



# Agenda

## Ordinary Council

Wednesday, 21 June 2023 at 7.00 pm

Council Chamber, Town Hall, Ingrave Road, Brentwood, Essex CM15  
8AY

---

### Membership (Quorum – 10 )

Cllrs Barrett (Mayor), Haigh (Deputy Mayor), Aspinell, Barber, Dr Barrett, Bridge, M Cuthbert, Mrs N Cuthbert, Mrs Davies, Mrs Francois, Mrs Fulcher, Gelderbloem, Gorton, Heard, Hirst, Kendall, Laplain, Lewis, Marsh, Mayo, McCheyne, Munden, Mrs Murphy, Mynott, Naylor, Parker, Poppy, Mrs Pound, Reed, Rigby, Russell, Sankey, Slade, Wagland, White, Wiles and Worsfold

---

### Agenda

Item	Item	Wards(s) Affected	Page No
------	------	----------------------	---------

#### Live broadcast

[Live broadcast to start at 7pm and available for repeat viewing.](#)

#### Contents

- |    |   |  |         |
|----|---|--|---------|
| 1. | Apologies for Absence                             |  |         |
| 2. | Declarations of Interest                          |  |         |
| 3. | Mayors Announcements                              |  |         |
| 4. | Minutes of the previous meeting                   |  | 5 - 20  |
| 5. | Minutes of Annual Council 17.05.2023<br>To follow |  |         |
| 6. | Public Questions                                  |  | 21 - 22 |

7. **Memorials or Petitions**
8. **Written Questions**
9. **Outside Organisations** 23 - 28  
Appendix A to follow.
10. **Brentwood Connected Business Improvement District (BID) Ballot**
11. **Climate emergency**  
Report to follow
12. **Notice of Motion** 29 - 32
13. **Urgent Business**  
An item of business may only be considered where the Chair is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency.



Jonathan Stephenson  
Chief Executive

Town Hall  
Brentwood, Essex  
06.06.2023

---

### Information for Members

#### Substitutes

---

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

---

#### Rights to Attend and Speak

---

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

---

#### Point of Order/ Personal explanation/ Point of Information

---

##### Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

##### Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

##### Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

---

### Information for Members of the Public

---

#### Access to Information and Meetings

You have the right to attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published.

Dates of the meetings are available at [www.brentwood.gov.uk](http://www.brentwood.gov.uk).

---

#### Guidelines on filming, photography, recording and use of social media at council and committee meetings

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of

---

---

these activities, in their opinion, are disrupting proceedings at the meeting.

---

 **Private Session**

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

---

 **modern.gov app**

View upcoming public committee documents on your Apple or Android device with the free modern.gov app.

---

  **Access**

There is wheelchair access to the meeting venue from the Main Entrance. If you do wish to attend this meeting, please contact the clerk should you have specific accessibility needs. There is an induction loop in the meeting room.

 **Evacuation Procedures**

Evacuate the building using the nearest available exit and congregate at the assembly point in the Car Park.



## Minutes

---

**Ordinary Council  
Wednesday, 15th March, 2023**

### Attendance

Cllr Mrs Francois (Mayor)	Cllr Jakobsson
Cllr Aspinell	Cllr Kendall
Cllr Barber	Cllr Laplain
Cllr Barrett (Deputy Mayor)	Cllr Mrs Murphy
Cllr Dr Barrett	Cllr Mynott
Cllr Bridge	Cllr Naylor
Cllr S Cloke	Cllr Parker
Cllr M Cuthbert	Cllr Mrs Pearson
Cllr Mrs Davies	Cllr Poppy
Cllr Mrs Fulcher	Cllr Reed
Cllr Fryd	Cllr Russell
Cllr Gelderbloem	Cllr Sankey
Cllr Haigh	Cllr Slade
Cllr Hirst	Cllr Wagland
Cllr Mrs Hones	Cllr White
Cllr Hossack	Cllr Wiles

### Apologies

Cllr Heard	Cllr Tanner
Cllr Lewis	

### Not present

Cllr N Cuthbert

### Officers Present

Greg Campbell	- Director - Policy and Delivery
Marcus Hotten	- Director - Environment
Claire Mayhew	- Corporate Manager (Democratic Services) and Deputy Monitoring Officer
Jonathan Stephenson	- Chief Executive
Steve Summers	- Strategic Director
Emily Yule	- Strategic Director

## LIVE BROADCAST

[Live broadcast to start at 7pm and available for repeat viewing.](#)

### 409. Apologies for Absence

Apologies were received from Cllrs Lewis, Cllr Heard and Cllr Tanner.

### 410. Public apology by Member of the Council

Councillor Mynott gave a public apology through the Mayor to the Council for comments he made at an Ordinary Council meeting on 25<sup>th</sup> January 2022.

### 411. Declarations of Interest

There were no declarations of interest at this stage.

### 412. Mayors Announcements

*“Since the new year, I have undertaken a number of engagements in and around the Borough. In January, I attended 2 Holocaust events in and outside of the Borough. This was a very moving event and it is so important that we remember the Holocaust - and the other genocides which have followed it.*

*In February, I hosted a Quiz Night in aid of my chosen charities. Thank you to those who attended for your support. I was pleased to raise almost £1000 at this event.*

*On Monday of this week, I was honoured to raise the Commonwealth Day flag and was the first Commonwealth Day presided over by His Majesty King Charles III as King and Head of the Commonwealth. The day also marked the tenth anniversary of the signing of the [Commonwealth Charter](#), which outlines the values and principles that unify the 56 Commonwealth countries, representing one-third of humanity.*

*I look forward to seeing many of you at my upcoming Civic Dinner this Friday where I will also be presenting 5 Civic Awards to those being recognised in for Services to the Community, Sports Coach of the Year and Sports Club of the Year.”*

#### **413. Minutes of the previous meeting**

The Ordinary Council meeting held on 1<sup>st</sup> March 2023 were **APPROVED** as a true record. The minutes contain a summary of the meeting, to view the full meeting, please visit [Ordinary Council - YouTube](#)

Cllr Aspinell gave a vote of thanks on behalf of the Liberal Democrats Group to Mayor for the work she had undertaken in her role over the last few years in exceptional circumstances at times. This was seconded by Cllr Kendall.

#### **414. Memorials or Petitions**

No memorials or petitions were received.

#### **415. Public Questions**

In accordance with the Council's Constitution, a member of the public resident within the Borough may ask a maximum of two questions relating to the business of the Council providing notice has been received by 10.00am two working days before the relevant meeting.

Four Public Questions had been received and these were put to and responded to by the Leader of the Council, Cllr Hossack, as follows:

Although Mrs Gearon-Simm was not present to ask her questions, the Leader read out the question and gave his response so it was on record.

Mrs Gearon-Simm submitted two questions as follows:

1. *We are now required to provide photographic evidence for our right to vote”.*

*Brentwood residents are required to pay council tax.*

*In the light of this Conservative governments' requirement, what will Brentwood Borough Council do to enable residents to participate in democracy?*

Cllr Hossack responded as follows:

**Brentwood Borough Council will be supplementing the Electoral Commissions national information programs through local awareness campaigns.**

**In addition, communication sent from the Electoral Registration Officer via the councils website, posters, social media and email newsletters contains information on voter ID to ensure electors have access to the correct voter ID or information on how to apply for a Voter Authority Certificate.**

**Leaflets will shortly be despatched to households with council tax bills and the prescribed voter ID information will be printed on electors poll cards together with information at the polling stations.**

**Electors can also contact the electoral services direct for additional assistance.**

Mrs Gearon-Simm's second question was as follows:

- 1. An amendment to the housing bill that is presently awaiting its third reading in the Commons will require landlords to fix health hazards withing strict timeframes.*

*This has been prompted by the failure of Rochdale Borough Housing to tackle the black mould in the house where two year old Awaab Ishak lived. This mould caused his death.*

*England's housing regulator will be given new powers to conduct inspections issue unlimited fines and charge landlords for emergency repairs.*

*I believe that his bill only applies to "social housing"?*

*If there is not a housing regulator in England for tenants who pay rent to private landlords in the free market, does Brentwood Borough Council inspect such properties?*

Cllr Hossack responded as follows:

**The Bill is the Social Housing (Regulation) Bill which aims to facilitate a new proactive consumer regulation regime by establishing a Social Housing Regulator. This will apply to social housing residents, however local authorities already regulate the private rented sector and there are powers to require repairs and to issue fixed penalties or prosecute for non-compliance.**

**The Government also plans a renters reform Bill for the private rented sector and to introduce other measures for the private rented sector, including a legally binding decent homes standard and a new property portal for landlords to provide information on all properties let.**

**There are also powers to introduce selective licensing of private rented homes to tackle problems of low housing demand or significant anti-social behaviour, however most private sector landlords in Brentwood have good standards and there are no current plans to introduce a selective licensing in the Borough.**

**Brentwood Borough Council will investigate complaints about private sector housing from tenants and enforce to improve standards where this is needed.**



Mrs Smith submitted two questions as follows:

1. *What is the point of the public submitting objections (or ideas for compromises) to planning applications if they are completely disregarded in every respect and the plans voted through by the administration councillors who won't be affected?*

Mr Hossack responded as follows:

**Planning applications undergo a consultation process in line with national requirements. This includes consulting statutory stakeholders, other interested bodies, as well as the ability for local residents to comment. The planning case officer considers these comments as part of the decision-making process, assessing the application and the comments received against national and local policy. It is important to remember that a consultation response or collection of responses do not form a referendum on whether development is supported or not.**

**The comments received are all considered, but these need to relate to planning reasons under policy in order to be given weight when determining the application. The case officer considers the merits of a proposal and makes a recommendation. Ward councillors on the Planning Committee consider this as part of decision-making, they may not agree but the outcome needs to be based on planning reasons. So, all comments are considered, by officers and members if an application reached committee. But that does not mean that the decision is always going to be supported by those who have made comments.**

Mrs Smith's second question were as follows:

2. *Has Brentwood Council conducted an evaluation of the effects of the following policies on local council tenants or homeless people / potential Council tenants.*

*"Reinvigorating Right to Buy"; NOT to alleviate the adverse effects on local council tenants of the bedroom tax; Voting for fixed term tenancies rather than secure tenancies.*

*Especially the possible effects on the vulnerable, those with complex needs, the disabled & sick, and carers or other disadvantaged groups.*

*Is there a possibility that any of these policies will be reversed and for what reason(s) after any such consideration or evaluation?"*

Cllr Hossack responded as follows:

**1. The Council follows all statutory responsibilities with respect to the Right to Buy as required by the Government. Where possible we use applicable receipts from Right to Buy sales to fund new affordable housing (including new council housing).**

**2. The Council works with partners to identify and support people who are struggling with their living costs. This includes financial support including Discretionary Housing Payments. Full details of help and support can be found here: <https://www.brentwood.gov.uk/cost-of-living>**

**3. The Council does not use fixed term tenancies for its council homes, and has no plans to do so at this stage.**

#### **416. Committee Chairs Reports and Members Questions**

Any Member may ask a Chair a written or oral question on any matter in relation to which the Council has powers or duties or which affects the Council's area and which falls within the area of responsibility of the Chair's committee.

The period allowed for written and oral questions and answers will not exceed 60 minutes without leave of the Mayor.

Six written questions were received.

Cllr Naylor submitted two questions, his first question was as follows:

#### **To the Chair of the Community, Environment & Enforcement Committee**

At the Full Council meeting held on Wednesday 1st March, the Liberal Democrat Group raised concerns over the continued failure to repair/replace various items of equipment within our 'Flagship' play area at King George's Park. Notification of various defects has been presented through the appropriate channels on at least three separate occasions, dating back as far as October, 2022, but a satisfactory response has not yet been forthcoming.

Given our summer months are now approaching, bringing with them a much higher public usage of our outdoor facilities, can the Chair of the Community, Environment and Enforcement Committee provide a definitive date when the Zip Wire and Suspended Roundabout equipment will be fully operational.

#### **Response from Cllr Russell, Chair of Community, Environment & Enforcement Committee**

One zip wire is fully operational, the other zip wire was inspected at the end of January and was removed, new parts were promptly ordered. Some of the parts have been received and they are awaiting the delivery of the zip wire

cable, it is expected to arrive within the next couple of weeks. The manufacturer has provided an installation date of the end of April. In respect of the roundabout swing, one swing was removed at the request of a neighbouring property, claiming that it resulted in a lack of privacy. An alternative swing seat is being sourced with installation at the end of April.

Cllr Kendall submitted one questions. His question is as follows:

### **To the Chair of Community, Environment and Enforcement Committee**

King George's Play area is promoted as a 'fully inclusive' environment for the enjoyment of residents and visitors alike and it is noted that apparatus specifically for those with disabilities features as part of the park's overall offering. However, it appears that some very fundamental operational considerations have been overlooked.

Use of the toilet facilities adjacent to the play areas is restricted to the seasonal opening times operated by the splash park with the only alternative being located at the pavilion site. This is especially problematic for mothers/carers of young or disabled children who require prompt access to toilet, baby changing and disabled facilities.

Can the Chair of the Community, Environment and Enforcement Committee please explain why access to the toilets adjacent to the play areas is restricted and what plans are in hand to increase accessibility to an all year-round basis.

### **Response from Cllr Russell, Chair of Community, Environment & Enforcement Committee**

With regards to King George's playing field toilets, the disabled toilet in the main pavilion was closed due to repairs that were scheduled to take place on the flushing mechanism. These repairs have now been completed and this toilet is back open for use. With regards to the toilets opposite the play area, it has recently come to officers attention that during the construction phase of the splash pad, Essex and Suffolk Water imposed strict conditions around the installation of the new water mains on site. These conditions included that the splash pad plant room, toilets and kiosk must be fed from the same supply and could not be isolated from each other. This has resulted in the water supply to the toilets being cut off and the splash pad is drained down for the winter period. Officers are mindful that this is not an acceptable solution to this issue and are engaging with Essex & Suffolk water to determine a remedy that will allow the toilets to remain open all year round. The water to the toilets and the splash pad has now been reinstated for the 2023 season and these will shortly be open to the public whilst the discussions with Essex & Suffolk water continue.

Cllr Laplain submitted one question as follows:

**To the Chair of Community, Environment and Enforcement Committee**

Following an inspection of the play facilities at Warley, it was noted that two items of equipment are out of use / unusable. Can you please provide a date when we can expect these to be repaired. The first item is in the toddler section and the second is in the gym.

However, of more immediate concern, three of the child safety gates are no longer operating effectively. The springs designed to ensure they re-close after entry/exit have malfunctioned, leaving the gates wide open. These circumstances could easily result in a young child leaving the park parameters and wandering into the road. If not yet repaired, please confirm the date this vital maintenance work will be undertaken.

**Response from Cllr Russell, Chair of Community, Environment & Enforcement Committee**

The two items of equipment that you refer to were unfortunately vandalised, in the case of the gym item, an attempt to repair has been made but on further inspection, it has now been scheduled for removal in March. A replacement is on order, however the manufacturer has provided only a broad indicative lead time of approximately six months. It should be noted that these items of equipment are made to order, rather than supplied off the shelf. With regards to the item vandalised in the toddler area, parts have already arrived and will be repaired by the end of March. The gate tensioning has now been slightly readjusted to shut fully. It should be noted that recent annual inspection undertaken by the rules of society prevention of accidents accredited independent inspector stated that the gates shut too quickly and that tension should be reduced. This was done but then required a further fine tuning.

Cllr Naylor's second question was as follows:

**To the Chair of Community, Environment and Enforcement Committee**

River Road children's play area has had a swing broken for some considerable time, eventually being removed. Page 24 Can I have a response detailing why it has been left in an unusable condition for such a lengthy period of time, and the date it will be restored for the use of local families.

**Response from Cllr Russell, Chair of Community, Environment & Enforcement Committee**

Of the five swings available, four throughout that time have been fully functional. Therefore, the children's swings are still available. Originally, it was believed that the repair could be made to the equipment that would not involve the need to dismantle and reassemble the whole swing apparatuses and will have saved time and money. This is not proved to be the case and further parts have now been ordered to repair this item. An installation date

has now been provided by the manufacturer and officers continue to chase this confirmation of when the installation will take place.

Cllr Davies submitted one question as follows:

### **To the Chair of Community, Environment and Enforcement**

Bishops Hall Park play area currently has at least three items of equipment unavailable for use. In the main area, a large 'Do not use' sign is placed against equipment that has been out of use for a lengthy period. Additionally, on other equipment there are two supporting posts remaining, but the accompanying middle section completely missing and in the toddler's section the tyre basin swing has disappeared.

This is a well-used play park, serving numerous residents from within Pilgrims Hatch and the wider area.

Can you confirm dates when the appropriate repairs / replacement will take place in order that the facilities can be brought back to an acceptable standard.

### **Response from Cllr Russell, Chair of Community, Environment & Enforcement Committee**

Two of the items not in service were closed four weeks ago and parts of the mobilisers placed on order at the time. However, we are yet to have confirmation of a delivery date from the supplier. So, it will be wrong to provide a date this evening. The other piece of equipment is currently being assessed as to whether it is beyond repair. If so, it will be removed and replaced, and a replacement item purchased. Once it is clear whether repair or replacement is required, then a date will be provided. The swing item currently out of use was originally sourced from a supplier in the USA. Through enquiries, it had been established that it is not currently manufactured and given its age, it is unlikely we will be able to find a replacement. Therefore, it is scheduled for removal.

Cllr Fryd submitted one question as follows:

### **To the Chair of Community, Environment and Enforcement**

Courage's play area is a welcome facility for local children, and especially those attending Shenfield St. Mary's school, which is adjacent. Whilst the toddler's area appears to be in satisfactory order at this moment, the section for older children has, for some time, looked extremely neglected.

On a recent inspection both the basket swing and cable runway are unusable, and a further piece of equipment has been removed from the site completely. The climbing equipment looks in a very poor state of repair, not helped that a component part, the slide, has disappeared entirely.

Please can you provide a timescale for this much used facility to be returned to full usage.

The order for a new seat for the runway was also placed at the start of January, this has already arrived – installation is planned by the end of March. The other cable runway is fully functional.

### **Response from Cllr Russell, Chair of Community, Environment & Enforcement Committee**

The slide item design does not comply with British standards, and at the annual inspection, was deemed as is no longer fit for use. Therefore, it was removed to address the safety concerns. An equivalent item can not be procured as the design would not be acceptable by today's play standards. The basket swing parts were ordered at the start of January with the delivery and installation expected in April. The order for a new seat for the runway was also placed at the start of January and has already arrived. Installation is planned by the end of this month. The other cable runway is fully functional. Madam Mayor, with 489 pieces of play equipment in the borough, with less than 2% under maintenance this only demonstrates how effective our maintenance schedule is and how seriously we take the health and safety of not only our residents but the thousands of visitors that come to our superb facilities from outside the borough.

Cllrs Naylor and Cllr Aspinell at this stage raised that Mrs Smith's second question was missed from members agenda and would like this noted in the minutes.

### **Cllr Mynott put a question to the Chair of Planning Committee**

*Brentwood's approved local plan takes the borough's housing and economic needs as well as the needs of protecting our green belt past, present and future fully into account. Officer's reports since the local's plan adoption take the local plan fully into account. Why therefore does the Conservative administration which chose to adopt the local plan now see fit to ignore the local plan as an assessment of the boroughs housing and economic needs and so damagingly undermine both the local plan and Brentwood's vulnerable green belt.*

### **Due to the Chair (Cllr Tanner) of Planning Committees absence, vice-chair, Cllr Barber responded:**

*Cllr Mynott is trying to reopen the debate over the recent planning application at the Gateway to Brentwood. The law in this country allows the planning committee to determine an outcome on any application. That application will also be presented to the secondary of state to be reviewed and therefore there are checks and balances. I understand that Cllr Mynott doesn't like the outcome of the jobs and employment to this borough and I understand he takes a contrary view to the majority of members on the planning committee*

*but frankly, you didn't win the argument on the night Cllr Mynott and reopening it here isn't really going to change anything.*

**Cllr Kendall put a question to the Chair of Policy, Resources and Economic Development Committee:**

*During the recent PRED meeting, there was an item regarding SNAP which is a marvellous charity in the borough and we were told that SNAP had lost a considerable amount of funding from Essex County Council. It is a substantial figure. I appreciate that this loss of funding isn't from this authority, it is from Essex but I wondered if with the Chair's agreement, if all members could be given some information as to why that funding has no longer been forthcoming and more importantly, what impact is that loss of funding going to have on the services that it provides because it will have an impact.*

**Cllr Hossack, Chair of Policy, Resources and Economic Development Committee responded:**

*I think the answer is within the question, it isn't our authority so I would advise Cllr Kendall that there are two bodies relating to your question. One is Essex County Council, the other one is SNAP itself so my advice is to write to the cabinet member for children and families to get a response to them for your question because clearly I am not in a position to respond to that. If you want to know what the impact is on SNAP, in terms of loss funding, then I would encourage you to speak to SNAP because it is not for me to comment on what that might be. I wouldn't have a detailed enough response. That is the only response I can give in light of the fact, as Cllr Kendall pointed out, it has not been in the brief or remit of this organisation.*

**Cllr Kendall put a question to the Chair of Housing:**

*Was the Chair aware that the plans to develop a number of the garage sites in the borough was actually something that had started under the accord administration all those years ago. I say this because I know it something cross-party that we are all in favour of but I didn't want you thinking it was just a Conservative idea and it was something that came from the accord and I am sure in your interest of fairness Chair, you would want to make sure that we were all acquainted fully with that fact.*

**Cllr White, Chair of Housing Committee responded:**

*I would like to thank Cllr Kendall, first of all the opportunity to get to my feet. Before I answer his question, I would like to highlight what was in my Chair's response, which is that Brentwood is the national winners of the competition which we took part in which was the iESE public transformation awards and I would like to congratulate the housing team and the SHDP programme for their efforts and congratulate them on actually putting us and our authority as leaders in the country for developing zero carbon in use homes and all the benefits that those are going to bring. Cllr Kendall, in terms of your helpful*

*history lesson, I don't remember the detail but I do remember some of the work that took place at the time, thank you.*

**Cllr Laplain put a question to the Chair of Planning.**

*I have had many residents ask me questions regarding the participation of people on the planning committee and whether or not they participate in meetings extra to those held within the committee, i.e. with planners or agents or both outside of the committee meetings. Do they hold these meetings and if so, are they minuted and are they in the presence of officers.*

**Due to Cllr Tanner's absence as Chair of Planning, vice-chair Cllr Barber responded:**

*As far as I own, in terms of myself, I don't hold meetings with the applicants. I only meet with officers in advance and in meetings that you attend and on site visits that you attend. So no, I am not aware of any of those such meetings.*

*Cllr Naylor made a point of information to Cllr Russell response to his question. There is a typo, it should be June 2022, not October 2022.*

**Cllr Naylor put a question regarding the Chair's report.**

*Unfortunately, the transport minister has made some cuts to Lower Thames Crossing and of particular disappointment to me, to Active England and HS2. Ultimately, this will probably end up delaying these projects and pushing costs up but on the Lower Thames Crossing, we have the new woodland in Hull Farm and I was wondering whether these cuts or costs saving would have any affect on Hull Farm and also on Active England, the budget has been cut quite severely, whether any potential cycling routes that Essex or Brentwood have in mind will see fruition given the cuts to Active England.*

**Cllr Hossack, Chair of Policy, Resources and Economic Development responded:**

*It is a minimal response as this question is outside of the remit of this organisation. The only official line that I have seen from Lower Thames Crossing is that the government have chosen to rephrase, I am not aware that there were cuts. It is rephrasing which effectively means it is delayed by two years. I am not aware of Hull Farm or any local projects relating to LTC.*

**Cllr Aspinell put a question to the Chair of Community, Enforcement and Environment Committee:**

*Regarding Courage's Playing fields, it was padlocked off for some time. I believe it still is, diggers were in there taking up the base of play equipment. Can I ask when this went to committee and what did we discuss about it because it must have been before I joined the committee last month because it hasn't been since I have been on committee.*



**Cllr Russell, Chair of Community, Enforcement and Environment responded:**

*It wouldn't have gone to committee as it is an operational matter, it was closed off for a period because there were two items damaged. As I mentioned earlier, one was not to safety standards and the whole area, there was lots of trip hazards with concrete in the ground. The whole area was chained off and not to be used.*

#### **417. Corporate Strategy 2020-2025 Annual Review**

The report updated members on the progress of the Corporate Strategy 2020–2025 and presented an annual review document for approval.

Members acknowledged and thanked the work of officers for all that had been undertaken.

Councillor Barber wanted to thank retiring Councillor Hossack, Leader of the Council, for how he had led the Council and his vision for the Borough.

During the discussion, Cllr Barber read out a Freedom of Information request he submitted from Essex County Council on member led pothole initiatives. This stated that only 1 had been received from Cllr Aspinell on behalf of Brentwood North division for Essex County Council. Councillor Aspinell disputed this that there had been a failure in the system and this information should never have been publicly available as it was incorrect and he had reported over 50 potholes in his division.

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** the recommendations in the report. A vote was taken and it was **RESOLVED**.

**Members were asked:**

**R1. To approve the Draft Corporate Strategy 2022/23 Annual Review as set out in Appendix A.**

**R2. To delegate authority to the Chief Executive in consultation with the Leader and Deputy Leader to make any minor amendments to Appendix A including decisions of other committees during March 2023.**

Reasons for Recommendation

The Council is required to have and publish a Corporate Strategy

The Council requires sound strategic direction to deliver its objectives.

Cllr Barber expressed his thanks to the Leader of the Council, Cllr Hossack for the way he has led this council over the past few years.

**418. Annual Update Report - OneTeam Transformation Programme Strategic Partnership with Brentwood Borough Council**

The report provided the first annual update on progress of the OneTeam Transformation Programme for February 2022 to January 2023. It included information on the governance arrangements, the service reviews and set up arrangements.

The report also identified that a saving of £290,000 across both authorities should be made by 2024/25 following recruitment at Tier 1 to 3. And further savings of £42,000 from HR service changes, £24,000 through initial ICT changes and a one off saving of £1,900 due to shared resource around the UK Shared Prosperity Fund have been achieved.

Other benefits highlighted included the close working arrangements that can be attributed to Electoral Services, a joint Environment Officer and more effective Wi-Fi at our buildings. This has created resiliency in the service and will develop the one team working ethos and generate efficiencies and therefore further savings.

Other initiatives worked on jointly included the campaign to assist and sign post residents and businesses to help with the issues around the Cost-of-Living. Not an easy issue to deal with but one that both authorities were recognised for with the Director Of Communities & Health Being asked to present at conference and provide our product to the Local Government Association via a case study.

There have been 13 services from phase 1 underway with a number due for completion around March 2023 with phase 2 due to start in May 2023.

The above savings would be very unlikely without the formation of the partnership.

This item was for information only and no vote was required.

**419. Notice of Motion**

One notice of motion was received, as detailed in the report.

**Motion 1 – Received on 24th February 2023 @ 22:51**

**Mover: Cllr Barber**

**Seconder: Cllr Russell**

We believe the ULEZ expansion to be a regressive tax inflicted upon the poorest motorists and is to the detriment of residents living here in Brentwood.

Working people do not choose to drive older, more polluting vehicles out of choice. Placing an additional financial burden on them with a £12.50 charge every time that they need to use their cars to travel into Greater London will hit hard working families with a tax grab by the Mayor of London that will

result in real hardship for those who need to work, travel to hospital or visit and support friends and relatives living within the proposed expanded zone but are unable afford to replace their cars.

This Council opposes the expansion proposal and supports Essex County Council in not co-operating with the installation of any signage to support such an expansion.

An **AMENDMENT** to the motion was **MOVED** by Cllr Kendall **SECONDED** by Cllr Naylor. This was not accepted by the original mover Cllr Barber. The amendment read as:

*This Council opposes the expansion proposal “during the cost of living crisis, and whilst Brentwood residents and businesses who commute in to the expanded ULEX zone for health, family, social and business reasons, have no access to car or van scrappage schemes, or decent public transport links”.*

*This Council also supports Essex County Council in not co-operating with the installation of any signage to support such an expansion “until the following issues have been resolved”*

*“This Council believes that any Brentwood resident/business who had a non-compliant car or van and has a legitimate reason for driving in to the new ULEZ zone should be able to claim a grant under the scrappage scheme.*

*We call for:*

- The scrappage scheme to be expanded to all the District and Borough authorities on the boundary to the new expanded ULEX zone.
- An increase in the amount of financing available for the scrappage scheme to enable this expansion.
- Funding provided by TFL and the Government to improve the public transport and cycle routes connecting to London Boroughs from all the Districts and Borough authorities on the boundary with ULEZ.

Following a full discussion, a recorded vote on the motion was requested by Cllrs: Kendall, M Cuthbert, Davies, Naylor and Mynott.

**FOR:**

Cllrs: Barrett, Aspinell, Dr Barrett, Cloke, M Cuthbert, Davies, Fryd, Fulcher, Haigh, Kendall, Laplain, Mynott, Naylor and Sankey (14)

**AGAINST:**

Cllrs: Francois, Barber, Bridge, Gelderbloem, Hirst, Hones, Jakobsson, Murphy, Parker, Pearson, Poppy, Reed, Russell, Slade, Wagland, White and Wiles (17)

The **AMEDNDED MOTION** was **LOST**.

Members debated the substantive motion and a vote was taken on the **SUBSTANTIVE MOTION**. A recorded vote on the motion was requested by Cllrs: Bridge, Hones, Wagland, Parker and Barber.

**FOR:**

Cllrs: Francois, Barber, Bridge, Gelderbloem, Hirst, Hones, Jakobsson, Murphy, Parker, Pearson, Poppy, Reed, Russell, Slade, Wagland, White and Wiles (17)

**ABSTAIN:**

Cllrs: Barrett, Aspinell, Dr Barrett, Cloke, M Cuthbert, Davies, Fryd, Fulcher, Haigh, Kendall, Laplain, Mynott, Naylor and Sankey (14)

The **SUBSTANTIVE MOTION** was **CARRIED**.

**420. Urgent Business**

The Mayor thanked all councillors for their work and expressed thanks to those not standing for election this year.

Thanks was given from across the Chamber to the retiring Leader, Cllr Hossack for the work he has done over the past 20 years as a Councillor and 4 years as Leader of the Council.

There were no items of urgent business to discuss.

**421. Exemption of press and public**

The public were excluded from the meeting for the item of business on the grounds that the disclosure of exempt information as defined in Schedule 12A of the Local Government Act 1972 was involved.

**422. EXEMPT - Disposal of Freehold**

The public were excluded from the meeting for the item of business on the grounds that the disclosure of exempt information as defined in Schedule 12A of the Local Government Act 1972 was involved.

A Motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to agree the recommendation in the report.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**.

The meeting concluded at 9.38pm



## ORDINARY COUNCIL

21<sup>st</sup> JUNE 2023

<b>REPORT TITLE:</b>	Public Questions
<b>REPORT OF:</b>	Claire Mayhew – Director – People & Governance & Monitoring Officer

In accordance with the Council's Constitution, a member of the public resident within the Borough may ask a maximum of two questions relating to the business of the Council providing notice has been received by 10.00am two clear working days before the relevant meeting.

Every question asked pursuant to rule 11.1 of the Constitution shall be put and answered without discussion but the Member to whom the question has been put may decline to answer. An answer may take the form of a direct oral answer at the Council meeting or where there has been insufficient time to research an answer, a written answer will be sent to the questioner. Time for all questions from members of the public shall be restricted to 15 minutes in total. At the expiration of that period of time, any questions which have not been asked shall be answered in writing and the answer placed with the minutes.

Mrs Jan Gearon-Simm has submitted two questions:

- 1. There is horrifying evidence that damage is being done to the sea, to wildlife and to us by discarded plastic, which is made from fossil fuels.*

*Billions of plastic bottles, for example, are thrown into landfill.*

*The Drinking Fountain Association is trying to track down now-derelict drinking fountains, which were provided by councils from the 1860s onward in public places.*

*Will Brentwood Council follow this example and alert Brentwood residents against plastic bottles by re-opening any derelict fountains and by providing other clean water public outlets?*

2. *At the ordinary Council meeting on 5<sup>th</sup> July 2011, the then Conservative Leader, Cllr Louise McKinlay proposed that:*

*The Town Hall building be demolished and a new town hall be built on the car park alongside.*

*Thankfully, the town hall building was saved because of agreement between council members from difference parties, 11 of whom were Conservatives.*

*The town hall building symbolises the importance of Brentwood residents being served by democratically elected councillors from a variety of political persuasions.*

*I would like the Leader of the Council and the Leader of the Opposition to both respond to my Residents Question, which is:*

*Will all Brentwood Councillors be willing to work in collaboration in order to achieve solutions to Brentwood problems?*



## ORDINARY COUNCIL

21<sup>st</sup> JUNE 2023

<b>REPORT TITLE:</b>	Appointment of representatives on Outside Organisations 2023/2024
<b>REPORT OF:</b>	Claire Mayhew, Joint Acting Up, Director – People & Governance & Monitoring Officer

### REPORT SUMMARY

Following a change to the Council's Constitution on 25 January 2017. Councillors are now appointed to a number of outside organisations by Ordinary Council. Many of the outside organisations support and advance the broad objectives of the Authority. Representations come about either through the Authority initiating the appointment, or an organisation requesting a representative being nominated or a Charity Commission rule that a Council representative is appointed.

Following consideration of the list of nominations and to ensure effective use of Councillors resource and support for outside organisations it is considered appropriate to categorise the list in the following:

- Statutory Representatives
- Trustee
- Council has interest whether financially or otherwise
- Others – point of contact

Where a Councillor is required to be a point of contact it is considered appropriate for the outside organisation and the Councillor to make contact and discuss the best approach.

The list of nominations for representatives/point of contact on outside organisations is presented at the Ordinary Council meeting each year for Members' approval (Appendix A).

In January 2021, Council's approved an amendment to Chapter 4, Paragraph 27 of the constitution to state:

27. Outside Bodies

27.1 *Any person appointed by the Council to serve as our representative to an outside body shall be appointed until they resign, are dismissed or their successor is appointed. Members shall cease to hold appointments on the fourth day after the ordinary day of election unless they are re-elected as a Borough Member at the Election.*

(a) *The Council should not appoint where there is a conflict of office or interest*

(b) *The Council should not appoint where the appointment holds a risk that insolvency of the body would render the appointee debarred from office i.e. where the appointment is an effective directorship listed at Companies House.*

27.2 *The Chief Executive will:*

(a) *in consultation with the appropriate Group Leaders, revise as necessary appointments to outside bodies arising as a result of a vacancy or otherwise;*

(b) *in consultation with the Leader of the Council and the Group Leaders, agree the allocation of appointments to any new outside bodies or organisations.*

(c) *ensure that the body meets the criteria for an appointee*

27.3 *The Appointee will:*

(a) *ensure a good flow of communication between the outside body and the council. This will include non-confidential matters that the appointee may consider to be of interest or significance to either party.*

(b) *upon request of the Chief Executive, provide an update on any disclosable matters pertaining to the outside body.*

(c) *be prepared to provide a brief report to the Audit & Scrutiny committee when requested to do so under the work programme.*



An annual Outside Organisation review has been undertaken to ensure effective partnership working wherever appropriate to help deliver the Council's objectives and to ensure that the Council's time is spent productively and effectively and forms part of the Scrutiny Work Programme,

A report was presented at Audit & Scrutiny Committee on 7<sup>th</sup> March 2023, it was resolved unanimously to recommend the suggested appointed by the Audit & Scrutiny Working Group be made at first Ordinary Council meeting of the new municipal year.

## **RECOMMENDATIONS**

**R1 That the list of outside bodies and nominated representatives/point of contact for 2023/2024 shown in Appendix A be approved.**

## **SUPPORT ING INFORMATION**

### **1.0 REASONS FOR RECOMMENDATIONS**

In line with the Council's constitution.

### **2.0 OTHER OPTIONS CONSIDERED**

Members are now appointed to a number of outside organisations by the Ordinary Council. Many of the outside organisations support and advance the broad objectives of the Authority. Representations come about either through the Authority initiating the appointment, an organisation requesting a representative being nominated or a Charity Commission rule that a Council representative is appointed.

The Council's Partnership Policy encourages effective partnership working wherever appropriate to help deliver the Council's goals and overcome constraints. The Policy aims to ensure that the Council's time is spent productively and effectively. When a Member is appointed to an outside organisation, they act on behalf of that organisation, and may participate fully in the activities. Where it is felt appropriate the nominated Member can act as a point of contact and make agreement with the outside organisation how the Member can best serve them.

### **3.0 BACKGROUND INFORMATION**

The Council will need to be satisfied, and remain satisfied throughout the year, that the list of outside bodies only contains bodies upon which the Council could properly or would wish to nominate representatives and to be represented. Or where a Member could be an appropriate point of contact.

The list of nominations for representatives on the relevant outside organisations are now presented at the Ordinary Council meeting each year for Members' approval.

The choice of nominations put forward by the relevant Group Leaders are made in the light of the need to avoid conflicts of interest (including how any such nomination if successful would impact on the particular Member's other duties such as being a member of any committee of the Council upon which they have been nominated to serve and are serving). No nomination for a role should be put forward where a conflict of interest is likely to arise to a significant degree.

The capacity upon which a successful nominee is to serve needs to be borne in mind and the implications fully understood, from their personal viewpoint, that of the Council and that of the particular organisation.

Members who serve on outside bodies must exercise independent judgment in the interests of the organisation in which they are involved.

Where a Member is serving on the outside body in a representative capacity (i.e. representing the Council), this should be made plain to that body and the Member, whilst being aware that they have a commitment to representing the Council on the outside organisation, must also be aware that it is their responsibility to decide what view to take on any question before the outside organisation.

Where a Member is acting as an Independent Trustee, Director or Member of a Management Committee of an outside body, the Member must act in accordance with that body's interests, and not those of the Council or even the council tax payers at large.

Whilst there could, in exceptional circumstances, be a situation in which a representative on an outside body may find themselves unable to adequately carry out their responsibilities properly, both as a Member of the Council and as a member of the outside body, there are advantages to having Members carefully appointed to relevant outside organisations.

#### **4.0 FINANCIAL IMPLICATIONS**

**Name & Title: Tim Willis, Interim Director – Resources & Section 151 Officer**  
**Tel & Email: 01277 312500/tim.willis@brentwood.rochford.gov.uk**

There are no direct financial implications arising from this report. However financial implications may need to be taken into consideration when reports are reviewing outside organisations each municipal year.

#### **5.0 LEGAL IMPLICATIONS**

**Name & Title: Claire Mayhew, Joint Acting Up, Director – People & Governance & Monitoring Officer**  
**Tel & Email 01277 312500/claire.mayhew@brentwood.gov.uk**

Those appointed to serve on outside bodies will need to remain alert and exercise careful judgment to avoid conflicts of interest (actual and perceived). The concept of bias or perceived bias is wider than the Members' Code of Conduct.

The Members' Code of Conduct applies whenever a Member (a) conducts the business of the Authority, or (b) acts as a representative of the Authority.

When a Member acts as a representative of the Authority (a) on another relevant authority, the Member must, when acting for that other authority comply with that other authority's code of conduct; or (b) on any other body, the Member must, when acting for that other body, comply with the Authority's Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

A Member appointed to an outside body as a trustee will need to be aware of the legal duties of a trustee and the implications that may have on them.

#### **6.0 ENGAGEMENT/CONSULTATION**

Details of outside organisations and their nominated Member representatives are published on the Council's website.

Further work is being undertaken to work with some organisations that appointed Members of the Council that have been appointed on the Outside Organisation as Trustee and are listed on Companies House under that organisation. The Council are consulting with these organisations to appointing a council representative instead of a Trustee to encourage the ongoing support that will benefit both the Council and the organisation.

## 7.0 EQUALITY & HEALTH IMPLICATIONS

**Name & Title:** Kim Anderson, Corporate Manager - Communities, Leisure and Health

**Tel & Email** 01277 312500/kim.anderson@brentwood.gov.uk

There are no direct equality and diversity implications arising from this report.

## 8.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

**Name & Title:** Phil Drane, Director - Place

**Tel & Email** 01277 312500/phil.drane@brentwood.rochford.gov.uk

There are no direct implications arising from this report.

**REPORT AUTHOR:**

<b>Name:</b>	Zoey Foakes
<b>Title:</b>	Member & Governance Support Officer
<b>Phone:</b>	01277 312 733
<b>Email:</b>	zoey.foakes@brentwood.gov.uk

## APPENDICES

Appendix A - List of outside bodies and nominated representatives 2022/2023.

## BACKGROUND PAPERS

None

## SUBJECT HISTORY (last 3 years)

<b>Council Meeting</b>	<b>Date</b>
Ordinary Council	22.6.2023
Audit and Scrutiny	7.3.2023
Audit and Scrutiny	8.3.2022
Ordinary Council	28.7.2021



## ORDINARY COUNCIL

21<sup>st</sup> JUNE 2023

<b>REPORT TITLE:</b>	Notices of Motion
<b>REPORT OF:</b>	Claire Mayhew – Joint Acting Up Director of People & Governance & Monitoring Officer

### REPORT SUMMARY

Any one or more Members of the Council may, by notice received by the Monitoring Officer no later than 10.00 am eleven working days before the day of the Council meeting, require the Council to consider a motion about a matter relating to which the Council has powers or duties or which affects the Council's area. A notice of motion may be accompanied by a statement of not more than 200 words setting out the reason for the proposed motion.

The Monitoring Officer shall include all notices of motion and accompanying statements in the agenda for the next relevant meeting of Council in the order received.

Three Notices of Motion has been submitted in accordance with Rule 3 in Part 4.1 of the Constitution - Council Procedure Rules and are listed in order of the date received.

#### **Motion 1 – Received 2<sup>nd</sup> June 2023 @ 13:52**

**Mover: Cllr White**

**Secunder: Cllr Bridge**

*The Council notes:*

- *'Chairs Reports and Questions' at Ordinary Council should provide democratic accountability of its leadership.*
- *Recently, Leaders have chaired PRED committees, allowing a very broad range of questions to be put to them. This may not be the case when a Leader chairs a Policy Committee with a more focused remit, or none at all.*
- *This motion therefore calls for immediate amendment to Procedural Rule 7.2 that limits the scope of questions to (and omits specific inclusion of) the Council Leader.*

*This council resolves to:*

1. *Require the council's leader to be fully involvement in chairs questions sessions across all areas of Council activity to promote public trust, encourage robust discussions, and enable greater scrutiny of actions and policies;*

2. *Introduce with immediate effect changes to fully include the Council Leader in Ordinary Council's 'Chairs Report and Questions' session (to be renamed Leaders and Chairs' Report and Questions) to cover "all areas of Council responsibility within the council's area";*
3. *Request the monitoring officer, in liaison with the Constitution Working Group, to bring forward to the next Ordinary Council the necessary changes Procedural Rule 7 (Chair Report and Questions) to give effect to this change.*

## **Motion 2 – Received on 2<sup>nd</sup> June 2023 @ 16:06**

**Mover: Cllr Kendall**

**Seconder: Cllr Naylor**

### *Reasons for the Motion*

*Essex County Council introduced a policy of residents having to book to use the Recycling Centres in the Borough of Brentwood and across Essex in March 2023. Since then, a continued escalation in fly-tipping has been observed. Many residents have been turned away from the Recycling Centres if they have not made an appointment. Residents have also not been able to book appointments on the same day, and there have been limited options for multiple trips.*

*Brentwood Borough Council is financially responsible for clearing fly-tips on public land, and it is therefore impacting the Council's financial position. Whilst Essex County Council might be making savings, they come at a greater cost to Brentwood Council taxpayers, given that clean up costs are higher than the costs of legitimate waste disposal.*

*Brentwood Borough Council resolves to:*

1. *Call upon the Cabinet Member for Waste Reduction and Recycling at Essex County Council to reverse the decision that forces residents to book appointments when visiting Recycling Centres. The response to this request to be shared with Ordinary Council.*
2. *Call upon the officers to write to Essex County Council expressing this Council's opposition to the "booking" policy and asking for an urgent meeting between the Chair of the Clean & Green Committee and the Cabinet Member to discuss our concerns. The outcome of this meeting to be reported back to Ordinary Council.*
3. *Ask the Audit & Scrutiny Committee to open an investigation into this policy, it's impact on the number of fly-tips, the County Council's justification for this policy and the costs incurred to Brentwood taxpayers. The result of this investigation to be reported back to Ordinary Council.*

**Motion 3 – Received on 4<sup>th</sup> June 2023 @ 20:04**

**Mover: Cllr Barber**

**Seconder: Cllr Russell**

*This council notes:*

- *Brentwood operates a much valued weekly black bag service for residents' residual waste and this helps to maintain cleanliness and hygiene across our local community.*
- *Weekly black bag collection ensures that residual waste is properly disposed of, reduces risk to health and environmental hazards from prolonged retention - including vermin and unpleasant odours.*
- *Many residents lack the necessary physical space in their properties that would be required to store black bags securely for longer.*
- *Any change to the frequency of residual waste collection has the potential to lead to increased instances of fly-tipping and vermin.*
- *The council has a strong record of promoting and supporting recycling across the Borough to help reduce landfill.*

***This council resolves to:***

- *reaffirm its commitment to providing a high-quality waste disposal service that meets the needs and expectations of residents;*
- *not make any significant change to the expenditure on black bag collections and maintain the current weekly collection service for residual waste;*
- *request that officers investigate opportunities to encourage further waste reduction and promote recycling which do not compromise the frequency of black bag collections.*

This page is intentionally left blank



## **Members Interests**

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

## **Ordinary Council Terms of Reference**

### **General Powers of Council**

The Council is the ultimate decision making body of Brentwood Borough Council and the principal forum for major political debate. All 37 Councillors who have been elected to represent the borough attend the Council meeting.

The Council decides the overall objectives, major policies and financial strategies of the Council. It also considers recommendations from the Scrutiny and Regulatory Committees on issues of significance.

Through the Constitution, it delegates responsibility for carrying out many of the Borough Council's functions and policies to its committees. It also agrees the membership of the committees/sub-committees.

Only the Council will exercise the following functions:-

- (a) adopting and approving changes to the Constitution;
- (b) adopting and amending Contract Standing Orders and Financial Regulations;
- (c) agreeing and/or amending the terms of reference for committees and any joint committees, deciding on their composition chairmanship and making initial appointments to them;
- (d) appointing representatives to outside bodies and consultative groups unless the appointment has been delegated by the Council;
- (e) adopting and amending a members' allowances scheme under Chapter 6;
- (f) to elect the Leader and Deputy Leader of the Council;
- (g) to designate the Chairs and Vice Chairs of the Council;
- (h) adoption of the Code of Conduct for Members;
- (i) electoral and ceremonial matters relevant to the Council
- (j) changing the name of the area, conferring the title of honorary alderman or freedom of the borough;
- (k) setting the Council's Budget and Council Tax;
- (l) approving the making of a virement or payment from the Council's reserves for values exceeding £200,000;

This page is intentionally left blank