

ANNUAL COUNCIL
16TH MAY 2007

PRESENT: Crs Mrs J McGinley (Mayor), Kenny (Deputy Mayor), B Aspinell, M Aspinell, Baker, Braid, Mrs Brehaut, Ms Chilvers, Mrs Coe, Faragher, Ms Golding, Hardy, Harrison, Mrs Henwood, Mrs Holmes, Mrs Hones, Hossack, Kendall, Lee, Le-Surf, Lewis, Lloyd, MacLellan, Minns, Mrs Monnickendam, Parker, Payne, Mrs Pound, Quirk, Mrs Sheehan, Sleep, Sparling, Straw and Tee.

APOLOGIES: Crs Elphick, Good and Miss Monnickendam.

The CE&TC also reported that apologies had been received from the Borough's Hon. Freeman, Sir T. Brooking and Mr. J. Reddell.

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

1. Welcomed to the Chamber Councillors M Aspinell, Ms Chilvers, Mrs Hones, Le-Surf, Lloyd and Sparling who had recently been elected to the Council.
2. Advised that she had been very busy with various events taking place around the county. The Mayor paid particular tribute to the Young Mayors for the Day, James Innocent and Madeline Loveday.
3. Was pleased to attend recently the formal opening of the local radio station Phoenix FM and the opening of the new offices of the Brentwood Gazette.
4. Had been pleased to present the awards at the presentation evening in April at the Town Hall for the Half Marathon and Fun Run.
5. Had recently attended installation of the new High Sheriff of Essex which had been a delightful traditional ceremony
6. Had recently attended the Renewal of Promises Services for Scouts and Beavers; made a further visit to Brentwood theatre; visited the Council's sheltered Housing Schemes; celebrated another resident's 90th birthday and enjoyed tea in the Mayor's Parlour with the local MP.
7. On 11.5.07 had attended the Brentwood Art Exhibition.
8. Paid tribute to everyone who had raised money for her chosen charities, including participants in the Brentwood Fun Run who had raised £480; Cr Sleep who had run the London Marathon, raising £200 and family members in the Shanghai 8km run who had raised £820. In total, some £13,300 had been raised for which the Mayor was extremely grateful.

Annual Council
16th May 2007

9. Was pleased to present cheques to representatives from each of the Mayor's Chosen Charities: Crossroads for Carers received £5,600, Barrow Farm Riding for the Disabled and Cemetery Gates each received £3,000 and Hopefield Animal Sanctuary received £1,700.

2. **ELECTION OF MAYOR:** Proposed by Cr Lewis and seconded by Cr Baker that Cr Kenny be elected Mayor of the Borough for the year 2007/2008.

RESOLVED that Cr Kenny be elected Mayor of the Borough for the year 2007/2008 until his successor becomes entitled to act as Mayor.

Cr Kenny made the statutory Declaration of Acceptance of Office. (The meeting was temporarily adjourned whilst Cr Kenny and Mrs McGinley left the Chamber to enable the new Mayor to be robed.)

Cr Kenny thanked the Council for his appointment and announced his chosen charities for the year, i.e. the Brentwood Catholic Children's Society and the Marillac Nursing Home.

Arising therefrom it was proposed by Cr Lewis and seconded by Cr Payne that the Council thank Mrs McGinley, the retiring Mayor, for her work during her term of office.

RESOLVED to thank Mrs McGinley, the retiring Mayor, for her work during her term of office.

The Mayor presented Mrs McGinley with a badge to commemorate her year of office.

At the request of the Mayor, and on behalf of the officers of the Council, the CE&TC presented gifts to the retiring Mayor and to Mr D McGinley, the retiring Mayor's Escort.

Mrs McGinley thanked the Council and expressed her personal thanks and appreciation for all the help and support from her Secretary, Miss Sarah Furlong, the chauffeurs, officers and fellow councillors. Mrs. McGinley paid particular tribute to her escort Mr D McGinley.

3. **APPOINTMENT OF DEPUTY MAYOR:** Proposed by Cr Mrs. McGinley and seconded by Cr Lewis that Cr Payne be appointed Deputy Mayor of the Borough for the year 2007/2008.

RESOLVED that Cr Payne be appointed Deputy Mayor of the Borough for the year 2007/2008 until his successor is entitled to act as Deputy Mayor.

Annual Council
16th May 2007

Cr Payne made the statutory Declaration of Acceptance of Office and thanked the Council for his appointment.

4. **BRENTWOOD BOROUGH COUNCIL ELECTIONS 3.5.2007:** 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 and Housing Act 1989 Local Government (Committees and Political Groups) Regulations 1990:-

Notice of Wish to Join a Political Group and request for review of arrangements.

<u>Name of Member</u>	<u>Political Group</u>
M J Aspinell	Liberal Democrat Group
Ms K L Chilvers	Liberal Democrat Group
Mrs N C Hones	Conservative Group
M Le-Surf	Labour Group
W A Lloyd	Conservative Group
K M Sparling	Conservative Group

Notice of Change of Leader and Deputy Leader of Political Group

Deputy Leader of the Conservative Group	Cr Mrs McGinley
Leader of Liberal Democrat Group	Cr Kendall
Deputy Leader of Liberal Democrat Group	Cr B Aspinell

[CE&TC-McLintock]

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

Arising therefrom it was FURTHER RESOLVED that Cr Mrs McGinley 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 Section 15 of the Local Government and Housing Act 1989, to determine the number of voting Members on each Committee, and to appoint Committees and allocate seats on the Committees in accordance with the wishes of the political groups on the Council. The reference to 'Committees' applied to the Policy Board and Executive Panels under the Council's political management arrangements.

Annual Council
16th May 2007

A political balance proposal for the allocation of seats to the political groups was attached to the report before the Council setting out the calculation of the total entitlement of seats for each political group on the Policy Board, Executive Panels and Committees. The report detailed the nominations from the political groups to the seats allocated to the political groups on the Policy Board, Executive Panels and Committees.

(Members noted that the Staff Appointments and Staff Appeals Committee would be appointed if required and the Standards Committee was not subject to the political balance requirements. Members were reminded that the Licensing/Appeals Committee was adjusted to meet the requirements of the Licensing Act 2003 to provide a pool of Members any three of which sitting together could form a Sub-Committee).

RESOLVED:

1. To adopt the political balance proposal before the Council (appended).
2. To appoint the Policy Board, Executive Panels 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) be as follows:-

Policy Board

Membership 11 (Con 8, LD 2, Lab 1)

Conservative:

Crs Lewis, Baker, Faragher, Mrs McGinley, Miss Monnickendam, Parker, Quirk and Sleep

Substitute Members: Mrs Sheehan and Tee

Liberal Democrat:

Crs Ms Chilvers and Kendall

Substitute Member: Cr M Aspinell

Labour:

Cr Le-Surf

Substitute Member: Cr Minns

Annual Council
16th May 2007

Community Panel

Membership 11 (Con 8, LD 2, Lab 1)

Conservative:

Crs Baker, Ms Golding, Harrison, Lee, Mrs McGinley, Parker, Mrs Pound and Sparling

Substitute Members: Crs Braid and Mrs Hones

Liberal Democrat:

Crs B Aspinell and Straw

Substitute Member: Cr Ms Chilvers

Labour:

Cr Le-Surf

Substitute Member: Cr Minns

Environment Panel

Membership 11 (Con 8, LD 2, Lab 1)

Conservative:

Crs Sleep, Mrs Coe, Mrs Holmes, Mrs Monnickendam, Quirk, Mrs Sheehan, Sparling and Tee

Substitute Members: Crs Mrs Brehaut and Lloyd

Liberal Democrat:

Crs M Aspinell and Kendall

Substitute Member: Cr B Aspinell

Labour:

Cr Le-Surf

Substitute Member: Cr Minns

Overview & Scrutiny Committee

Membership 11 (Con 8, LD 2, Lab 1)

Conservative:

Crs Hossack, Braid, Mrs Brehaut, Mrs Coe, Faragher, Mrs Henwood, Lloyd and Tee

Liberal Democrat:

Crs B Aspinell and Hardy

Annual Council
16th May 2007

Labour:
Cr Minns

Planning Development Control Committee
Membership 15 (Con 12, LD 2, Lab 1)

Conservative:
Crs Miss Monnickendam, Mrs Brehaut, Ms Golding, Mrs Holmes, Mrs Hones, Hossack, Kenny, Lloyd, MacLellan, Mrs Monnickendam, Mrs Pound and Mrs Sheehan

Substitute Members: Crs Quirk and Tee

Liberal Democrat:
Crs Ms Chilvers and Hardy

Substitute Member: Crs Straw

Labour:
Cr Minns

Substitute Member: Cr Le-Surf

Licensing/Appeals Committee
Membership 15 (Con 12, LD 2, Lab 1)

Conservative:
Crs Payne, Braid, Good, Harrison, Mrs Henwood, Mrs Holmes, Mrs Hones, Lee, Mrs Monnickendam, Mrs Pound, Mrs Sheehan and Sparling

Liberal Democrat:
Crs M Aspinell and Straw

Labour:
Cr Elphick

(NB: Any three Members sitting together shall constitute a Sub-Committee).

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

Independent Members - Mr R Horton
Mr P Clements

Annual Council
16th May 2007

Parish Council Representatives - Mr P Baggott
Mrs S Murphy

Borough Council Members

Conservative - Crs Baker and Lewis
Liberal Democrat - Cr Kendall
Labour - Cr Minns

[CE&TC-McLintock, BS/DoCS-Stroulger]

8. **STANDING GROUPS AND BOARDS:** RESOLVED 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)

Leader of the Council	:	Cr Lewis
Deputy Leader of the Council	:	Cr Mrs McGinley
Majority Group Nominee	:	To Be Advised
Leader of Main Opposition Group	:	Cr Kendall

(ii) **PUBLIC INFORMATION PANEL**

Membership 3 (Con 2, LD 1)

Conservative

Crs Lewis and Baker
Reserve – Cr Mrs McGinley

Liberal Democrat

Cr Hardy
Reserve: Cr Kendall

(iii) **INDEPENDENT REMUNERATION PANEL**

Mr M Large
Mrs J Duncombe
Fr B White
Mr E Nath

[CE&TC-McLintock, BS/DoCS-Stroulger]

9. **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF THE POLICY BOARD, EXECUTIVE PANELS, COMMITTEES AND STANDING GROUPS, BOARDS ETC:** RESOLVED to adopt the following in relation to the appointment of the Chairman and Vice-Chairman of Policy Board, Executive Panels, Committees and Standing Groups etc.

Annual Council
16th May 2007

(i) **POLICY BOARD**

Chairman : Cr Lewis
Vice-Chairman : Cr Mrs McGinley

COMMUNITY PANEL

Chairman : Cr Baker
Vice-Chairman : Cr Parker

ENVIRONMENT PANEL

Chairman : Cr Sleep
Vice-Chairman : Cr Quirk

OVERVIEW & SCRUTINY COMMITTEE

Chairman : Cr Minns
Vice-Chairman : Cr Hossack

PLANNING DEVELOPMENT CONTROL COMMITTEE

Chairman : Cr Miss Monnickendam
Vice-Chairman : Cr Ms Golding

LICENSING/APPEALS COMMITTEE

Chairman : Cr Payne
Vice-Chairman : Cr Lee

(ii) **STANDING GROUPS AND BOARDS**

Staff Local Agreement Consultation Forum

Chairman : Leader of the Council

Public Information Panel

Chairman: : Cr Lewis
E-Champion : Leader of the Council
Enforcement
Champion : Cr Mrs Holmes

Annual Council
16th May 2007

Crime & Disorder Reduction Partnership

Chairman : Cr Kenny

10. **MEMBERS' ALLOWANCES 2007/2008:** The Council had before it a report following the meeting of the Independent Remuneration Panel which had met on 14.5.07 to consider Members' Allowances.

The Members' Allowances Scheme was reviewed annually and provision had been included in the current year's budget to accommodate an increase in allowances of 3%.

The Independent Panel had given consideration to the current scheme of Members' Allowances and reflected on whether any changes were necessary or appropriate. The Council concurred with the recommendations of the Independent Panel and it was therefore RESOLVED unanimously:

1. That no changes be made to the basic structure of the Members' Remuneration Scheme for 2007/08.
2. That no changes be made to the Basic Allowance payable to all Members, or the Special Responsibility Allowances (SRA) other than by way of the application of the annual inflationary increase (3%).
3. That the SRA to the Leader of the Main Opposition Group be no less than that payable to a Board, Panel or Committee Chairman, and that the SRA to the Leader of the Minority Opposition Group be no less than half that payable to a Board, Panel or Committee Chairman.
4. That a Member should continue to be entitled to receive only one SRA.
5. That a formal programme of Member Training be established based upon key training requirements – such as in relation to Planning and Probity – and training needs identified by Members themselves.
6. That the Independent Remuneration Panel undertakes a detailed formal review of the Members Allowances Scheme for 2007/08, the outcome of such review being reported to the Annual Council meeting in 2008.
7. That in advance of that review, arrangements be made by way of public advertisement for a further individual to serve as a member of the Independent Remuneration Panel.
8. That with effect from 17.5.2007, the level of allowances should be:

<u>Basic Allowance</u>	£6,612 (from £6,427)
(Paid to all Members)	
Chairman	£ 5,835 (from £ 5,665)
Vice-chairman	£ 1,061 (from £ 1,030)
Leader of the Council	£12,455 (from £12,092)
Deputy Leader of the Council	£ 9,145 (from £ 8,879)

Annual Council
16th May 2007

Main Opposition Leader	£ 5,835 (from £ 5,665)
Minority Opposition Leader	£ 2,917 (from £ 2,142)

9. That the HoFS be authorised to make adjustments pro rata during the year.

[CE&TC-McLintock, HoFS-Theobald]

11. **CODE OF CONDUCT:** RESOLVED to adopt the revised Code of Conduct which had been circulated to Members prior to the meeting.

[DTC/DoLS-Keane]

12. **MEMORIALS OR PETITIONS:** In accordance Standing Order 18 the following Petitions were presented:

1. Cr Ms Chilvers presented a Petition entitled: 'Save Keys Hall'

Since the matter fell within the remit of the Policy Board, it was RESOLVED to refer the Petition accordingly.

[BS/DoCS-Summers]

2. Cr Straw presented the following Petition, calling for the 'Provision of 20mph advisory speed signs throughout the area now defined as 'Brentwood North Community Zone' in the recently proposed road safety measures by Essex County Council'.

Since the matter fell within the remit of the Environment Panel and was the responsibility of the County Council it was RESOLVED to refer the Petition accordingly.

[BS/DoCS-Summers, HoTP-Brimley]

13. **QUESTIONS:** There was none.

14. **DAY AND HOUR OF MEETING:** RESOLVED to approve and adopt the Calendar of Meetings which had been circulated prior to the meeting.

[BS/DoCS-Stroulger/Summers]

15. **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.

Annual Council
16th May 2007

(a) Representatives who **SHOULD** be Members of the Council.

<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>
Essex Local Government Association	(1)	Indefinite	-	Deputy Leader of the Council
Local Government Association	(1)	Indefinite	-	Leader of the Council
East of England Regional Assembly	(1)	May 2008	1	Deputy Leader of the Council
Brentwood & District Age Concern	(2)	May 2008	1	Crs Mrs Henwood and Straw
Brentwood Sports Council	(2)	May 2008	1	Cr Lloyd Cr Mrs Sheehan
East and West Horndon Village Hall Committee	(2)	May 2008	1	Crs MacLellan and Ms Golding
Brentwood Arts Council	(1)	May 2008	1	Cr Mrs Brehaut
Ingrave Community Association	(1)	May 2008	1	Cr Le-Surf
Hutton Youth Project (formerly Hutton Community Association)	(1)	May 2008	1	Cr Payne
Eastern Essex & Herts Regional Employers Organisation for Local Authorities	(1)	June 2008	1	Cr Tee
Herongate Village Hall Management Committee	(1)	May 2008	1	Cr MacLellan
Three Arch Bridge	(2)	May 2008	1	Cr Le-Surf and Minns

Annual Council
16th May 2007

Community Hall

Brentwood Rugby Club Pavilion Management Committee	(3)	May 2008	1	Crs Kenny, Lewis and Payne
Brentwood Football Club Management Committee	(3)	May 2008	1	Crs Faragher, Kenny and Payne
Ingatstone & Fryerning Community Club	(1)	May 2008	1	Cr Sleep
Citizens Advice Bureau	(2)	May 2008	1	Cr Mrs Henwood and Mrs Holmes
Brentwood and Landkreis Roth Twinning Association 1979		May 2008	1	Crs Mrs Brehaut, Mrs Henwood, Straw (Mayor and Deputy Mayor of the Council are President and Deputy-President of the Association respectively)
Brentwood/Montbazon Town Twinning Association	(3)	May 2008	1	Mrs Brehaut, Le-Surf and Straw (Mayor and Deputy Mayor are President and Vice-President of the Association respectively)
Brentwood Theatre Trust	(2)	May 2008	1	Crs Mrs Brehaut and Le-Surf
Police Community Consultative Committee	(1)	May 2008	1	Cr Kenny
Brentwood Horticultural Society Allotment Management Committee	(2)	May 2008	2	Crs Mrs Brehaut, Straw

Annual Council
16th May 2007

Hutton Horticultural Society	(2)	May 2008	2	Crs Mrs McGinley and Payne
Brentwood Access Group	(1)	May 2008	1	Cr Mrs Pound
Council for Voluntary Services	(2)	May 2008	1	Mayor and Cr Mrs Brehaut
Local Government Arts Forum	(1)	May 2008	1	Cr Mrs McGinley
Thames Chase Joint Committee	(3)	May 2008	1	Crs Harrison, Straw and Tee
Museums in Essex Committee	(1)	May 2008	1	Cr Minns
Youth Arts Partnership	(1)	May 2008	1	Cr Mrs McGinley
Brentwood Locality Strategy Group	(3)	May 2008	1	Crs Mrs McGinley, Mrs Sheehan
Town Centre Partnership Board	(1)	May 2008	1	Cr Mrs McGinley
Community Transport Partnership	(2)	May 2008	1	Cr Sleep Cr Mrs McGinley
SNAP	(1)	May 2008	1	Cr Tee
Essex Waste Management Joint Committee	(1)	May 2008	1	Cr Sleep (Sub: Cr Quirk)
Basildon & Thurrock Hospitals Trust	(1)	May 2008	1	Cr Mrs Brehaut
County Commissioning Body for Supporting People		May 2008	1	Cr Mrs McGinley

Annual Council
16th May 2007

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

<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>
Conservators of Shenfield Common	(6)	May 2008	1	Crs Baker, Sleep, Lee and Lloyd, Brentwood County High School representative and Mr A Grant [Mr G P Green Chairman and nominee of Lord of the Manor]
Hartwood Golf Club	(2)	May 2008	1	Cr Mrs Brehaut and Cr Mrs Holmes
Relate	(1)	May 2008	1	Cr Mrs McGinley
Council for the Protection of Rural England (Essex Branch Advisory Cttee)	(1)	May 2008	1	Cr Mrs Henwood
South Weald Parish Hall	(2)	May 2008	1	Crs Mrs Coe and Cr Mrs Holmes
Rural Community Council of Essex	(1)	May 2008	1	Cr Braid

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>
Brentwood Parochial	(3)	May 2010	4	Crs Mrs Brehaut, Good, Mrs Hubbard
South Weald Charities	(4)	May 2010	4	Cr Mrs Coe, Vicar of St Peters, Mr Ellenby and TBA

Annual Council
16th May 2007

Hutton Charities	May 2009	4	Cr Braid
	May 2011	4	Cr Payne
Shenfield Charities	Indefinite		Mr Franklin
Headley Common Trustees	May 2009	4	Cr Tee & Mr Wild
	August 2009	4	Mr Taylor and Mr O'Donoghue
Howard Memorial Trust	May 2008	1	Cr Ms Golding

SCHOOL & COLLEGE GOVERNORS:

<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>
Brentwood St. Thomas C of E	(2)	Aug. 2008	1	Mr A Grant Mrs M McGeary
South Weald St. Peter's C of E	(1)	May 2008	1	Mr G Farrington
St. Joseph the Worker	(1)	May 2008	1	Mr J Harrison-Griffiths
St. Helen's R.C. Infants School	(1)	May 2008	1	Mrs A Chandler
Bentley C of E	(1)	May 2010	4	Mr Ewens
Holly Trees County Junior School		Aug 2008	4	Mr Barr
Hogarth County Primary School		Aug 2008	4	Mr Henderson
Hutton Long Ridings County Primary School		Aug 2008	4	Cr Payne

Annual Council
16th May 2007

Ingrave Johnstone C of E	Aug 2008	4	Cr Ms Golding
Pilgrims Hatch Primary School	Aug 2008	4	Mr Hennessey
St Mary's, Shenfield C of E	Aug 2011	4	Mrs Groot
Warley County Primary School	Aug 2008	4	Mrs Irwin
Willowbrook Primary School	Oct 2008	4	Mr Wild
West Horndon County Primary School	Aug 2008	4	Mr Page
Adult Community Learning (formerly Mid Essex Adult Community College)	May 2010	4	Cr Minns
Sir Anthony Browne's School (Brentwood School)	Oct 2009	3	Cr Tee

16. NOTICES OF MOTION:

Cr Kendall had given notice of the following:

“When taking a recorded vote a Member will be permitted to change his/her vote if immediately on giving his/her vote he/she states his or her wish to amend it.

For the purpose of the Standing Order ‘immediately’ is defined as ‘before the next Member has given his/her vote’.

The Motion was MOVED and SECONDED.

RESOLVED that the matter stand referred to the Policy Board in accordance with Standing Order 6.5.

[BS/DoCS-Strouger/Summers]