

ANNUAL COUNCIL
14TH MAY 2003

PRESENT: Crs Hardy (Mayor), Mrs Howe (Deputy Mayor), Aspinell, Bailey, Baker, Barr, Braid, Mrs Brehaut, Brown, Mrs Cook, Mrs Courage, Davies, Elphick, Franklin, Mrs Freeman, Good, Hann, Harrison, Mrs Henwood, Hossack, Mrs Hubbard, Kendall, Kenny, Lewis, Mrs Long, MacLellan, Minns, C Myers, Mrs Myers, Payne, Shawcross, Sleep, Straw, Taylor, Wheatley and Wright.

APOLOGIES: Cr Mrs McGinley.

1. MAYOR'S ANNOUNCEMENT AND PRESENTATIONS: The Mayor:

1. Welcomed Councillors Hann, Hossack and MacLellan who were elected recently and congratulated those Members who were re-elected to the Brentwood Borough Council.
2. On behalf of the Council was pleased to welcome Mr Reddell, Honorary Freeman of the Borough to the meeting.
3. Reported that a total of £7,600 had been raised towards the Mayor's Chosen Charities, Brentwood Opportunities for Special People (BOSP) and the Essex Disabled People's Association. The Mayor thanked everyone who had supported the fundraising during his year of office.

In particular he thanked Councillor Aspinell who had donated £400 following a sponsored 'slim' towards the Mayor's Chosen Charities.

4. Presented with pleasure, cheques to representatives from each of the Mayor's Chosen Charities, Mrs Higginbottom on behalf of the Essex People's Disabled Association and Mr Palliser on behalf of Brentwood Opportunities for Special People (BOSP) who both thanked the Mayor for his support and donations.

2. ELECTION OF MAYOR: Proposed by Cr Kendall, seconded by Cr Wheatley that Cr Mrs Howe be elected as Mayor of the Borough for the year 2003/04.

Cr Mrs Howe made the Statutory Declaration of Acceptance of Office. (The meeting was adjourned whilst Crs Mrs Howe and Hardy left the Chamber to enable the new Mayor to be robed.)

Cr Mrs Howe thanked the Council for her appointment.

Proposed by Cr Mrs Cook and seconded by Cr Brown that the Council thank Cr Hardy, the retiring Mayor, for his work during his term of office. Cr Lewis on behalf of the Main Opposition Group on the Council endorsed the sentiments expressed concerning the work undertaken by Councillor and Mrs Hardy during Cr Hardy's term of office.

RESOLVED to thank Cr Hardy, the retiring Mayor, for his work during his term of office.

The Mayor presented Cr Hardy with a badge to commemorate his year of office.

At the request of the Mayor on behalf of the officers of the Council, the CE&TC

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presented gifts to the retiring Mayor, Cr Hardy and Mrs Hardy, the retiring Mayoress.

Cr Hardy thanked the Council and presented the Council with a new chain for the Mayoress's Badge of Office which the Mayor was pleased to accept.

3. **APPOINTMENT OF DEPUTY MAYOR:** Proposed by Cr Lewis and seconded by Cr Kenny that Cr Mrs Brehaut be appointed Deputy Mayor of the Borough for the year 2003/2004 until her successor becomes entitled to act as Deputy Mayor.

RESOLVED that Cr Mrs Brehaut be appointed Deputy Mayor of the Borough for the year 2003/2004 until her successor is entitled to act as Deputy Mayor.

Cr Mrs Brehaut made the Statutory Declaration of Acceptance of Office and thanked the Council for her appointment.

4. **BRENTWOOD BOROUGH COUNCIL ELECTIONS 1.5.2003:** The Council noted the report of the CE&TC on the summary of election results appended to these Minutes.

[CE&TC-McLintock]

5. **POLITICAL GROUPS ON THE COUNCIL:** The CE&TC reported receipt of the following Notices under the Local Government (Committees and Political Groups) Regulations 1990:-

Notice of Wish to Join a Political Group and a request for a review of arrangements for the allocation of seats to Political Groups under Section 15 Local Government and Housing Act 1989

<u>Name of Member</u>	<u>Political Group</u>
Cr D R Hann	Labour
Cr C R Hossack	Conservative
Cr G E MacLellan	Conservative

[CE&TC-McLintock]

6. **LEADER OF THE COUNCIL:** RESOLVED that the Leader of the largest political group on the Council, Cr Mrs Cook, be designated 'Leader of the Council'.

Arising therefrom it was FURTHER RESOLVED that Cr C Myers be designated as 'Deputy Leader of the Council'.

7. **APPOINTMENT OF POLICY BOARD, EXECUTIVE PANELS AND COMMITTEES:** The Council was invited to review and determine the allocation of seats in accordance with the duty placed on the Council by Section 15 of the Local Government and Housing Act 1989, to determine the number of voting Members on each Committee, to appoint the Committees and allocate seats on the Committees in accordance with the wishes of the political groups on the Council. The references to Committees applied to the Policy Board and Executive Panels under the Council's political management arrangements.

A revised proposal for the political balance of the Council was before Members

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together with details of the nominations from the political groups to the seats allocated to the political groups on the Policy Board, Executive Panels and Committees.

The report set out the calculation of the total entitlement of seats for each political group on the Policy Board, Executive Panels and Committees.

Members were reminded that the minimum number of Members to constitute a political group was two.

(Members noted that the Staff Appointments and Staff Appeals Committees would be appointed as required and the Standards Committee was not subject to political balance requirements.)

RESOLVED:

1. To adopt the political balance proposals before the Council (appended).
2. To appoint the Policy Board, Executive Panel and Committees and that the number of voting Members having taken into account the political balance of the Council together with the wishes of the political groups as to who was to be appointed to the seats in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder shall be as follows:-

Policy Board

Membership 11 (LD 5, Con 5, Lab 1)

Liberal Democrat:

Crs Aspinell, Mrs Cook, Davies, C Myers and Shawcross
Substitute Members: Crs Kendall and Mrs Myers

Conservative:

Crs Kenny, Baker, Good, Lewis and MacLellan
Substitute Members: Crs Mrs McGinley and Payne

Labour:

Cr Minns
Substitute Member: Cr Hann

Cultural Panel

Membership 11 (LD 5, Con 5, Lab 1)

Liberal Democrat:

Crs Hardy, Mrs Hubbard, C Myers, Shawcross and Wheatley
Substitute Members: Crs Aspinell and Mrs Freeman

Conservative:

Crs Sleep, Baker Mrs Brehaut, Mrs Courage and Mrs McGinley
Substitute Members: Crs Hossack and MacLellan

Labour:

Cr Hann
Substitute Member: Cr Elphick

Housing and Health Panel

Membership 11 (LD 5, Con 5, Lab 1)

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Liberal Democrat:

Crs Mrs Cook, Davies, Mrs Freeman, Mrs Myers and Taylor
Substitute Members: Crs Kendall and C Myers

Conservative:

Crs MacLellan, Mrs Brehaut, Mrs Henwood, Payne and Sleep
Substitute Members: Crs Baker and Harrison

Labour:

Cr Hann
Substitute Member: Cr Minns

Environment and Transport Panel

Membership 11 (LD 5, Con 5, Lab 1)

Liberal Democrat:

Crs Aspinell, Mrs Hubbard, Kendall, Shawcross and Wheatley
Substitute Members: Crs Mrs Freeman and Taylor

Conservative:

Crs Good, Mrs Courage, Kenny, Mrs McGinley and Payne
Substitute Members: Crs Braid and Lewis

Labour:

Cr Elphick
Substitute Member: Cr Hann

Overview & Scrutiny Committee

Membership 11 (LD 5, Con 5, Lab 1)

Liberal Democrat:

Crs Bailey, Barr, Brown, Mrs Long and Straw

Conservative:

Crs Braid, Harrison, Mrs Henwood, Hossack and Wright

Labour:

Cr Elphick

Planning Development Control Committee

Membership 15 (LD 8, Con 6, Lab 1)

Liberal Democrat:

Crs Barr, Brown, Mrs Cook, Davies, Mrs Freeman, Mrs Long, C Myers and Taylor
Substitute Members: Crs Hardy and Kendall

Conservative:

Crs Harrison, Braid, Franklin, Mrs Henwood, Hossack and Wright
Substitute Members: Crs Mrs Brehaut and Kenny

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Labour:

Cr Minns

Substitute Member: Cr Elphick

Licensing/Appeals Committee

Membership 10 (LD 6, Con 3, Lab 1)

Liberal Democrat:

Crs Bailey, Hardy, Mrs Hubbard, Mrs Myers, Straw and Wheatley

Substitute Members: Crs Mrs Howe and Shawcross

Conservative:

Crs Braid, Franklin and Payne

Substitute Members: Crs Mrs Courage and Wright

Labour:

Cr Elphick

Substitute Member: Cr Hann

Standards Committee

Membership 8 (2 Independent Members, 2 Parish Council Representatives, 4 Borough Councillors, 2 LD, 1 Con, 1 Lab)

Independent Members - Mr. Michael Hardy
Mr. Richard Horton

Parish Council Representatives - Mr. Richard Allen
Mr. Peter Baggot

Borough Council Members
Liberal Democrat - Cr Barr
Cr Mrs Howe
Conservative - Cr Franklin
Labour - Cr Minns

8. **STANDING GROUPS AND BOARDS:** Members had before them nominations for the various Forums together with the Public Information Panel and Community Safety Panel. In addition a report had been circulated which requested the Council to deal with the appointment of the Local Plan Working Group in advance of the Policy Board on 24.6.2003.

A report was also circulated concerning a suggestion that the format of the meetings of the Community Safety Panel be revised to enable Panel Members to have more contact with local residents, to enable the Panel to be made aware of residents' safety concerns. It had also been suggested that in future meetings of the Panel should take place at venues across the Borough in the evenings.

Members noted that it would be necessary to undertake consultation on these arrangements with the police given that the police already carried out an extensive programme of consultation meetings. A meeting of the Community Safety Panel was to take place on 27.5.2003 to discuss the proposal following which if appropriate a schedule of meetings would then be prepared and published.

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RESOLVED:

1. That the proposal for the revised format of the Community Safety be discussed at the Community Safety Panel on 27.5.2003 and that the CE&TC be authorised to take appropriate action on the outcome of the consultation with the Community Safety Panel and following consultation with the Leader of the Council and the Leaders of the Opposition Groups on the Council.
2. To adopt the proposals set out below in relation to the appointment of the Standing Groups and Boards etc

(i) **STAFF LOCAL AGREEMENT CONSULTATION FORUM**
Employer's Side (The Council)

- | | | |
|----|---------------------------------|---------------|
| 1. | Leader of the Council | : Cr Mrs Cook |
| 2. | Deputy Leader of the Council | : Cr C Myers |
| 3. | Chairman of Policy Board | : Cr Davies |
| 4. | Leader of Main Opposition Group | : Cr Lewis |

(ii) **PUBLIC INFORMATION PANEL**
Membership 3 (LD 2, Con 1)

Liberal Democrat
Crs Mrs Cook and Mrs Long
Reserve: Cr C Myers

Conservative
Cr Lewis
Reserve - Cr Kenny

(iii) **COMMUNITY SAFETY PANEL**
Membership 4 (LD 2, Con 1, Lab 1)

Liberal Democrat
Crs Aspinell and Cr Brown

Conservative
Cr Mrs McGinley

Labour
Cr Elphick

(iv) **BOROUGH FORUM**
Membership 9 (LD 5, Con 3, Lab 1)

Liberal Democrat
Crs Aspinell, Barr, Brown, Kendall and Wheatley
Substitute Members: Crs Mrs Long

Conservative
Cr Baker, Kenny, Mrs McGinley
Substitute Member: Cr Harrison and Payne

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Labour

Cr Elphick

Substitute Member: Cr Hann

- (v) PENSIONERS FORUM
Membership 8 (LD 4, Con 3, Lab 1)

Liberal Democrat

Crs Hardy, Mrs Long, Mrs Myers and Taylor

Substitute Members: TBA

Conservative

Crs Mrs Courage, Mrs Henwood and Wright

Substitute Members: Cr Braid

Labour

Cr Minns

Substitute Member: Cr Hann

- (vi) Local Plan Working Group
Membership 10 (LD5, Con 4, Lab 1)

Liberal Democrat

Crs Mrs Cook, C Myers, Davies, Mrs Long and Barr

Conservative

Crs Harrison, Wright, Kenny and Mrs Brehaut

Labour

Cr Minns

9. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF POLICY BOARD, EXECUTIVE PANELS COMMITTEES AND STANDING GROUPS BOARDS ETC:

RESOLVED to adopt the following proposals in relation to the appointment of the Chairmen and Vice-Chairmen of Policy Board, Executive Panels, Committees and Standing Groups, Boards etc.

(i) POLICY BOARD

Chairman : Cr Davies

Vice-Chairman : Cr C Myers

CULTURAL PANEL

Chairman : Cr Shawcross

Vice-Chairman : Cr Mrs Hubbard

HOUSING AND HEALTH PANEL

Chairman : Cr Mrs Myers

Vice-Chairman : Cr Taylor

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ENVIRONMENT AND TRANSPORT PANEL

Chairman : Cr Aspinell
Vice-Chairman : Cr Kendall

OVERVIEW & SCRUTINY COMMITTEE

Chairman : Cr Bailey
Vice-Chairman : Cr Elphick

PLANNING DEVELOPMENT CONTROL COMMITTEE

Chairman : Cr Mrs Long
Vice-Chairman : Cr Barr

LICENSING/APPEALS COMMITTEE

Chairman : Cr Straw
Vice-Chairman : Cr Mrs Myers

(ii) **STANDING GROUPS AND BOARDS**

Staff Local Agreement Consultation Forum

Chairman: : Leader of the Council

Public Information Panel

Chairman: : Cr Mrs Long

Community Safety Panel

Chairman : Cr Aspinell

Borough Forum

Chairman : Cr Kendall

Pensioners Forum

Chairman : Cr Hardy

Arising from this item, it was suggested that the rules of the Overview and Scrutiny Committee should be reviewed during the year with a view to amending the rules so that the largest/majority group on the Council did not hold the Chairmanship of the Overview & Scrutiny Committee.

10. **MEMBERS' ALLOWANCES 2003/2004 AND APPOINTMENT OF INDEPENDENT REMUNERATION PANEL:** At the meeting of the Ordinary Council on 6.12.2000, the Council adopted from 1.1.2001 a new scheme for Members' Allowances under Section 18 of the Local Government and Housing Act 1989.

At the meeting of the Policy Board on 18.12.2002, Members considered a report on the budget consultation exercise which had been carried out. The top service which the public wished to see reduced was Mayor and Members' services. The Policy Board decided that an independent review should take place of Members' and Mayor's services. Pending the outcome of the review, the allowances for 2003/2004 would be paid in accordance with the scheme approved in December 2000.

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Following the decision of the Policy Board on 18.12.2002, at the Special Council meeting on 26.2.2003, Members considered a report on how the review of Mayor and Members' services should be undertaken and Members decided amongst other matters to appoint an Independent Remuneration Review Panel since under the Local Authorities (Members' Allowances England) Regulations 2001, any decision to amend, revoke or replace a scheme of allowances after 4.5.2001 must involve an Independent Panel set up in accordance with those regulations.

The Council gave further consideration to the appointment of the Independent Remuneration Panel.

In addition the Council considered whether Members' Allowances should be increased in accordance with the annual pay award for local government employees as provided for under the current allowances scheme or left until the new Member Remuneration Panel had reviewed the scheme.

RESOLVED:

1. Pending the outcome of the review of Mayor and Members Services to pay the Basic Allowance to all Members of the Council as per the scheme approved on 6.12.2000.
2. Pending the outcome of the review of Mayor and Members Services to pay the Special Responsibility Allowances with effect from 15.5.2003 approved as per the scheme approved on 6.12.2000.
3. To authorise the BT to vary the Special Responsibility Allowances should any change in chairmanships make it necessary to do so.
4. To appoint the following to the Independent Remuneration Panel, Mr M Large and Father Bob White for a period of two years together with Mrs Jenny Duncombe, Mr E Nath and Mr P Pryke for a period of three years.
5. To take no action with regard to the 3.5% increase in allowances due to be applied with effect from 1.4.03.

[CE&TC-McLintock, BT-Keeble]

11. **MEMORIALS OR PETITIONS:** There were none.
12. **QUESTIONS:** There were none.
13. **DAY AND HOUR OF MEETINGS:** RESOLVED to approve and adopt the revised Calendar of Meetings which had been circulated at the meeting.
[ATC-Horgan]
14. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**
RESOLVED to appoint the following persons as the Council's representatives on the organisations set out below for the period indicated.
 - (a) Representatives who **SHOULD** be Members of the Council.

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<u>Name of Organisation</u>	<u>No. of Reps</u>	<u>Date of Expiry of Term</u>	<u>Period of Term (Years)</u>	<u>Names of Representatives</u>
Association of Essex Councils	(1)	Indefinite	-	Leader of the Council
Local Government Association	(1)	Indefinite	-	Leader of the Council
Brentwood & District Age Concern	(2)	May 2004	1	Crs Straw and Wright
Brentwood Sports Council	(2)	May 2004	1	Cr Shawcross Cr Wheatley
E. & W. Horndon Village Hall Committee	(2)	May 2004	1	Crs MacLellan and Wright
Brentwood Arts Council	(1)	May 2004	1	Cr Mrs Brehaut
Outlook Care	(1)	May 2004	1	Cr Derek Hardy
Ingrave Comm Assn.	(1)	May 2004	1	Cr Hann
Hutton Comm Assn.	(1)	May 2004	1	Cr Mrs. Freeman
National Playing Fields Association	(1)	May 2005	2	Cr Shawcross
Eastern Essex & Herts Regional Employers Organisation for Local Authorities	(1)	June 2004	1	Cr Wright
Herongate Village Hall Man. Cttee	(1)	May 2004	1	Cr Wright
Three Arch Bridge Community Hall	(2)	May 2004	1	Cr Elphick and Minns
Brentwood Rugby Club Pavilion Man. Committee	(3)	May 2004	1	Crs Aspinell, Shawcross and Payne
Brentwood Football Club Man Committee	(3)	May 2004	1	Crs Aspinell, Shawcross and Payne

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<u>Name of Organisation</u>	<u>No. of Reps</u>	<u>Date of Expiry of Term</u>	<u>Period of Term (Years)</u>	<u>Names of Representatives</u>
Ingatstone & Fryerning Community Club	(1)	May 2004	1	Cr Sleep
National Society for Clean Air	(2)	May 2004	1	Crs Bailey and Kenny
Citizens Advice Bureau	(2)	May 2004	1	Cr Mrs Howe and Cr Mrs Long
Brentwood & Landkreis Roth Twinning Association 1979	(3)	May 2004	1	Crs Bailey, Kenny, Mrs Long (Mayor and Deputy Mayor of the Council are President and Deputy-President of the Association respectively)
Brentwood/Montbazon Town Twinning Association	(3)	May 2004	1	Crs Mrs Brehaut, Bailey and Hann (Mayor and Deputy Mayor are President and Vice-President of the Association respectively.)
Brentwood Theatre Trust	(2)	May 2004	1	Crs Mrs Brehaut and Elphick
Police Community Consultative Committee	(1)	May 2004	1	Chairman of Community Safety Panel
Disabled and Access Groups	(1)	May 2004	1	Cr Mrs Myers
Council for Voluntary Service	(2)	May 2004	1	Mayor and Cr. Mrs. Long
Local Government Arts Forum	(1)	May 2004	1	Cr Shawcross
Museums in Essex Committee	(1)	May 2004	1	Cr Minns
Youth Arts Partnership	(1)	May 2004	1	Cr Shawcross
Local Youth Management Committee	(3)	May 2004	1	Crs Barr, Kendall and Mrs McGinley

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<u>Name of Organisation</u>	<u>No. of Reps</u>	<u>Date of Expiry of Term</u>	<u>Period of Term (Years)</u>	<u>Names of Representatives</u>
Eastern Sport & Essex Sport	(1)	May 2004	1	Cr Aspinell
Town Centre Partnership Board	(1)	May 2004	1	Cr Myers
Community Transport Partnership	(2)	May 2004	1	Cr Straw Cr Mrs McGinley
SNAP (Board of Trustees)	(1)	May 2004	1	Cr Mrs Hubbard

(b) Representatives who need **NOT** be Members of the Council:-

Conservators of Shenfield Common	(6)	May 2004	1	Cr Elphick, Franklin, Hann and Minns Mr A Grant Mr M Trett [Mr G P Green Chairman and nominee of Lord of the Manor]
Hartswood Golf Club	(2)	May 2004	1	Cr. Mrs. Brehaut and Wheatley
Relate	(1)	May 2004	1	Cr. Mrs McGinley
Council for the Protection of Rural England (Essex Branch Advisory Cttee)	(1)	May 2004	1	Mr. D.A.P. Gottesmann
Essex Voluntary Civil Aid Assn.	(1)	May 2004	1	The Mayor of the Borough Council
South Weald Parish Hall	(2)	May 2004	1	Cr. Shawcross and Mrs. Howe
Rural Community - Council of Essex	(1)	May 2004	1	Cr. Braid

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CHARITIES

<u>Name of Organisation</u>	<u>No. of Reps</u>	<u>Date of Expiry of Term</u>	<u>Period of Term (Years)</u>	<u>Names of Representatives</u>
Hutton Charities	(2)	May 2007	4	Cr. Davies (other rep Cr Braid term expires 2005)
Headley Common Trustees	(4)	August 2007	4	Cr Taylor and Mrs O'Donoghue (other reps term expires 2005 Mr Wild & Mr Earl)

School & College Governors:

Bentley C of E	(1)	August 2004	4	Mr C Ewens
Brentwood St. Thomas C. of E.	(2)	Aug. 2004	1	Mr A Grant Mrs M McGeary
South Weald St. Peter's C. of E.	(1)	May 2004	4	Mr G Farrington
St. Joseph the Worker	(1)	May 2004	1	Mr J Harrison-Griffiths
St. Helen's R.C. Infants School	(1)	May 2004	1	Mrs A Chandler
Mid Essex Adult Community College	(1)	May 2004	1	TBA
Sir Anthony Browne's School	(1)	October 2006	3	Mr G Bender
Sir Mary's Shenfield C of E	(1)	August 2007	(4)	Mrs B Groot

(Note: The Contested appointment to the Mid-Essex Adult Community College will be determined at an appropriate future meeting.)

[ATC-Horgan]

15. **PARLIAMENTARY CONSTITUENCY BOUNDARIES IN THE COUNTY OF ESSEX:** The Boundary Commission for England was undertaking a review of constituency boundaries as required by the Parliamentary Constituencies Act 1986.

The Commission had published its provisional recommendations, based on electorate figures for the year 2000 and in consideration of the average electoral quota for Essex, Southend-on-Sea and Thurrock. The Council had until 16.6.2003

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to make any representations in respect of the provisional recommendations.

With regard to the Brentwood & Ongar Parliamentary Constituency, the Commission proposed to add the Epping Forest ward of North Weald Bassett to the existing constituency boundary and to move the Matchings into the proposed Harlow constituency, thereby increasing the electorate by a further 3,315 electors.

It was felt that the suggestion that objection should be raised to the removal of the Matchings from the Constituency required further detailed consideration which would be considered as part of the consultation with the political group leaders.

RESOLVED that the CE&TC be authorised to respond to the Commission, including raising formal objection if necessary, following consultation with the three political Group Leaders on the Council.

[CE&TC-McLintock, ATC-Stevens]

16. **NOTICES OF MOTION:** There were no notices of Motion or urgent business to be considered.
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