

CHILTERN DISTRICT COUNCIL

MINUTES of the Annual Meeting of **CHILTERN DISTRICT COUNCIL (CDC)**

held on **16 MAY 2017**

PRESENT: Councillor P N Shepherd - Chairman of the Council
G K Harris - Vice-Chairman of the Council

Councillors:	A K Bacon	Councillors:	J E MacBean
	D J Bray		P E C Martin
	J A Burton		S A Patel
	J Cook		D W Phillips
	E A Culverhouse		N M Rose
	I A Darby		J J Rush
	C J Ford		M W Shaw
	A J Garth		L M Smith
	J L Gladwin		M R Smith
	M Harker		M J Stannard
	M J Harrold		M W Titterington
	P J Hudson		D M Varley
	C M Jones		H M Wallace
	P M Jones		E A Walsh
	R J Jones		C J Wertheim
	D J Lacey		F S Wilson

APOLOGIES FOR ABSENCE were received from Councillors M Flys, A S Hardie, C J Jackson, C J Rouse and N I Varley

1 CHAIRMAN'S WORD OF THANKS

Councillor M Harker OBE on reflecting on her time as Chairman of the Council advised that she had been honoured to represent the Council and would miss the role very much. Councillor Harker OBE highlighted some of the work that the Council had done during her time as Chairman. This included supporting a number of charities including: Cancer Research, Rennie Hospice and Dreamflight.

The Council had also supported events such as Young Enterprise and the Duke of Edinburgh's Award. The Council also hosted a number of events, such as a Christmas Carol Service. The Chairman expressed thanks to the community and advised that this support was invaluable and had helped make the voluntary projects so successfully.

The Chairman expressed thanks to everyone that had supported her in the role. This included Councillors, officers, her family and particular thanks were expressed to the Chief Executive and Judy Elliot who had provided specific support to the Chairman.

2 ELECTION OF CHAIRMAN

The Chief Executive requested nominations for the office of Chairman of the Council for the year 2017/2018.

Councillor Ford proposed; and Councillor P Jones seconded. There being no other nominations it was

RESOLVED -

That Councillor N Shepherd be elected Chairman of the Council for 2017/18.

Councillor Shepherd was then invested with the Chairman's Badge of Office and made and signed the formal Declaration of Acceptance of Office. The Chairman thanked the Council for electing him and paid tribute to Councillor M Harker OBE, the Immediate Past Chairman.

3 APPOINTMENT OF VICE-CHAIRMAN

The Chairman invited nominations for the office of Vice-Chairman of the Council for the year 2017/18. Councillor I Darby proposed the name of Councillor G Harris. The nomination was seconded by Councillor D Phillips. There being no other nominations it was

RESOLVED -

That Councillor G Harris be appointed Vice-Chairman of the Council for 2017/18.

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

4 ELECTION OF THE CABINET LEADER & APPOINTMENT OF CABINET MEMBERS

Councillor I Darby had been elected as the Cabinet Leader for four years to 2018/19, at the Annual Meeting of the Council on 27 May 2015.

The Agenda items relating to the election of Cabinet Leader and appointment of Cabinet Members were then taken together.

The Cabinet Leader paid tribute to Councillor Harris and advised that because Councillor Harris had been appointed Vice-Chairman he was no longer a Cabinet Member.

In accordance with Cabinet Procedure Rule 2.1(2), Councillor Darby, informed the meeting that there was no change to the Cabinet functions, and confirmed the appointments of Cabinet Members, as detailed below.

Councillor Darby referred to her speech made at the Ordinary meeting of Council identifying achievements of the previous year and opportunities facing the Council over the coming year.

RESOLVED –

That the allocation of Cabinet Functions and appointments to the Cabinet, as detailed below, be noted.

Portfolio	Functions	HOS Service Areas
Leader (Isobel Darby)	Communications, Performance & Policy Human Resources Strategic Finance	Communications, Performance and Policy Human Resources Strategic Finance Economic Development (delegated to Councillor F Wilson)
Support Services (Deputy Leader) (Mike Stannard)	Business Transformation ICT Legal and Democratic Services Audit Finance	Transformation Programme Management and Support, ICT Client, ICT Operations, GIS, Web Services, Information Management including FOI/Data Protection Legal, Democratic Services, Electoral Registration, Elections, Land Charges Management & Statutory Accountancy, Financial Administration, Internal Audit, External Audit Liaison
Sustainable Development (Peter Martin)	Planning Enforcement Building Control Strategic Transport	Planning Policy, Development Management, Conservation & Tree Preservation, Enforcement, Building Control, Strategic Transportation Issues,
Environment (Mike Smith)	Estates Facilities Parking Waste Management Flooding Carbon Management	Property & Asset Management, Facilities Management, Parking, Cemeteries & Memorial Gardens, Public Conveniences, Street Naming, Engineering Services, Ground Maintenance, Operational Transport Issues, Waste Collection, Street Cleaning, Landscape Advice
Healthy Communities (Liz Walsh)	Community & Leisure Environmental Health Community Safety Licensing Housing	Community Development & Cohesion, Grants, Safeguarding, Leisure Client, Leisure Operations, Sports Development, Environmental Health, Community Safety, Housing, Licensing, Emergency Planning/Health & Safety/Business Continuity
Customer Services (Fred Wilson)	Revenues and Benefits Customer Services	Revenues & Benefits Client, Revenues & Benefits Operation, Fraud & Welfare Partnership, Customer Services, Economic Development (delegated from Leader's portfolio)

5 ESTABLISHMENT OF THE AUDIT & STANDARDS AND OVERVIEW COMMITTEES

RESOLVED –

That the following Committees be established:

- **Audit & Standards Committee – 9 Members, plus two Independent Persons**
- **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**
- **Governance & Electoral Arrangements Committee – 11 Members**
- **Licensing Committee – 15 Members**
- **Planning – 13 Members**
- **Joint Staffing Committee – 6 Members, plus 6 South Bucks District Council Members**

7 ALLOCATION OF SEATS TO POLITICAL GROUPS

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

RESOLVED –

That the seats on Committees for the Municipal Year 2017/18 be allocated to the political groups, as detailed below, with the balance to be allocated to those Members who were not part of a political group.

2017-18								
		Conservative			Lib Dems			
39		Seats	37	Seats		2		
		%	94.87%	% 5.13%				
	Places	Proposed	Ent. Round	Proposed	Ent. Round	Others		
Appeals & Complaints	11	9	10.44	10	1	0.56	1	

Audit & Standards	9	8	8.54	8	1	0.46	1	
Governance & Electoral Arrangements	11	10	10.44	10	1	0.56	1	
Licensing	15	13	14.23	14	1	0.77	1	1 Ind *
Resources Overview	15	13	14.23	14	1	0.77	1	
Services Overview	15	14	14.23	14	1	0.77	1	
Planning	13	12	12.33	12	1	0.67	1	
Joint Staff	6	5	5.69	5	1	0.31	1	
TOTALS	95	84	90.13	87	8	4.87	8	

* one seat gifted to non-political group Member

8 APPOINTMENT OF COUNCILLORS TO SERVE ON EACH COMMITTEE

The nominations to serve on each Committee for the Municipal Year 2017/18 were tabled at the meeting.

RESOLVED:

That the nominations to serve on each Committee, as detailed below, be agreed.

APPOINTMENT OF EXTERNAL MEMBERS PANEL	
G Harris	Con
A Bacon	LD
Council Chairman: N Shepherd	Con
Leader: I Darby	Con
Conservative Group Chairman: J MacBean	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
J Cook	Con
A Bacon	LD
Restrictions on Membership: Although all members of the Council are eligible for appointment, any who are also members of the Joint Staffing Committee or Joint Staffing Sub-Committee will be ineligible to hear appeals that result from the decisions of that Committee	
Political Balance (Seats): 10 Conservative; 1 Liberal Democrat	

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
V Martin	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: D Varley	Con
D Bray	Con
M Stannard	Con

I Darby	Con
M Shaw	Con
A Garth	Con
J Burton	Con
N Rose	Con
H Wallace	Con
L Walsh	Con
P Jones	LD
Restrictions on Membership: None	
Political Balance (Seats): 10 Conservative; 1 Liberal Democrat	

LICENSING (15)	
Chairman: J Rush	Con
Vice-Chairman: C Jackson	Con
E Culverhouse	Con
M Flys	Con
M Harrold	Con
M Harker	Con
G Harris	Con
R Jones	Con
C Jones	Con
C Rouse	Con
N Varley	Con
F Wilson	Con
L Walsh	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 Committee drawn from this Committee. All Members must undergo training.	

Political Balance (Seats): 13 Conservative; 1 Liberal Democrat; 1 other

JOINT STAFFING COMMITTEE (6) CDC MEMBERS

Leader: I Darby	Con
1 Cabinet Member: M Stannard	Con
D Phillips	Con
C Jones	Con
M Smith	Con
P Jones	LD

Restrictions on Membership: Must have Leader + 1 other Cabinet Member
All Members Eligible

Political Balance (Seats): 5 Conservative; 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
C Jones	Con
M Harrold	Con
J Burton	Con
J Cook	Con
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): 12 Conservative; 1 Liberal Democrat

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

OVERVIEW COMMITTEE: SERVICES (15)	
Chairman: J Burton	Con
Vice-Chairman: N Varley	Con
M Titterington	Con
S Patel	Con
J Rush	Con
M Harker OBE	Con
C Jackson	Con
E Culverhouse	Con
C Rouse	Con
L Smith	Con
D Bray	Con
P Hudson	Con
M Flys	Con
J Cook	Con
P Jones	LD
Restrictions on Membership: Council Chairman/Vice-Chairman & Cabinet Members cannot be on Overview Committees. The Chairman and Vice-Chairman of the Overview Committee will be elected by the members of the Committee.	

Political Balance (Seats): 14 Conservative; 1 Liberal Democrat

OVERVIEW COMMITTEE: RESOURCES (15)	
Chairman: N Rose	Con
Vice-Chairman: C Jones	Con
M Harrold	Con
C Ford	Con
J Gladwin	Con
J Wertheim	Con
D Phillips	Con
A Garth	Con
R Jones	Con
D Varley	Con
J MacBean	Con
M Shaw	Con
H Wallace	Con
V Martin	Con
A Bacon	LD
<p>Restrictions on Membership: Council Chairman/Vice-Chairman & Cabinet Members cannot be on Overview Committees. The Chairman and Vice-Chairman of the Overview Committee will be elected by the members of the Committee.</p>	

9 APPOINTMENTS TO OUTSIDE BODIES

The nominations to serve on outside bodies for the Municipal Year 2016/17 were tabled at the meeting.

RESOLVED -

That the list of appointments to Outside Bodies for 2017/18, as detailed below, be agreed.

Outside Body	Councillors Appointed 2017/18
Amersham & District Community Association	Councillor Nigel Shepherd Councillor Liz Walsh
Amersham Action Group and Amersham Community Vision	Councillor Mimi Harker
Amersham Old Town Community Revitalisation Group	Councillor Mark Flys Councillor Jules Cook
Armed Forces Champion	Councillor Mimi Harker
Amersham United Charities	Ian Arthurton (external representative)
Ashley Green & District Community Association	Councillor Andrew Garth
Buckinghamshire and Milton Keynes Natural Environment Partnership	Councillor Jane MacBean
Buckinghamshire & Milton Keynes Association of Local Councils	Councillor Isobel Darby
Buckinghamshire County Council Health and Adult Social Care Select Committee	Councillor Jules Cook Reserve - Councillor Caroline Jones
Buckinghamshire Health and Well Being Board	Councillor Isobel Darby
Buckinghamshire Historic Buildings Trust Ltd	Councillor Carl Jackson
Buckinghamshire Mind	Councillor Jane MacBean
Buckinghamshire Strategic Flood Management Group	Councillor Jonathan Rush Councillor Jane MacBean
Buckinghamshire Thames Valley Local Enterprise Partnership	Councillor Mrs Isobel Darby Reserve - Councillor Wilson
Chalfont St Giles Youth Club	Councillor Caroline Rouse
Chalfont St Giles Revitalisation Steering Group	Councillor Carl Jackson Reserve - Councillor Des Bray

Chalfont St Peter Village Action Group	Councillor Linda Smith
Chalfont St Peter Community Centre	Councillor Jonathan Rush
Outside Body	Councillors Appointed 2017/18
Chalfont St Peter Neighbourhood Action Group	Councillor Isobel Darby Councillor Jonathan Rush
Chesham & District Community Association	Councillor Jane MacBean
Chesham Connect (previously Chesham Action Partnership)	Councillor Nick Varley
Chesham Museum	Councillor Jane MacBean
Chesham Over Fifties Positive Action Group	Councillor Derek Lacey
Chesham Youth Club Management Committee	Councillor Jane MacBean
Chiltern and Wycombe Joint Waste Collection Committee	Councillor Mike Smith Councillor Caroline Jones
Chiltern Citizens' Advice Bureau	Councillor Emily Culverhouse
Chiltern & South Bucks Strategic Partnership	Councillor Caroline Jones Councillor Mimi Harker Councillor Jonathan Rush
Chilterns Conservation Board	Councillor Nick Rose
Chiltern LEADER Local Action Group	Councillor Nick Rose
Chiltern Leisure Advisory Board	Councillor Liz Walsh Councillor Mimi Harker OBE Reserve - Councillor Graham Harris
Chiltern Open Air Museum Advisory Council	Councillor Carl Jackson Councillor Linda Smith Councillor Des Bray Councillor Alan Hardie
Chiltern Woodlands Project Limited	Councillor John Gladwin
Chiltern Youth Club	Councillor Liz Walsh
Chilterns Crematorium Joint Committee	Councillor Peter Martin Councillor Mike Smith
Colne Valley Park Community Interest Company	Councillor Chris Ford
Denham Aerodrome Consultative Committee	Councillor Don Phillips
District Councils Network Assembly	Councillor Isobel Darby
European Structural and Investment Funds (ESIF)	Councillor Fred Wilson
Great Missenden Parish Revitalisation Group & Community Vision for HP16	Councillor Heather Wallace Councillor John Gladwin

Outside Body	Councillors Appointed 2017/18
Healthy Communities Partnership	Councillor Liz Walsh
Holmer Green Village Centre	Councillor Mark Titterington
Housing Interaction Trust	Councillor Carl Jackson
HS2 Joint Project Board (51M)	Councillor Nick Rose
Little Chalfont Community Association And The Big Vision for Little Chalfont	Councillor Peter Martin
Local Area Forum: Amersham	Councillor Mimi Harker
Local Area Forum: Chalfonts	Councillor Linda Smith
Local Area Forum: Chesham	Councillor Fred Wilson
Local Area Forum: Missenden	Councillor John Gladwin
Local Government Association General Assembly	Councillor Isobel Darby
Paradigm Board	Noel Brown (External Representative)
Pond Park Community Association	Councillor Derek Lacey
South East England Councils (SEEC)	Councillor Isobel Darby
Thames Valley Police and Crime Panel	Councillor Emily Culverhouse
The Chilterns Dial-a-Ride	Councillor Carl Jackson
Way In (Chiltern Youth Matters)	Councillor Peter Hudson Reserve - Councillor Jane MacBean
Wycombe Rape Crisis	Councillor Emily Culverhouse

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. There had been no urgent items since the last report.

RESOLVED –

That the report be noted.

The meeting ended at 7.45 pm