as set out in Appendix A to the report and summarised below. It was proposed that no appointments should be made to the outside bodies set out in Appendix B to the report at the present time.

DECISION:

- (1) That the following appointments of Council representatives to outside bodies be agreed:-

Braintree and Bocking Community Association
Councillors Baugh and Ramage

Braintree College – Colchester Institute Governing Body
Councillor Baugh

Braintree District Access Group
Councillors Lady Newton and Bowers-Flint (as Deputy)

Braintree United Charities
Councillors Baugh, Paul, Santomauro and Walters and Mr McNee

Campaign to Protect Rural Essex
Councillor Schwier

Dedham Vale and Stour Valley Advisory Committee
Councillors Bolton and Scattergood

Earls Colne Airfield Liaison Committee
Councillor Spray

Earls Colne and Halstead Educational Charity
Councillor Siddall

Friends of Bocking Windmill
Mr A Everard as Community Representative

Friends of Halstead Public Gardens
Councillor Pell and Mrs J Sutton as Community Representative

Greenfields Community Housing Board (GCHB)
Councillors Banthorpe, Mann and Rose*
*This appointment is subject to interview with the Chairman of GCHB

Maltings Lane Forum
Councillors Money and Thompson

Notley Green Community Association
Councillor Ricci

Rivenhall Playing Field Association
Councillors Abbott and Bowers

Witham United Charities
Councillors Goodman, Horner, Money and Wilson and Mrs M Galione as
Community Representative

- (2) That, at the present time, no appointments be made to the following outside bodies:-

Braintree District Arts Council
Braintree District LSP Executive
Coggeshall Old People's Welfare Association
Eastern Arts Board Local Government Forum (Eastern Region)
Halstead Area Crime Prevention Panel
Home-Start Braintree and Witham
South Anglia Group - Essex Action Group
Witham Age Concern
Witham Community Association (Executive Committee)
Witham Park - Management Advisory Group

INDEPENDENT REMUNERATION PANEL REPORT – MEMBERS’ ALLOWANCE SCHEME

Members of the Council were advised that the Independent Remuneration Panel had undertaken a review of the Council’s Members’ Allowance Scheme. The Panel’s report and detailed recommendations were attached to the Agenda.

The Panel’s key recommendations were that the Basic Allowance should remain at £4,635.00; that Special Responsibility Allowances be retained at their current rates; that the Carer’s Allowance be split into two categories - Childcare Allowance and Dependent Carer’s Allowance with the Childcare Allowance being kept at a maximum of £10.00 per hour and the Dependent Carer’s Allowance being based on actual cost recovery; that mileage rates for approved duties remain unchanged; that the current broadband allowance be removed; and that a Communications Allowance be introduced at a fixed rate of £20 per month. It was proposed that the revised Members’ Allowance Scheme be applied from 11th May 2015. It was also proposed that the Independent Remuneration Panel should undertake a review during the course of the municipal year to assess the impact of Ward boundary changes on Members’ workloads.

Specific reference was made to the Panel’s proposal that the current allowance for reimbursement of broadband expenses by up to £15 per month be removed and replaced with a Communications Allowance enabling Members, excluding Cabinet Members, to claim a fixed amount of £20 per month. This proposal was in recognition of the expectation that Members would, in the main, correspond electronically. The Leader of the Council indicated that Cabinet Members and Deputy Cabinet Members would be offered Council IT equipment to undertake their specific role. However, if a Cabinet Member / Deputy Cabinet Member did not wish to accept the Council’s equipment, it was proposed that the Member should be able to claim the £20 monthly Communications Allowance to support the provision of their own equipment. A Cabinet Member / Deputy Cabinet Member would not be able to accept Council equipment and claim the Communications Allowance.

Members were advised that there was currently a vacancy on the Independent Remuneration Panel and that the appointment of new members had previously been delegated to the Head of Governance in consultation with existing members of the Panel.

DECISION:

- (1) That the Members’ Allowance Scheme attached to the report be adopted with effect from 11th May 2015.
- (2) That the Head of Governance be authorised to incorporate the Scheme within the Constitution and to make such typographic amendments as are necessary to do this.
- (3) That the current members of the Independent Remuneration Panel and the Head of Governance be authorised to form a Panel to interview candidates for membership of the Panel and that the Head of Governance be authorised on the Panel’s behalf to appoint to vacant positions.

17 **ANNUAL TIMETABLE OF MEETINGS 2015/16**

DECISION: That the following Council and Annual General Meeting dates, as set out in the Timetable of Meetings 2015/16, be confirmed:

Ordinary Meetings of the Council

6th July 2015
14th September 2015
19th October 2015
14th December 2015
22nd February 2016
18th April 2016

Annual General Meeting
9th May 2016

All meetings to start at 7.15pm.

In considering the Timetable of Meetings 2015/16, it was indicated that the Planning Committee training event scheduled for Thursday, 4th June 2015 would be taking place in the afternoon and not in the evening as stated in the Timetable. The Timetable would be corrected accordingly.

The meeting commenced at 7.15pm and closed at 8.23pm.

Councillor Mrs L Walters
(Chairman)