

CHILTERN DISTRICT COUNCIL

MINUTES of the Annual Meeting of the CHILTERN DISTRICT COUNCIL

held on **27 MAY 2015**

PRESENT: Councillor M Harker - Chairman of the Council
P N Shepherd - Vice-Chairman of the Council

Councillors: D I Allen
A K Bacon
D J Bray
J A Burton
I A Darby
M Flys
C J Ford
J L Gladwin
A S Hardie
G K Harris
M J Harrold
P J Hudson
C J Jackson
C M Jones
P M Jones
R J Jones

Councillors: D J Lacey
P E C Martin
D W Phillips
C J Rouse
M W Shaw
P N Shepherd
L M Smith
M R Smith
M Stannard
M W Titterington
D M Varley
N I Varley
H M Wallace
E A Walsh
F S Wilson

APOLOGIES FOR ABSENCE were received from Councillors S P Berry, E A Culverhouse, A J Garth, J E MacBean, S A Patel, N M Rose, J J Rush and C J Wertheim

1 ELECTION OF CHAIRMAN

Immediate Past Chairman and former Councillor Noel Brown (in the Chair), requested nominations for the office of Chairman of the Council for the year 2015/2016. Councillor I Darby proposed the name of Councillor M Harker, outlining her many years of service to the Council and role in the local community. The nomination was seconded by Councillor P Jones. There being no other nominations it was

RESOLVED -

That Councillor M Harker be elected Chairman of the Council for 2015/16.

Councillor M Harker was then invested with her Chairman's Badge of Office and made and signed the formal Declaration of Acceptance of Office. The Chairman thanked the Council for electing her.

2 APPOINTMENT OF VICE-CHAIRMAN

The Chairman invited nominations for the office of Vice-Chairman of the Council for the year 2015/16. Councillor G Harris proposed the name of Councillor N P Shepherd. The nomination was seconded by Councillor D Phillips. There being no other nominations it was

RESOLVED -

That Councillor N P Shepherd be appointed Vice-Chairman of the Council for 2015/16.

The Vice-Chairman was then invested with his Badge of Office and made and signed the formal Declaration of Acceptance of Office. Councillor N P Shepherd thanked the Council for his appointment.

3 ELECTION OF THE CABINET LEADER

The Chairman invited nominations for the office of Leader of the Council for the year 2015/16. Councillor D Phillips proposed the name of Councillor Isobel Darby. The nomination was seconded by Councillor P Hudson. There being no other nominations it was

RESOLVED –

That it be noted that Councillor I Darby be elected as Leader of the Council for the municipal year of 2015/16.

The Cabinet Leader thanked members for their support and her appointment.

4 APPOINTMENT OF CABINET MEMBERS

The Cabinet Leader informed the meeting that she had appointed the following members to the Cabinet to carry out the roles stated below. In doing so, she thanked Councillor P Hudson for being a valued member of the Cabinet, who was stepping down as a Cabinet member to permit more time to his role of Chesham Town Mayor, and welcomed back Councillor M Smith to the Cabinet.

Councillor M Stannard	Support Services (Deputy Leader)
Councillor P E C Martin	Sustainable Development
Councillor G Harris	Community, Health and Housing
Councillor M Smith	Environment
Councillor F Wilson	Customer Services

Councillor Darby proceeded to outline the achievements of the previous year and the many challenges facing the Council in the coming years.

RESOLVED –

That the appointments to the Cabinet, including the appointment of Councillor M Stannard as Deputy Leader, be noted.

5 ESTABLISHMENT OF THE AUDIT & STANDARDS AND OVERVIEW COMMITTEES

RESOLVED –

That the following Committees be established:

- **Audit & Standards Committee – 6 Members (plus the Chairman of Resources Overview as an ex-officio member)**
- **Services Overview Committee – 15 Members**
- **Resources Overview Committee – 15 Members**

6 ESTABLISHMENT OF REGULATORY AND OTHER COMMITTEES

RESOLVED –

That the following Regulatory and other Committees be established:-

- **Appeals & Complaints Committee – 11 Members**
- **Joint Appointments and Implementation – 5 Members (plus 5 South Bucks District Council Members)**
- **Licensing and Regulation – 15 Members**
- **Personnel – 7 Members**
- **Planning – 13 Members**

7 ALLOCATION OF SEATS TO POLITICAL GROUPS

The report detailed the allocation of seats to political groups in accordance with the political balance rules.

RESOLVED –

That the seats on Committees for the Council Year 2015/16 be allocated to the political groups as follows (with the balance to be allocated to those Members who were not part of a political group):

	Seats	Conservative	Liberal Democrat	Other
Appeals and Complaints *	11	9	1	1 - Lacey
Audit and Standards	9	8	1	
Governance and Electoral Arrangements	11	10	1	
Licensing & Regulation *	15	13	1	1 - Berry
Resources Overview *	15	13	1	1 - Berry
Services Overview *	15	13	1	1 - Lacey
Personnel	7	6	1	
Planning	13	11	2	
Joint Appointments and Implementation	5	4	1	
Total Ordinary	101	88	10	

*** one seat gifted to non-political group Member**

8 APPOINTMENT OF COUNCILLORS TO SERVE ON EACH COMMITTEE

APPOINTMENT OF EXTERNAL MEMBERS PANEL	
G Harris	Con
A Bacon	LD
Council Chairman: M Harker OBE	Con
Leader: I Darby	Con
Conservative Group Chairman: P Hudson	Con
Lib Dem Group Leader: P Jones	LD
Restrictions on Membership: 1 Conservative appointment & 1 Liberal Democrat appointment	

APPEALS & COMPLAINTS COMMITTEE (11)	
Chairman: S Patel	Con
E Culverhouse	Con
J MacBean	Con
D Varley	Con
J Gladwin	Con
G Harris	Con
P Martin	Con
J Burton	Con
D Bray	Con
S Berry	Ind
D Allen	LD
Restrictions on Membership: All members eligible, but any who are also members of the Personnel Committee / JAIC will be ineligible to hear appeals that result from decisions of those Committees.	
Political Balance (Seats): 9 Conservative; 1 Liberal Democrat; 1 Other	

AUDIT & STANDARDS COMMITTEE (9)	
Chairman: J Gladwin	Con
D Phillips	Con
J Wertheim	Con
N Varley	Con
C Jackson	Con
C Ford	Con
R Jones	Con
J Burton	Con
A Bacon	LD
Restrictions on Membership: CM and VCM of the Council and Members of the Cabinet may not be members.	
Political Balance (Seats): 8 Conservative; 1 Liberal Democrat	

GOVERNANCE & ELECTORAL ARRANGEMENTS COMMITTEE (11)	
Chairman: J Wertheim	Con
D Varley	Con
M Stannard	Con
I Darby	Con
L Walsh	Con
M Shaw	Con
A Garth	Con
J Burton	Con
N Rose	Con
H Wallace	Con
P Jones	LD
Restrictions on Membership: None	
Political Balance (Seats): 10 Conservative; 1 Liberal Democrat	

LICENSING & REGULATION (15)	
Chairman: J Rush	Con
Vice-Chairman: L Walsh	Con
M Harrold	Con
E Culverhouse	Con
C Rouse	Con
N Shepherd	Con
R Jones	Con
C Jones	Con
N Varley	Con
C Jackson	Con
M Flys	Con
G Harris	Con
F Wilson	Con
D Lacey	Ind
P Jones	LD
Restrictions on Membership: Cabinet Leader may not be a member; Cabinet Members may not be CM/VCM. Membership of Licensing Sub Committees and the Taxi & Private Hire Sub Committee is drawn from this Committee. All Members must undergo annual training.	
Political Balance (Seats): 13 Conservative; 1 Liberal Democrat; 1 other	

PERSONNEL COMMITTEE (7)	
Chairman: P Hudson	Con
Leader: I Darby	Con
Cabinet Member: M Stannard	Con
D Phillips	Con
C Jones	Con
M Smith	Con
P Jones	LD
Restrictions on Membership: None. NB: Change to minimum of 7 Members pending SBDC decision on changes of membership	
Political Balance (Seats): 6 Conservative; 1 Liberal Democrat	

JAIC CDC MEMBERS (5)	
I Darby	Con
M Stannard	Con
M Smith	Con
P Hudson	Con
P Jones	LD
Restrictions on Membership: None.	
Political Balance (Seats): 4 Conservatives; 1 Liberal Democrat	

PLANNING COMMITTEE (13)	
Chairman: D Phillips	Con
Vice-Chairman: A Hardie	Con
J Rush	Con
M Titterington	Con
N Rose	Con
J Gladwin	Con
J MacBean	Con
J Wertheim	Con
N Shepherd	Con
M Harrold	Con
J Burton	Con
D Allen	LD
P Jones	LD
Restrictions on Membership: Chairman of the Council may not be a member; Cabinet Members may not be CM/VCM. All Members must undergo training	
Political Balance (Seats): 11 Conservative; 2 Liberal Democrat	

JOINT COMMITTEE (6 + 6 SBDC Members)	
I Darby	Con
G Harris	Con
M Smith	Con
M Stannard	Con
P Martin	Con
F Wilson	Con
Restrictions on Membership: 6 Cabinet Members from each authority	

OVERVIEW COMMITTEE: SERVICES (15)	
Chairman: J Burton	Con
Vice-Chairman: L Smith	Con
M Titterington	Con
S Patel	Con
J Rush	Con
L Walsh	Con
C Jackson	Con
E Culverhouse	Con
C Rouse	Con
N Varley	Con
D Bray	Con
A Hardie	Con
M Flys	Con
D Lacey	Ind
D Allen	LD
Restrictions on Membership: The Chairman and Vice-Chairman of the Overview Committee will be elected by the members of the Committee.	
Political Balance (Seats): 13 Conservative; 1 Liberal Democrat; 1 Other	

OVERVIEW COMMITTEE: RESOURCES (15)	
Chairman: N Rose	Con
Vice-Chairman: A Garth	Con
M Harrold	Con
C Ford	Con
J Gladwin	Con
J Wertheim	Con
D Phillips	Con
J MacBean	Con
R Jones	Con
D Varley	Con
C Jones	Con
M Shaw	Con
H Wallace	Con
S Berry	Ind
A Bacon	LD
Restrictions on Membership: The Chairman and Vice-Chairman of the Overview Committee will be elected by the members of the Committee.	
Political Balance (Seats): 13 Conservative; 1 Liberal Democrat; 1 Other	

9 APPOINTMENTS TO OUTSIDE BODIES

Tabled at the meeting as Item 11 (as attached to the Minutes) were the nominations to serve on outside bodies for the Council Year 2015/16.

RESOLVED -

That the list of appointments to Outside Bodies for 2015/16 as set out in Item 11 be approved.

10 EXECUTIVE REPORTS TO THE LOCAL AUTHORITY

The Chief Executive advised that it was a statutory requirement to produce an annual report detailing urgent executive decisions taken. However, there had been no such urgent items since the Regulations had taken effect.

RESOLVED –

That the report be noted.

11 ALLOCATION OF CABINET FUNCTIONS

In accordance with Cabinet Procedure Rule 2.1(2), Councillor I Darby proceeded to report on the services / functions allocated to each Cabinet Portfolio.

Portfolio	Functions
Leader	Policy, Performance, Communications, Personnel, Strategic Finance
Support Services Deputy Leader	Business Transformation, ICT, Legal and Democratic Services, Audit, Finance Admin
Sustainable Development	Planning, Enforcement, Building Control, Strategic Transport
Environment	Property, Car Parks, Engineering, Carbon Management, Waste Management
Community, Health & Housing	Community & Leisure, Environmental Health, Community Safety, Licensing, Housing
Customer Services	Revenues and Benefits, Customer Services

RESOLVED –

That the allocation of Cabinet Functions, as detailed above, be noted.

The meeting ended at 7.42 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
AUDIT AND STANDARDS COMMITTEE
held on **27 MAY 2015**
at the conclusion of Annual Council

PRESENT: Councillor J L Gladwin - Chairman

Councillors: J Burton
A Bacon
C Ford
D Phillips
C Jackson
R Jones
N Varley

APOLOGIES FOR ABSENCE were received from Councillor J Wertheim

1. ELECTION OF CHAIRMAN

It was moved by Councillor D Phillips, and seconded by Councillor J Burton and

RESOLVED –

That Councillor J Gladwin be elected Chairman of the Audit and Standards Committee for the remainder of the Municipal Year.

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the LICENSING AND REGULATION COMMITTEE held on 27 MAY 2015 at the conclusion of Annual Council

PRESENT: Councillor J Rush - Chairman
L Walsh - Vice-Chairman

Councillors: M Flys
M Harrold
G Harris
C Jackson
C Jones
P Jones
R Jones
D Lacey
C Rouse
N Shepherd
N Varley
F Wilson

APOLOGIES FOR ABSENCE were received from Councillor E Culverhouse

1. ELECTION OF CHAIRMAN

It was moved by Councillor G Harris, and seconded by Councillor P Jones and

RESOLVED –

That Councillor J Rush be elected Chairman of the Licensing and Regulation Committee for the remainder of the Municipal Year.

2. APPOINTMENT OF VICE-CHAIRMAN

It was moved by Councillor F Wilson, and seconded by Councillor C Jackson and

RESOLVED –

That Councillor L Walsh be appointed Vice-Chairman of the Licensing and Regulation Committee for the remainder of the Municipal Year.

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the PLANNING COMMITTEE held on 27 MAY 2015 at the conclusion of Annual Council

PRESENT: Councillor D Phillips - Chairman
A Hardie - Vice-Chairman

Councillors: D Allen
J Burton
J Gladwin
M Harrold
P Jones
N Shepherd
M Titterington

APOLOGIES FOR ABSENCE were received from Councillors J Rush, N Rose, J MacBean and J Wertheim.

1. ELECTION OF CHAIRMAN

It was moved by Councillor J Burton, and seconded by Councillor J Gladwin and

RESOLVED –

That Councillor D Phillips be elected Chairman of the Planning Committee for the remainder of the Municipal Year.

2. APPOINTMENT OF VICE-CHAIRMAN

It was moved by Councillor J Gladwin, and seconded by Councillor J Burton and

RESOLVED –

That Councillor A Hardie be appointed Vice-Chairman of the Planning Committee for the remainder of the Municipal Year.

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the RESOURCES OVERVIEW COMMITTEE held on 27 MAY 2015 at the conclusion of Annual Council

PRESENT: Councillor N Rose - Chairman

Councillors: A Bacon
C Ford
J Gladwin
M Harrold
C Jones
R Jones
D Phillips
M Shaw
D Varely
H Wallace

APOLOGIES FOR ABSENCE were received from Councillors A Garth, S Berry, J Wertheim and J MacBean.

1. ELECTION OF CHAIRMAN

It was moved by Councillor D Phillips, and seconded by Councillor J Gladwin and

RESOLVED –

That Councillor N Rose be elected Chairman of the Resources Overview Committee for the remainder of the Municipal Year.

2. APPOINTMENT OF VICE-CHAIRMAN

It was moved by Councillor C Ford, and seconded by Councillor J Gladwin and

RESOLVED –

That Councillor A Garth be appointed Vice-Chairman of the Resources Overview Committee for the remainder of the Municipal Year.

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the SERVICES OVERVIEW COMMITTEE held on 27 MAY 2015 at the conclusion of Annual Council

PRESENT: Councillor J Burton - Chairman
L Smith - Vice-Chairman

Councillors: D Allen
D Bray
M Flys
A Hardie
C Jackson
D Lacey
C Rouse
M Titterington
N Varley
L Walsh

APOLOGIES FOR ABSENCE were received from Councillors S Patel, J Rush and E Culverhouse

1. ELECTION OF CHAIRMAN

It was moved by Councillor A Hardie, and seconded by Councillor C Jackson and

RESOLVED –

That Councillor J Burton be elected Chairman of the Services Overview Committee for the remainder of the Municipal Year.

2. APPOINTMENT OF VICE-CHAIRMAN

It was moved by Councillor A Hardie, and seconded by Councillor D Bray and

RESOLVED –

That Councillor L Smith be appointed Vice-Chairman of the Services Overview Committee for the remainder of the Municipal Year.