

**To all Members of the Council**

11 May 2018

You are hereby summoned to attend the **Annual Meeting** of **Rother District Council** to be held at the **Town Hall, Bexhill** on **Monday 21 May 2018** at **6:30pm** when it is proposed to transact the business stated below.

At 6:25pm, prior to the commencement of the meeting, you are invited to join the Chairman in prayer which will be led by Chaplain the Reverend Iain Morrison.

1. The Chairman (Councillor Mrs M.L. Barnes) to take the Chair.
2. To receive apologies for absence.
3. The Chairman to announce first business to be the election of Chairman of the Council for the ensuing year. A Councillor to move that Councillor J.M. Johnson be elected as Chairman of the Council. To be seconded. The Chairman to ask if there are any other nominations. If there is more than one nomination there will be a ballot in accordance with Council Procedure Rule 17.4.
4. If there is only one nomination, the Chairman to put that nomination to the meeting and subsequently to declare the Councillor elected.
5. The retiring Chairman and the elected Chairman to retire to the Chairman's Room.
6. The elected Chairman to take the Chair and the retiring Chairman to take the seat reserved for her.
7. The Chairman to read and sign the Declaration of Acceptance of Office.
8. The Chairman to thank the Council for his election.
9. The Chairman to seek nominations for the appointment of Vice-Chairman of the Council. A Councillor to move that Councillor S.D. Elford be appointed Vice-Chairman of the Council. To be seconded. The Chairman to ask if there are any other nominations. If there is more than one nomination there will be a ballot in accordance with Council Procedure Rule 17.4.
10. If there is only one nomination, the Chairman to put that nomination to the meeting and subsequently to declare the Councillor appointed.
11. The Chairman to invest the Vice-Chairman with the Badge of Office.
12. The Vice-Chairman to take the seat on the right of the Chairman.

13. The Vice-Chairman to read and sign the Declaration of Acceptance of Office.
14. The Vice-Chairman to thank the Council for his appointment.
15. To approve as a correct record and to authorise the Chairman to sign the Minutes of the Council Meetings held on 26 February and 23 April 2018.
16. Chairman's Communications.
17. The following vote of thanks to the retiring Chairman for past services to be moved and seconded:  
  
"That the Council record its gratitude to Councillor Mrs M.L. Barnes for her conscientious and impartial discharge of the duties of the Chairman during her term of office."
18. The Chairman to put the motion to the Council for approval.
19. The retiring Chairman to reply to the vote of thanks.
20. The Chairman to confirm that, in accordance with the current Executive Arrangements Councillor Maynard has been appointed Leader of the Council until May 2019.
21. The Leader of the Council to confirm that Councillor Kenward has been appointed as the Deputy Leader of the Council.
22. The Leader of the Council to confirm that Cabinet will comprise the Leader and nine other Members with portfolios:

| <b>Councillors</b>            | <b>Portfolios and Spokespersons</b>  |
|-------------------------------|--|
| C.R. Maynard<br>Leader        | Strategic Overview and Regeneration  |
| M.J. Kenward<br>Deputy Leader | Business and Voluntary Sector Liaison, Bexhill Affairs                             |
| Lord Ampthill                 | Finance, Resources and Value for Money<br>Member Training and Development Champion |
| J.J. Carroll                  | Young People, Sport and Leisure  |
| A.E. Ganly                    | Rural Affairs, Parish and Town Council Liaison,<br>Waste and Recycling             |
| Mrs S. Hart                   | Public Realm, Culture and Tourism  |
| I.R. Hollidge                 | Environment, Transport and Bexhill Town Centre                                     |
| Mrs J.M. Hughes               | Housing, Welfare and Equalities (including Older People)                           |
| G.P. Johnson                  | Strategic Planning, Gypsies and Travellers   |
| Mrs E.M. Kirby-Green          | Safer Communities and Communications   |

(Note: In accordance with Article 7 of the Constitution, the Cabinet will consist of the Leader together with at least two, but not more than ten, Councillors appointed by the Leader).

23. The Leader of the Council to confirm that Councillor Mrs Barnes has been appointed the Council's spokesperson on health and wellbeing issues, Councillor Kentfield has been appointed the Council's spokesperson on education and Councillor Jenkins has been appointed the Council's spokesperson on strategic infrastructure projects. The Leader also to confirm that Councillors Ganly and Kenward have been appointed as the Council's representatives on the Joint Waste Committee and Joint Waste and Recycling Committee with Councillors Lord Amthill and G. Johnson as substitutes.
24. To consider and approve as detailed in Appendix 1:
  - the committees to be established for the municipal year;
  - the size and terms of reference for those committees;
  - the allocation of seats to political groups in accordance with the political balance rules or as otherwise determined by the Council; and
  - the nominations of Group Leaders as to the Councillors to serve on each committee.
25. Disclosure of Interest – To receive any disclosure by Members of personal and disclosable pecuniary interests in matters on the agenda, the nature of any interest and whether the Member regards the personal interest as prejudicial under the terms of the Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to commencement of the item in question.
26. To receive the report of the Cabinet on matters for determination by the full Council at its meetings held on 9 April and 14 May (there were no recommendations to Council made at its meeting held on 12 March), as under:  
  
**9 April**
  - Civil Parking Enforcement (CB17/86);
  - Civil Penalties and Rent Repayment Order (CB17/87);
  - Member Training and Development Strategy (CB17/89).  
**14 May**
  - To follow
27. To receive the report of the Head of Paid Service, in accordance with paragraph 17a of the Overview and Scrutiny Procedure Rules and paragraph 4 of the Budget and Policy Framework Procedure Rules, of any urgent decisions taken at Cabinet meetings held on 12 March, 9 April and 14 May 2018.
28. To receive the report of the Audit and Standards Committee meeting held on 26 March 2018.
29. To receive the report of the Executive Director on the Appointment of Representatives to Outside Bodies.

30. To receive the Annual Report of the Member Development Task Group.
31. To receive the Annual Report of the Overview and Scrutiny Committee submitted in accordance with Article 6 of the Constitution.



Dr Anthony Leonard  
Executive Director

Town Hall  
Bexhill-on-Sea  
East Sussex, TN39 3JX

C180521

**NOTE:** The Annual Meeting will be followed by meetings of each of the Committees to elect their Chairman and Vice-Chairman (see procedural note overleaf) and to appoint any relevant Sub-Committees. If a Committee is unable to elect its Chairman and Vice-Chairman, the Annual Meeting shall be resumed in order that such appointment(s) may be determined by full Council.

## **PROCEDURE FOR FIRST MEETINGS OF COMMITTEES**

At the conclusion of the Annual Meeting of Council, the first meetings of the Council's Committees will be held, the primary business of which will be to elect their Chairmen and Vice-Chairmen.

### **Election of Chairmen and Vice-Chairmen**

The procedure adopted by the Council is as follows:

- a. The Meetings of the Committees will follow immediately on the close of the Annual Meeting in the following sequence:

Audit and Standards Committee  
Licensing and General Purposes Committee  
Overview and Scrutiny Committee  
Planning Committee

- b. It will not be necessary for Members to leave the Chamber when meetings take place of Committees of which they are not members. Voting will be limited to Committee Members only. The composition of each Committee to be appointed is identified in Appendix 1 to the Council Agenda. Voting will be in accordance with Council Procedure Rule 17.4.
- c. Voting slips (appropriately coloured) will be circulated to those Members of the Committee present.
- d. The Executive Director / Head of Paid Service will seek nominations for the election of Chairman for each Committee. When the ballot for the election of Chairman is concluded the new Chairman of the Committee will proceed to seek nominations for the election of Vice-Chairman, if appropriate and consider any other business as set out in the agenda.
- e. If a Committee is unable to elect its Chairman or Vice-Chairman, the Annual Meeting shall be resumed in order that such appointment(s) may be determined by full Council.

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