

**ANNUAL COUNCIL MEETING held at COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN on 24 MAY 2011 at 7.30 pm**

Present:- Mrs S Schneider – Chairman.
Councillors H Asker, G Barker, S Barker, C Cant, R Chambers,
J Cheetham, D Crome, J Davey, P Davies, A Dean, B Eastham,
K Eden, S Favell, M Foley, E Godwin, E Hicks, S Howell, D Jones,
A Ketteridge, J Ketteridge, T Knight, M Lemon, J Loughlin,
K Mackman, J Menell, D Morson, E Oliver, E Parr, D Perry,
V Ranger, J Redfern, J Rich, H Rolfe, J Rose, D Sadler, J Salmon,
L Smith, A Walters, D Watson, L Wells and P Wilcock.

Officers in attendance:- J Mitchell (Chief Executive), R Harborough (Director of Public Services), S Joyce (Assistant Chief Executive – Finance), S Martin (Divisional Head Customer Support and Revenue Services), M Perry (Assistant Chief Executive - Legal), P Snow (Democratic and Electoral Services Manager), A Taylor (Divisional Head Planning and Building Control) and A Webb (Director of Corporate Services).

C1 ELECTION OF CHAIRMAN OF THE COUNCIL

Former councillor Mrs S Schneider was present to chair the first part of the meeting and hand over to the newly elected chairman. She congratulated all those who had been elected and said that this would be her final meeting of the Council.

She said that after being talent spotted by Councillor Chambers and elected in 1999, she had found the role of a district councillor to be challenging, sometimes frustrating and ultimately rewarding. She was now stepping down after serving three full terms. In that time she had had many wonderful experiences and met many interesting people culminating in her year as Chairman. During that year she had attended 104 official functions the main highlight of which had been attending the Queen's Garden Party. She had been proud to have laid the wreath at the Remembrance Day service on behalf of the people of Uttlesford.

Mrs Schneider then thanked councillors and officers and particularly her family and husband Graham who had supported her throughout the year. She presented a gift of wine to her husband.

In conclusion, Mrs Schneider wished Councillor Jones every success during the year and the Council success in adjusting to a new method of operation.

Councillor Jones had been proposed and seconded for election as Chairman of the Council at the last meeting. Mrs Schneider handed over her chain of office to Councillor Jones.

C2 STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed the Statutory Declaration of Acceptance of Office. He then took the chair for the remainder of the meeting.

He said his first pleasant duty was to present Mrs Schneider with a portrait photograph to be hung in the Council Chamber along with those of other past chairmen, and also with a past Chairman's badge.

C3 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

At the last meeting it had been decided to defer the election of a Vice-Chairman until this meeting.

Councillor Wilcock congratulated Councillor Jones upon his appointment and proposed Councillor Cant for election as Vice-Chairman. He said that Councillor Cant would be able to bring great experience to the role.

Councillor J Ketteridge said that it gave him great pleasure to second Councillor Cant for this position.

C4 STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

The Vice-Chairman signed the Statutory Declaration of Acceptance of Office.

C5 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors Artus, Evans and Freeman.

Councillor Chambers declared a personal interest as a member of Essex County Council and of Essex Fire Authority.

C6 MINUTES

The Minutes of the meeting held on 12 April 2011 were received, confirmed and signed by the Chairman as a correct record.

C7 CHAIRMAN'S ANNOUNCEMENTS

The Chairman said that he had only one announcement which was to confirm his chosen charities for his year in office. The charities he had chosen to support were the Macmillan Nurses and Walking for Wounded. The latter charity had particular resonance in this district because of the presence at Carver Barracks of 33 Engineer Regiment.

The charity had supported a walk to the North Pole involving Prince Harry, and would shortly be organising an expedition to Everest. He asked Members to

sign up to the principle that any member whose mobile telephone rang during a meeting would make an immediate donation of £5 to these charities.

C8 **ELECTION OF LEADER OF THE COUNCIL**

Councillor Chambers congratulated Councillors Jones and Cant upon their election as Chairman and Vice-Chairman respectively. He thanked Mrs Schneider for her kind words at the beginning of the meeting. Mrs Schneider had been an excellent Member of the Council and would be missed.

He then proposed that Councillor J Ketteridge be elected as Leader of the Council. Councillor Ketteridge had already presided over the Council's recovery from the financial difficulties experienced in 2007 and was largely responsible for the good and stable position in which the Council now found itself. The Council now had a new cabinet system and the Leader would be in office for the whole four year term of office of the new Council.

Councillor Lemon seconded the motion which was duly approved.

C9 **LEADER'S ANNOUNCEMENTS**

The newly elected Leader said that he wished to echo the congratulations to the Chairman on taking up his new role and to the Vice-Chairman who would provide admirable support during the year.

He thanked Members for electing him as Leader. This was a great honour. He thanked the electorate for putting their faith in a Conservative administration to see through the work already in progress and in providing the opportunity to introduce the manifesto commitments set out.

A new Council was now in place with new Members across the parties, all of whom would be able to bring their skills and experience to bear over the next four years. He thanked also the Chief Executive and those officers who had taken part in the comprehensive induction and information sessions. These had been much appreciated and valued.

The Council was now embarking on a new system of governance involving a different method of decision making. There would be a steep learning curve for Members and officers alike.

In forming the cabinet, he was looking for a period of continuity to help drive forward projects already in place. He referred to the previous undertaking that the new system would not cost more than the previous system. With that in mind, he announced that Councillor Cheetham would undertake the role of Deputy Leader with special responsibility for aviation matters.

The remaining cabinet members (with portfolio responsibilities listed) would be:

- Councillor Chambers – Finance
- Councillor S Barker – Environment
- Councillor Rolfe – Communities and Partnerships

- Councillor Redfern – Housing

There would also be the following designated deputies for the portfolio areas indicated, but these carried no executive powers even in the absence of the executive member:

- Councillor Freeman – Finance
- Councillor Wells – Environment
- Councillor Favell – Communities and Partnerships
- Councillor Ranger – Housing

The first task of the cabinet would be to set out a forward plan and this was in the process of being drafted. The appointment of task and working groups and of member representatives on outside bodies would also become a cabinet responsibility. The Leader looked forward to positive and fruitful working relationships with all members as well as with partners and colleagues in other local authorities and organisations both within the district and beyond.

C10 **SCHEME OF DELEGATION OF COUNCIL FUNCTIONS**

The Leader presented a scheme of delegation for those functions reserved to Full Council, either by legislation or by the Constitution. He would determine in due course the scheme of delegation of executive functions. The scheme presented for approval related entirely to the Development Control and Licensing and Environmental Health Committees and reflected the existing arrangements in almost every respect.

Councillor Perry asked for an assurance that the Licensing Committee would be notified of all instances where officers had used their delegated powers. The Assistant Chief Executive Legal gave that assurance.

RESOLVED that the scheme of delegation of those matters reserved to the Council be approved.

C11 **POLITICAL BALANCE OF THE COUNCIL**

The Chief Executive reported on the political balance of the Council following the election and on the allocation of committee seats to each party group based on that balance. Members were invited to agree that seats should be allocated on the basis of the figures set out in the report.

RESOLVED that the political balance of the Council and the allocation of seats indicated in the report be accepted.

C12 **APPOINTMENT OF COMMITTEES WORKING GROUPS AND AREA FORUMS 2011/12**

The Leader said that discussions had taken place both within and between the political groups about the allocation of places to the various committees and he

believed that a measure of agreement had been reached. A sheet had been circulated showing nominations for seats on the committees made by each political group. The only variation from strict political balance was in relation to the Scrutiny Committee where the Conservative group had allocated one of its seats to the Independent group. The nominations for the Scrutiny Committee could be accepted on this basis as long as no Member present at the meeting voted against.

He thought that it would help the meeting and speed up proceedings if he moved acceptance of the entire list as a single proposal, including the membership of working groups within the Council's functions and the chairmen and vice-chairmen of the area forums.

The proposal was seconded and duly carried.

RESOLVED that

- 1 the allocation of places on committees and working groups for 2011/12 be made according to the list below;
- 2 the chairmen and vice-chairmen of the committees be as noted; and
- 3 the chairmen and vice-chairmen of the area forums be also as noted

DEVELOPMENT CONTROL

Chairman: J Cheetham
Vice-Chairman: K Eden

C Cant	K Mackman
J Davey	J Menell
B Eastham	D Perry
E Godwin	V Ranger
E Hicks	J Salmon
J Loughlin	L Wells

LICENSING AND ENVIRONMENTAL HEALTH

Chairman: E Hicks
Vice-Chairman: D Perry

H Asker	D Morson
J Davey	V Ranger
J Freeman	J Salmon
J Loughlin	A Walters
M Lemon	

PERFORMANCE AND AUDIT

Chairman: S Howell
Vice-Chairman: E Oliver

D Crome	A Ketteridge
A Dean	T Knight
K Eden	E Parr
D Jones	D Sadler

SCRUTINY

Chairman: E Godwin
Vice-Chairman: D Morson

G Barker	S Howell
P Davies	E Oliver
I Evans	J Rich
S Favell	D Watson

STANDARDS COMMITTEE

C Cant
K Eden
R Lemon
J Menell
S Brady, R Whitlam and M Hall
(Independent members)
E Clarke, R Sullivan + 1 vacancy
(Town/Parish Council members)

STAFF APPEALS

K Artus
G Barker
C Cant
K Eden
E Hicks
D Jones
L Wells
P Wilcock

WORKING GROUPS

CONSTITUTION WORKING GROUP

J Davey
I Evans
A Ketteridge
D Morson
J Menell
J Rich
D Watson
L Wells

LOCAL JOINT COMMITTEE

R Chambers
J Ketteridge
J Loughlin

AREA FORUM

NORTH FORUM

Chairman: J Menell
Vice Chairman: D Perry

SOUTH FORUM

Chairman : J Salmon
Vice Chairman: J Davey

C13

TIMETABLE OF MEETINGS 2011/12

The Leader presented a timetable of proposed meeting dates for 2011/12. He said that the dates of cabinet meetings could not be agreed by the Council but the proposed dates had been included for information. The first cabinet meeting would now take place on 16 June, not on either 7 or 9 June as indicated on the revised timetable circulated at the meeting.

It was noted that neither the Chairman, nor Councillors Redfern and Rolfe, would be able to attend the next Council meeting on 28 July.

RESOLVED that the timetable of meetings, attached as an appendix to these Minutes, be approved.

The meeting ended at 8.00pm

	Day	Time	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council	Tue	7.30pm	24		28 (Thurs)		27		29			23 (Thurs)		17	15 Annual
Cabinet *	Thurs	7.00pm		16	7	11	8	13	10	8	19	16	8	5	10
Scrutiny	Tues	7.30pm			5		6	25		6		7		3	
Performance and Audit	Thur	7.30pm		23		18	29		17			15 (Wed)			17
Development Control	Wed	2.00pm		1 29	27	24	21	19	16	14	11	8	7	4	2
Standards	Mon	4.00pm			18				14				12		
South Forum	Tues	7.30pm		28				4				28			
North Forum	Thur	7.30pm		30				6					1		
Licensing & Env Health	Wed	7.30pm			13			12			18			18	

* Not required to be agreed by council. Cabinet meetings are scheduled at the Leader's discretion and are included here for information.

All meetings normally held at Saffron Walden except for the South Area Forum.