



WYCOMBE
DISTRICT COUNCIL

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Queen Victoria Road
High Wycombe
Bucks HP11 1BB

Annual Council

Date: 26 May 2015
Time: 6.30 pm
Venue: Council Chamber
District Council Offices, Queen Victoria Road, High Wycombe, Bucks

You are hereby summoned to attend the Meeting of the Council to be held in the Council Chamber, District Council Offices, Queen Victoria Road, High Wycombe on 26 May 2015 at 6.30 pm to consider the business set out in the Agenda below.

Ms K Satterford
Chief Executive

Fire Alarm - In the event of the fire alarm sounding, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Please congregate at the Assembly Point at the corner of Queen Victoria Road and the River Wye, and do not re-enter the building until told to do so by a member of staff.

Agenda

Item		Page
1	ELECTION OF CHAIRMAN	
(i)	To elect the Chairman of the Council for the year 2015/2016.	
(ii)	The Chairman of the Council to invite nominations for the election of Chairman for 2015/2016.	
(iii)	Councillor Mrs J Teesdale, seconded by Councillor A Green, to propose that Councillor I L McEnnis be elected Chairman of the Council for 2015/2016.	
(iv)	The Chairman of the Council to ask if there are any other nominations.	
(v)	The Chairman of the Council to put the nomination(s) to the meeting.	

- (vi) The Chairman of the Council to declare Councillor I L McEnnis duly elected.
- (vii) Councillor I L McEnnis to accept office and make the necessary declaration and to be presented with the Chairman's Chain.
- (viii) Mrs McEnnis to be presented with the Chairman's Consort's badge and a bouquet.
- (ix) The incoming Chairman of the Council to address the Council.
- (x) Vote of thanks to the retiring Chairman, Councillor Mrs L M Clarke OBE to be proposed by Councillor R H W Gaffney and seconded by Councillor D Carroll.
- (xi) Councillor Mrs L M Clarke OBE to respond.
- (xii) The Chairman of the Council to present to Councillor Mrs L M Clarke OBE a past Chairman's badge, and to Mr Clarke a gift.

2 APPOINTMENT OF VICE-CHAIRMAN

To appoint the Vice-Chairman of the Council for the year 2015/2016.

- (i) The Chairman of the Council to ask for nominations for Vice-Chairman for the year 2015/2016.
- (ii) Councillor R Scott, seconded by Councillor H L McCarthy to propose that Councillor Mahboob Hussain (JP) be appointed Vice-Chairman of the Council for 2015/2016.
- (iii) The Chairman of the Council to ask if there are any other nominations.
- (iv) The Chairman to put the nominations to the vote.
- (v) Councillor Mahboob Hussain (JP) to accept office and sign the necessary declaration and to be presented with the Vice-Chairman's badge.

3 ELECTION OF EXECUTIVE LEADER OF THE COUNCIL

To elect the Executive Leader of Council for the period 2015/2019 in accordance with Standing Order 5.

- (i) The Chairman of the Council to ask for nominations for the Leader of the Council from the Conservative Group as the party with the clear political majority.
- (ii) Councillor Mrs A Jones, seconded by Councillor D Barnes, to

propose that Councillor Ms K S Wood be elected Leader of the Council for the period 2015/2019.

- (iii) Councillor Ms K S Wood to accept office and sign the necessary declaration.

4 REPORT OF THE RETURNING OFFICER

To receive the formal report of the Returning Officer following the District Council Elections held on 7 May 2015.

Ward	Member elected
Abbey (3)	Mrs L M Clarke (OBE) A Hill Mahboob Hussain (JP)
Bledlow and Bradenham (1)	C A Etholen
Booker and Cressex (2)	M P Davy B E Pearce
Bourne End-cum-Hedsor (2)	M Appleyard T Lee
Bowerdean (2)	M A Hashmi R Raja
Chiltern Rise (2)	I McEnnis Mrs J E Teesdale
Disraeli (2)	K Ahmed Maz Hussain
Downley and Plomer Hill (2)	Mrs W J Mallen P Turner
Flackwell Heath and Little Marlow (3)	D A Johncock J A Savage D M Watson
Greater Hughenden (3)	S Broadbent D J Carroll Mrs G A Jones
Greater Marlow (2)	D H G Barnes M O Harris
Hambleden Valley (1)	C Whitehead
Hazlemere North (2)	R Gaffney H L McCarthy
Hazlemere South (2)	R Newman Ms C J Oliver
Icknield (1)	C Harriss

Lacey Green, Speen and The Hamdens (1)	G Peart
Marlow North and West (3)	A D Collingwood N B Marshall R Wilson
Marlow South East (2)	Ms S Brown R J Scott
Micklefield (2)	Ms A Baughan M Knight
Oakridge and Castlefield (3)	M Asif S Graham M Hanif
Ryemead (2)	M Clarke R Farmer
Sands (2)	Z Ahmed N J Teesdale
Stokenchurch and Radnage (2)	Ms S Adoh S Saddique
Terriers and Amersham Hill (3)	A R Green A Hussain S K Raja
The Risboroughs (3)	G C Hall D I Knights A Turner
The Wooburns (2)	J A Adey Mrs J A Langley
Totteridge (2)	H Bull J D Wassell
Tylers Green and Loudwater (3)	D A E Shakespeare Ms K Wood L Wood

5 APOLOGIES

To receive apologies for absence.

6 DECLARATIONS OF INTEREST

To receive any disclosure of disclosable pecuniary interests by members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is

asked if possible to contact the District Solicitor prior to the meeting.

Members are reminded that if they are declaring an interest they should state the nature of that interest whether or not they are required to withdraw from the meeting.

7 CHAIRMAN'S ANNOUNCEMENTS

To receive such communication as the Chairman of the Council may wish to make.

8 GROUP LEADERS

To receive formal notification of the Group Leaders and Deputy Leaders of the political groups for the year 2015/2016.

Group	Leader	Deputy Leader
Conservative	Cllr Ms K Wood	Cllr D Barnes
Labour	Cllr R Raja	Cllr K Ahmed
East Wycombe Independent	Cllr M Knight	Cllr Ms J Wassell
Independent	Cllr A Turner	Cllr G Hall

9 REPORT OF THE EXECUTIVE LEADER

The Executive Leader is required to submit to the Annual Meeting of the Council:

- details of the Executive ("Cabinet") positions and post holders
- details of any Cabinet committees
- responsibilities and schemes of delegation for executive arrangements'
- details of any joint arrangements
- appointments to outside bodies within the Cabinet's functional areas for the forthcoming year

The matters set out in (i) to (viii) below are therefore approved and submitted to the Council in order to comply with the Council's approved Leader and Cabinet Executive political management model and the Council's approved Constitution.

- (i) (a) To note that the Executive Leader has appointed Councillor D Barnes as Deputy Executive Leader for the purpose of carrying out the Leader's statutory functions (including e.g. appointing and removing Cabinet Members and Deputy Executive Leader, delegating executive functions to Cabinet, to Cabinet Members or to officers, agreeing or objecting to senior appointments and dismissals);
- (b) To note that the Leader has appointed Councillor D Barnes as Deputy Leader for the purpose of carrying out the remaining (Portfolio) functions of the Leader as set

out in the terms of reference and responsibilities of Cabinet Members in the event that the Leader is unable to act through absence, illness, legal disability or conflict of interest, or the circumstances are so urgent that it is appropriate for a Deputy Leader to take a decision in order to protect the interests of the authority or its area.

- (c) To note that the Leader of the Council has made the following appointments in respect of Cabinet positions and post holders.

(ii) Cabinet positions and post holders

NAME	ADDRESS	WARD REPRESENTED	PORTFOLIO
Councillor Ms K S Wood	c/o WDC, Council Offices, Queen Victoria Road, High Wycombe, Bucks HP11 1BB	Tylers Green & Loudwater	Executive Leader of the Council
Councillor D H G Barnes	18 Juniper Road, Marlow Bottom, Bucks, SL7 3NX	Greater Marlow	Deputy Leader & Cabinet Member for Engagement & Strategy
Councillor R Wilson	25 Beechtree Avenue, Marlow Bottom, Bucks, SL7 3NH	Marlow North & West	Economic Development & Regeneration
Councillor Mrs J A Adey	Hatherley, Princes Road, Bourne End, Bucks, SL8 5HZ	The Wooburns	Community
Councillor D A C Shakespeare OBE	Elephant Walk House, Hammersley Lane, Loudwater, Bucks, HP13 7BY	Tylers Green & Loudwater	HR, ICT & Customer Services
Councillor D A	32 Highfield Road,	Flackwell Heath & Little Marlow	Planning

Johncock	Flackwell Heath, Bucks, HP10 9AN		
Councillor Mrs J D Langley	18 Rush Burn, Wooburn Green, Bucks, HP10 0BT	The Wooburns	Housing
Councillor Mrs J E Teesdale	43 Green Lane, Radnage, High Wycombe, Bucks, HP14 6DJ	Chiltern Rise	Environment
Councillor R Newman	38 The Row Lane End Bucks HP14 3JS	Hazlemere South	Youth
Councillor D M Watson	17 Wendover Road, Bourne End, Bucks, SL8 5NS	Flackwell Heath & Little Marlow	Finance & Resources

(iii) Cabinet terms of reference and responsibilities of individual portfolio holders

These are to be as set out in Part 2 of the Constitution.

(iv) Cabinet Committee terms of reference

There will be no Cabinet Committees in 2015/2016.

(v) Schemes of Delegation of Executive Functions to Officers

There are to be as set out in Part 2 of the Constitution.

(vi) Joint Arrangements

There are three schemes for joint arrangements with one or more other local authorities. These are in respect of the Chilterns Crematorium Joint Committee, Bucks Joint Waste Committee and the Chiltern and Wycombe Joint Waste Collection Committee. Details of the arrangements for all these bodies can be found in Part 2 of the Constitution.

Representation will be:

Chilterns Crematorium Joint Committee – Councillor Mrs J Adey and Councillor D Barnes.

Bucks Joint Waste Committee – Councillor Mrs W Mallen, Councillor Mrs J E Teesdale and Councillor Z Ahmed (Standing Deputy).

Chiltern and Wycombe Joint Waste Collection Committee –
Councillor Mrs W Mallen, Councillor Mrs J Teesdale and
Councillor Z Ahmed (Standing Deputy).

(vii) Appointments to Outside Organisations

The organisations to which the Cabinet makes appointments are as set out below. The Council is asked to note the following appointments for the periods set out.

Local Authority Appointments (until May 2016)

1. Local Government Association

General Assembly (1)	Councillor D Shakespeare
Standing Deputy (1)	Councillor A Collingwood
2. Wycombe Partnership (1) Councillor Miss K Wood

Standing Deputy (1)	Councillor D Barnes
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3. South East England Councils (1) Councillor D Shakespeare

Standing Deputy (1)	Councillor R Gaffney
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4. Red Kite Board (2) Councillor I L McEnnis
Councillor Mrs J E Teesdale
5. South East Employers (2) Councillor A Hussain
Councillor G Peart

Standing Deputy (2)	Councillor D Knights Councillor T Lee
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6. Thames Valley Police & Crime Panel (1) Councillor Mrs J Adey
7. Wycombe Rent Deposition Guarantee Scheme (1) Councillor P Turner

Other Local Authority Appointments until May 2016

1. BCC Public Health Overview and Select Committee (1) Councillor A Green
2. Health and Wellbeing Board (1) Councillor Mrs J Adey
3. HealthyCommunities Partnership (1) Councillor Mrs J Adey

(viii) Deputy Cabinet Members

The following Members have been appointed to assist the relevant Cabinet Member:

Engagement & Strategy

Councillor A Hussain

Finance and Resources

Councillor G Peart

Economic Development & Regeneration

Councillor S Broadbent

Community

Councillor Z Ahmed

HR, ICT and Customer Services

Councillor S Saddique

Planning

Councillor Mrs G A Jones

Housing

Councillor D J Carroll

Environment

Councillor Mrs W J Mallen

Youth

Vacant

- | | | |
|-----------|--|-----------|
| 10 | COMMITTEE APPOINTMENTS | 1 - 10 |
| 11 | SCHEME OF DELEGATION - NON-EXECUTIVE FUNCTIONS
To confirm formally, that the appointments detailed in item 10, as set out in Part 2 of the Constitution be approved. | To Follow |
| 12 | REFRESHMENTS
Members and guests are invited to join the Chairman and Honorary Aldermen for refreshments. | |

**For further information, please contact Iram Malik on 01494 421204,
iram_malik@wycombe.gov.uk**

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10 COMMITTEE APPOINTMENTS

Committees of the Council are appointed annually under Section 102 of the Local Government Act 1972.

In accordance with Sections 15 to 17 of the Local Government and Housing Act 1989, it is the duty of the Council (save in relation to certain Committees where different arrangements are approved by the Council) to make appointments to Committees which reflect the representation of different political groups on the Council and in accordance with the wishes of those political groups.

The current political composition of the Council is:-

GROUP	MEMBERS	% AGE
Conservative	47	78.3
Labour	6	10
EWIP	3	5
Independent	2	3.33
UKIP	1	1.67
Lib Dem	1	1.67

Recommended: That:

- (i) The following Committees be appointed with memberships as set out below, in accordance with political balance requirements as notified by Group Leaders. The terms of reference are set out in parts 1 and 2 of the Constitution.
- (ii) The positions of Chairman and Vice-Chairman as set out be determined.

NB: The Leaders of EWIP & the Independent Group have agreed to 'share' seats allocated to their Groups between them. So a seat shown as allocated to these Groups may in some cases be taken up by a member from the other Group.

(i) Improvement and Review Commission

(Up to 18 Members Total)	Chairman:		Cllr R Gaffney
	Vice Chairman:		Cllr A Collingwood
Conservative – Up to 14 Members	Members	1	Cllr Mrs S Adoh
		2	Cllr Miss S Brown
		3	Cllr H Bull
		4	Cllr Mrs L Clarke OBE
		5	Cllr A Collingwood
		6	Cllr M Davy
		7	Cllr C Etholen
		8	Cllr R Gaffney
		9	Cllr M Harris
		10	Cllr D Knights
		11	Cllr T Lee
		12	Cllr Mrs C Oliver
		13	Cllr S Raja
		14	Cllr J Savage
Conservative	Standing Deputies	1	Cllr M Appleyard
		2	Cllr Mahboob Hussain JP
		3	Cllr Maz Hussain
		4	Cllr N Marshall
		5	Cllr H L McCarthy
		6	Cllr L Wood
Labour 2 Members	Member	1	Cllr K Ahmed
		2	Cllr R Raja
Labour	Standing Deputies	1	Cllr M Hashmi
		2	Cllr M Hanif
Independent	Member	1	Cllr Ms A Baughan (EWIP)
Independent	Standing Deputy	1	Cllr G Hall
EWIP	Member	1	Cllr M Knight
EWIP	Standing Deputy	1	Cllr Ms J Wassell

(ii) Standards Committee

(Up to 8 Members Total)	Chairman:		Cllr C Etholen
	Vice Chairman:		Cllr Mrs J D Langley
Conservative – Up to 6 Members	Members	1	Cllr S Broadbent
		2	Cllr M Clarke
		3	Cllr C Etholen
		4	Cllr A Green
		5	Cllr Mrs J Langley
		6	Cllr J Savage
Conservative	Standing Deputies	1	Cllr A Collingwood
		2	Cllr H McCarthy
		3	Cllr R Scott
Labour	Member	1	Cllr R Raja
Labour	Standing Deputy	1	Cllr K Ahmed
Independent Group / EWIP	Member	1	Cllr Ms J Wassell
Independent Group / EWIP	Standing Deputy	1	Cllr A Turner

(iii) Planning Committee

(Up to 16 Members Total)	Chairman:		Cllr P Turner
	Vice Chairman:		Cllr A Hill
Conservative – Up to 13 Members	Members	1	Cllr Mrs J Adey
		2	Cllr C Harriss
		3	Cllr A Hill
		4	Cllr D Johncock
		5	Cllr Mrs A Jones
		6	Cllr T Lee
		7	Cllr Mrs W Mallen
		8	Cllr N Marshall
		9	Cllr H McCarthy
		10	Cllr P Turner
		11	Cllr N Teesdale
		12	Cllr C Whitehead
		13	Cllr L Wood
Conservative	Standing Deputies	1	Cllr Z Ahmed
		2	Cllr H Bull
		3	Cllr D Carroll
		4	Cllr A Hussain
		5	Cllr Maz Hussain
		6	Cllr Mrs C Oliver
Labour 2 Members	Member	1	Cllr S Graham
		2	Cllr M Asif
Labour 2 Members	Standing Deputy	1	Cllr M Hashmi
		2	Cllr M Hanif
EWIP	Member	1	Cllr A Turner
EWIP	Standing Deputy	1	Cllr M Knight

(iv) Regulatory and Appeals Committee

(Up to 12 Members Total)	Chairman:		Cllr J Savage
	Vice Chairman:		Cllr Mrs L M Clarke OBE
Conservative – Up to 9 Members	Members	1	Cllr M Appleyard
		2	Cllr S Broadbent
		3	Cllr Mrs L Clarke OBE
		4	Cllr A Collingwood
		5	Cllr C Etholen
		6	Cllr R Gaffney
		7	Cllr Mahboob Hussain JP
		8	Cllr D Knights
		9	Cllr J Savage
Conservative	Standing Deputies	1	Cllr Miss S Brown
		2	Cllr A Green
		3	Cllr I McEnnis
Labour 1 Member	Member	1	Cllr K Ahmed
Labour 1 Member to be drawn from	Standing Deputy	1	Cllr R Raja
Independent Group / Lib Dem / UKIP	Member	1	Cllr B Pearce
Independent Group / Lib Dem / UKIP	Standing Deputy	1	Cllr R Farmer
EWIP	Member	1	Cllr Ms A Baughan
EWIP	Standing Deputy	1	Cllr Ms J Wassell

(v) Audit Committee

(Up to 8 Members Total)	Chairman:		Cllr M Appleyard
	Vice Chairman:		Cllr S Saddique
Conservative – Up to 6 Members	Members	1	Cllr M Appleyard
		2	Cllr T Lee
		3	Cllr Mrs C Oliver
		4	Cllr G Peart
		5	Cllr S Saddique
		6	Cllr C Whitehead
Conservative	Standing Deputies	1	Cllr R Scott
		2	Cllr N Teesdale
		3	Cllr P Turner
Labour 1 Member	Member	1	Cllr M Hanif
Labour	Standing Deputy	1	Cllr M Asif
Independent Group / EWIP	Member	1	Cllr G Hall
Independent Group / EWIP	Standing Deputy	1	Cllr Ms J Wassell
External co-optee		1	Vacancy

(vi) Licensing Committee

(Up to 15 Members Total)	Chairman:		Cllr A Hill
	Vice Chairman:		Cllr I McEnnis
Conservative – Up to 12 Members	Members	1	Cllr Miss S Brown
		2	Cllr M Clarke
		3	Cllr M Davy
		4	Cllr A Green
		5	Cllr C Harriss
		6	Cllr A Hill
		7	Cllr Maz Hussain
		8	Cllr D Knights
		9	Cllr N Marshall
		10	Cllr I McEnnis
		11	Cllr S Saddique
		12	Cllr R Scott
Conservative	Standing Deputies	1	Cllr Z Ahmed
		2	Cllr D Carroll
		3	Cllr M Harris
Labour 2 Members	Member	1	Cllr S Graham
		2	Cllr M Hashmi
Labour	Standing Deputies	1	Cllr M Hanif
		2	Cllr R Raja
EWIP	Member	1	Cllr Ms A Baughan
EWIP	Standing Deputy	1	Cllr M Knight

(vii) High Wycombe Town Committee

(23 Members in total representing the High Wycombe Town wards)	Chairman:	Cllr A R Green	
	Vice Chairman:	Cllr N Teesdale	
	Members	1	Cllr K Ahmed
		2	Cllr Z Ahmed
		3	Cllr M Asif
		4	Cllr Ms A Baughan
		5	Cllr H Bull
		6	Cllr Mrs L M Clarke OBE
		7	Cllr M Clarke
		8	Cllr M P Davy
		9	Cllr R M H Farmer
		10	Cllr S Graham
		11	Cllr A R Green
		12	Cllr M Hanif
		13	Cllr M A Hashmi
		14	Cllr A E Hill
		15	Cllr A Hussain
		16	Cllr Mahboob Hussain JP
		17	Cllr Maz Hussain
		18	Cllr M E Knight
		19	Cllr B E Pearce
		20	Cllr R Raja
		21	Cllr S K Raja
	22	Cllr N J Teesdale	
	23	Cllr Ms J D Wassell	

(viii) Personnel and Development Committee

(Up to 8 Members Total)	Chairman:		Cllr M Harris
	Vice Chairman:		Cllr L Wood
Conservative – Up to 6 Members	Members	1	Cllr M Harris
		2	Cllr Maz Hussain
		3	Cllr Mrs W J Mallen
		4	Cllr G Peart
		5	Cllr S Raja
		6	Cllr L Wood
Conservative	Standing Deputies	1	Cllr Mrs Adoh
		2	Cllr P Turner
		3	Cllr C Whitehead
Labour 1 Member	Member	1	Cllr M Hanif
Labour	Standing Deputy	1	Cllr A Hashmi
Independent Group / EWIP	Member	1	Cllr G Hall
Independent Group / EWIP	Standing Deputy	1	Cllr M Knight

(ix) Joint Staff Committee

(Up to 5 Members Total)	Chairman:		Cllr M Harris
	Vice Chairman:		Staff Side Appointment
Conservative – Up to 4 Members	Members	1	Cllr M Harris
		2	Cllr Mrs W Mallen
		3	Cllr G Peart
		4	Cllr L Wood
Conservative	Standing Deputies	1	Cllr I McEnnis
		2	Cllr S Raja
Labour 1 Member		1	Cllr A Hashmi
Labour	Standing Deputy	1	Cllr S Graham

(x) Disciplinary Committee

5 Members to be drawn from the list of Members set out (subject to two or more political groups always being represented and to the inclusion of at least one Cabinet Member)	1	Chairman or past Chairman of the Council
	2	A member of the Cabinet
	3	A Leader or Deputy Leader of an opposition party
	4	The Chairman of a Council Committee
	5	The Vice Chairman of a Council Committee
	6	A member of the Personnel and Development Committee
	7	Another Back Bench Member

(xi) JNC Staffing Matters Committee

5 Members to be drawn from the list of Members set out (subject to two or more political groups always being represented and to the inclusion of at least one Cabinet Member)	1	Chairman or past Chairman of the Council	Cllr Mrs L Clarke OBE
	2	A member of the Cabinet	Cllr R Raja
	3	A Leader or Deputy Leader of an opposition party	Cllr J Savage (Vice-Chairman)
	4	The Chairman of a Council Committee	Cllr Miss K Wood (Chairman)
	5	The Vice Chairman of a Council Committee	Cllr R Wilson Standing Deputies
	6	A member of the Personnel and Development Committee	Cllr K Ahmed Cllr Mrs W Mallen
	7	Another back bench member	Cllr T Lee

COUNCIL SEATING PLAN 2015/2016

		13 N Marshall			
		14 H McCarthy			
		15 R J Scott			
		16 M Clarke			
		17 M Davy			
		18 C Harriss			
		19 Maz Hussain			
		20 David Knights			
		42 M Harris			
		43 M Appleyard			
		44 A R Green			
		45 N Teesdale			
		46 A D Collingwood			
12 C Etholen	41 J A Savage		47 L Wood	21 M E Knight	
11 A E Hill	40 P A Turner		48 S Adoh	22 A Baughan	
10 D A Johncock	39 Mrs G A Jones		49 S Brown	23 J Wassell	
9 Mrs J D Langley	38 D J Carroll		50 H Bull	24 Mohammed Abdullah Hashmi	
8 Mrs J A Adey	37 Z Ahmed		51 T Lee	25 Mohammed Asif	
7 Mrs J E Teesale	36 Mrs W J Mallen		52 C Whitehead	26 Rafiq Raja	
6 D H G Barnes	35 A Hussain JP		53 Sarfaraz Khan Raja	27 K Ahmed	
5 Miss K S Wood	34 R H W Gaffney		54 C Oliver	28 S Graham	
4 D M Watson	33 G Peart		55 A Turner	29 M Hanif	
3 R Wilson	32 S Broadbent		56 G Hall		
2 D A C Shakespeare	31 S Sadique		57 B Pearce		
1 R Newman	30 Mrs L M Clarke OBE		58 R Farmer		

DSO					
DS Manager					
Chief Executive					
Chairman					
Councillor I L McEnnis					
Vice-Chairman					
Councillor Mahboob Hussain JP					
Corporate Director					
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