



Minutes

Annual Council Wednesday, 19th May, 2021

Attendance

Cllr Ms Sanders (Mayor)	Cllr Hossack
Cllr Reed (Deputy Mayor)	Cllr Mynott
Cllr Aspinell	Cllr Naylor
Cllr Barber	Cllr Nolan
Cllr Barrett	Cllr Parker
Cllr Cuthbert	Cllr Mrs Pearson
Cllr Mrs Davies	Cllr Poppy
Cllr Gelderbloem	Cllr Wagland
Cllr Heard	Cllr White

Officers Present

Jonathan Stephenson	- Chief Executive
Steve Summers	- Strategic Director (Deputy Chief Executive)
Zoey Foakes	- Governance & Member Support Officer

1. To appoint a Member to preside at the meeting if the Mayor nor the Deputy Mayor are present and able to preside

Immediate past Mayor Cllr Keith Parker requested to preside as Chair for the start of the meeting to keep in with traditional civic protocol.

Cllr Hossack **MOVED** and Cllr Pearson **SECONDED** this.

By show of hands this was carried.

2. Apologies for Absence

No apologies were received.

3. Mayor's Announcements

Past Mayor Cllr Keith Parker congratulated all newly and re-elected councillors at the recent election.

Cllr Parker thanked all those that had supported his Mayoral year including colleagues, the Civic Office and his wife Mrs Frances Parker.

During his mayoral year of 2019/20, Cllr Parker had raised £10,500 for his charities, Prostate Cancer UK and St Francis Hospice.

4. Designate a Mayor for the ensuing municipal year

The Council was required to elect a Mayor from amongst its membership to serve for the Municipal Year 2019/20 and until their successor was entitled to act in that office in accordance with the procedure as set out in Appendix B of the Constitution.

Cllr Hossack **MOVED** and Cllr Mrs Pearson **SECONDED** that Cllr Olivia Sanders should be designated Mayor and it was

RESOLVED UNANIMOUSLY that Cllr Olivia Sanders be installed as Mayor for the Municipal Year 2021/22.

Reason for Recommendation

It is a statutory duty.

5. Designate a Deputy Mayor for the ensuing municipal year

The Council was required to appoint a Deputy Mayor from amongst its membership to serve for the Municipal Year 2021/22.

The Deputy Mayor was appointed by the Council to continue in office for one Municipal Year and hold office until immediately after the election of the Mayor at the next Annual Meeting.

Cllr Mrs Pearson **MOVED** and Cllr Nolan **SECONDED** that Cllr Mark Reed be appointed Deputy Mayor and it was

RESOLVED UNANIMOUSLY that Cllr Mark Reed be appointed as Deputy Mayor for the Municipal Year 2021/22.

Reason for Recommendation

It is a statutory duty.

6. Receive any declaration of interest from Members and Officers

There were no declarations of interest from Members or Officers.

7. Brentwood Borough Council Elections

The results of the elections were included within the agenda pack.

Cllr Aspinell thanked all the officers for the hard work throughout the election period.

8. Political Groups on the Council

The Constitution provided that the Chief Executive Officer would report receipt of Notices served on him by Members under the provisions of the Local Government (Committees and Political Groups) Regulations 1990 to the Annual Meeting of the Council.

The CEO, Mr Stephenson advised that he had received Notices from the Conservative, Liberal Democrat and Labour Groups indicating that they wished to be treated as political groups on the Council and listing membership of their Group.

Cllr Ms Sanders **MOVED** and Cllr Reed **SECONDED** the recommendation in the report and it was

RESOLVED UNANIMOUSLY that Annual Council notes the Notices of Political Groups served on the Chief Executive.

Reason for Recommendation

To comply with The Local Government (Committees and Political Groups) Regulations 1990 as amended.

9. Designate a Leader and Deputy Leader of the Council

The Constitution under Council Procedure Rule 2.1 (i) provided that the Annual Meeting of Council would consider the election from its Members a Leader and Deputy Leader of the Council.

The Mayor invited nominations for the election of Leader and Deputy Leader for the Municipal Year 2021/22.

Cllr Parker **MOVED** and Cllr Mrs Pearson **SECONDED** that Cllr Hossack be designated as Leader of the Council and it was

RESOLVED UNANIMOUSLY that Cllr Hossack be designated Leader of the Council.

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** that Cllr Parker be designated as Deputy Leader of the Council and it was

RESOLVED UNANIMOUSLY that Cllr Parker be designated Deputy Leader of the Council.

Reason for Recommendation

To comply with Article 4 of the Constitution.

10. Leader's Statement

During his statement Cllr Hossack highlighted his intention to concentrate and build on the core priorities of the Council.

Leader of the Labour group, Cllr Barrett responded to the Leader's statement.

11. Committees and their Terms of Reference

The Council operated a committee system form of governance and there were a number of statutory provisions relating to committees.

The Constitution provided that the Annual Meeting of Council considered the establishment of committees, their size and terms of reference. Certain matters were laid down by law and the Council had no discretion in its considerations.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report and following a discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

- 1. That the Committees listed in Appendix A be appointed for the Municipal Year 2021/22.**
- 2. That the size of the Committees listed in Appendix A be agreed.**
- 3. That the Terms of Reference of the Committees listed in Appendix A be agreed.**
- 4. That the Council's Monitoring Officer be authorised to make the necessary changes to the Constitution.**

Reasons for Recommendation

The Council operates a committee system form of governance and is required by law to establish certain committees and has discretion to appoint other committees to facilitate the effective conduct of business under that committee system.

12. Political Balance, Allocation of Committee Seats and Committee Appointments

The Council was required to:

- a) Approve the allocation of seats on Committees;
- b) Receive the nominations from political groups to Committees and make appointments to committees as shown in the nomination sheets and
- c) Appoint Chairs and Vice-Chairs of Committees.

Cllr Aspinell made an amendment that Cllr Naylor would be a substitute on Environment, Enforcement & Housing Committee replacing Cllr Mrs Davies.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report including the minor amendment from Cllr Aspinell. By show of hands this was

RESOLVED UNANIMOUSLY

- 1. That the allocation of seats as set out in Appendix A be approved.**
- 2. That the nominations from the political groups to Committees as set out in Appendix B be approved subject to Cllr Naylor replacing Cllr Mrs Davies as a nominated substitute on Environment, Enforcement & Housing Committee.**
- 3. That the Chairs and Vice-Chairs of Committees as set out in Appendix B be appointed.**

For clarity, Appendix B is appended to these minutes.

Reasons for Recommendation

The Council is required to make appointments to those Committees that have been established by Agenda Item 10 for the effective discharge of its functions.

13. Committee Calendar for 2021-2022

The Constitution provided that the Annual Meeting of Council would consider an item of business to agree the date, time and place of Ordinary meetings of Council and its Committees for the coming Municipal Year.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendation in the report.

A small amendment to the calendar would now mean that Policy, Resources and Economic Development committee would move from 29th to 30th September 2021 to allow for the extended Labour Party Conference.

A vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

That the Calendar of Meetings attached as Appendix A for 2021/202 be approved including moving Policy, Resources and Economic Development committee from 29th to 30th September 2021.

For clarity the Calendar of meetings is appended to these minutes.

Reason for Recommendation

The Calendar of Meetings enables effective and efficient decision making throughout the Municipal Year.

14. Appointment of Independent Persons

The Localism Act 2011 requires all principal authorities to have arrangements in place to consider allegations of breaches of the Councillors Code of Conduct for that authority and the Code of Conduct for its associated parish councils and to make decisions on those allegations. In doing so, an authority must take account of the views of an Independent Person appointed by the authority under the Localism Act. This report relates to a proposal that Brentwood Borough Council confirms the appointment of three Independent Persons to comply with the statutory requirements of the Localism Act 2011.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report and by a show of hands it was **UNANIMOUSLY RESOLVED** that:

1. The report proposed the confirmation of appointment of Mr John Boylin, Mr Mike Hawkins and Mr Steve Marsh as the three Independent Persons to comply with the statutory requirements of Section 28(7) of the Localism Act 2011 for a period terminating post the first Council after municipal elections 2023 and

2. Brentwood Borough Council Independent Person be paid an annual allowance of £500 calculated on a pro-rata 12 monthly basis.

Reasons for Recommendation

The key reasons are set out in the body of the report in summary. It is a statutory requirement on Brentwood Borough Council as a principal Council to appoint Independent persons for the purpose of the Localism Act.

15. Members Allowances 2021-2022

The Council operates a Members' Allowances Scheme which is reviewed annually by the Independent Remuneration Panel (IRP). The Members' Allowance Scheme is Chapter 6 of the Council's Constitution, the IRP have reviewed the current scheme and have made recommendations for the 2021/22 Municipal Year and is attached in Appendix A.

Following the IRP meeting held on 17th December 2020, the IRP report has recommended to round down current member allowances to the nearest £50. The report also recommends to utilise the savings to introduce a new special responsibility allowance to the Mayor and Deputy Mayor for their roles of Charing Ordinary Council.

After a full discussion, Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report and by a show of hands, this was **MOVED**:

1. That the report of the Independent Remuneration Panel at Appendix A be noted.

2. That the Members Allowances at Appendix B be agreed and delegated authority is given to the Monitoring Officer to amend the constitution.

Reasons for Recommendation

The Local Authorities (members Allowances) (England) Regulations 2003 require that before Council can determine its Members Allowances for the forthcoming Municipal Year, it must consider a report from the Independent Remuneration Panel.

16. Urgent Business

There were no items of urgent business and the Mayor closed the meeting.

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NOMINATIONS TO SEAT ALLOCATIONS & APPOINTMENTS

(Council must give effect to the wishes of the political groups as regards the nominations for the seats allocated to those political groups).

Audit & Scrutiny Committee (9)	Conservative (6)	Liberal Democrat (3)	Labour (0)
Chair*:	Cllr Nolan	[REDACTED]	[REDACTED]
Vice-Chair**:	Cllr Tanner	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Russell	Cllr Haigh	[REDACTED]
[REDACTED]	Cllr Hirst	Cllr Naylor	[REDACTED]
[REDACTED]	Cllr Pound	Cllr Fulcher	[REDACTED]
[REDACTED]	Cllr Jakobsson	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Approved Substitute	Cllr White	Cllr Laplain	[REDACTED]
Approved Substitute	Cllr Barber	Cllr Cuthbert	[REDACTED]
Approved Substitute	Cllr Hones	[REDACTED]	[REDACTED]

Community & Health Committee (9)	Conservative (6)	Liberal Democrat (3)	Labour (0)
Chair*:	Cllr Poppy		
Vice-Chair**	Cllr Tierney		
	Cllr Hones	Cllr Davies	
	Cllr White	Cllr Aspinell	
	Cllr Reed	Cllr Laplain	
	Cllr Gelderbloem		
Approved Substitute:	Cllr Russell	Cllr Cuthbert	
Approved Substitute:	Cllr Parker	Cllr Haigh	
Approved Substitute	Cllr Cloke		

Dismissals Appeal Committee (9)	Conservative (6)	Liberal Democrat (3)	Labour (0)
Chair*:	Cllr Hossack		
Vice-Chair**:	Cllr Parker		
	Cllr Nolan	Cllr Aspinell	
	Cllr Jakobsson	Cllr Naylor	
	Cllr Hones	Cllr Laplain	
	Cllr Wagland		
Approved Substitute:	Cllr White	Cllr Haigh	
Approved Substitute:	Cllr Pound	Cllr S Cloke	
Approved Substitute:	Cllr Bridge		

Environment, Enforcement & Housing Committee (9)	Conservative (5)	Liberal Democrat (3)	Labour (1)
Chair:	Cllr Pearson		
Vice-Chair:	Cllr McLaren		
	Cllr Bridge	Cllr Kendall	Cllr T Barrett
	Cllr Heard	Cllr Fryd	
	Cllr Barber	Cllr Haigh	
Approved Substitute:	Cllr Tierney	Cllr Naylor	Cllr G Barrett
Approved Substitute:	Cllr Wiles	Cllr Cuthbert	
Approved Substitute:	Cllr Pound		

Planning & Licensing Committee (12)	Conservative (7)	Liberal Democrat (4)	Labour (1)
Chair*:	Cllr Cloke		
Vice-Chair**:	Cllr Bridge		
	Cllr Wiles	Cllr Mynott	Cllr T Barrett
	Cllr Tanner	Cllr Fryd	
	Cllr Gelderbloem	Cllr Cuthbert	
	Cllr Barber	Cllr Laplain	
	Cllr Heard		
Approved Substitute:	Cllr Jakobsson	Cllr Davies	Cllr G Barrett
Approved Substitute:	Cllr Reed	Cllr Haigh	
Approved Substitute:	Cllr Hirst		

Policy, Resources and Economic Development Committee (9)	Conservative (5)	Liberal Democrat (3)	Labour (1)
Chair*:	Cllr Hossack		
Vice-Chair**:	Cllr Parker		
	Cllr Poppy	Cllr Mynott	Cllr G Barrett
	Cllr Pearson	Cllr Lewis	
	Cllr Wagland	Cllr S Cloke	
Approved Substitute:	Cllr Hones	Cllr Aspinell	Cllr T Barrett
Approved Substitute:	Cllr Russell	Cllr Kendall	
Approved Substitute:	Cllr McLaren		

Staff Appointments Committee (9)	Conservative (6)	Liberal Democrat (2)	Labour (1)
Chair*:	Cllr Hossack		
Vice-Chair**:	Cllr McLaren		
	Cllr Poppy	Cllr Aspinell	Cllr G Barrett
	Cllr Pearson	Cllr S Cloke	
	Cllr Nolan		
	Cllr Barber		
Approved Substitute:	Cllr Parker	Cllr Fryd	Cllr T Barrett
Approved Substitute:	Cllr Wagland	Cllr Naylor	
Approved Substitute:	Cllr Heard		

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Notice of Meetings 2021/2022

LOCAL GOVERNMENT ACT 1972 (AS AMENDED)

NOTICE IS HEREBY GIVEN that the following meetings, open to the Public and Press, will be held at the Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY

	Day	Time	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2021	April 2022	May 2022
Annual Council	Wednesday	19:00	19th												18th
Ordinary Council	Wednesday	19:00		23rd				13th		8th		23rd (Budget)	16th (if required)		
Audit and Scrutiny Committee	Tuesday	19:00			6th		28th (20/21 Accounts)			7th	25th		8th		
Community and Health Committee	Monday	19:00		28th			13th			6th			14th		
Environment, Enforcement and Housing Committee	Monday	19:00			5th		20th			13th			7th		
Planning and Licensing Committee	Tuesday	19:00		29th	13th/27th (If needed)		21st	19th	23rd	14th	18th	22nd	1st/15th (If needed)		
Policy, Resources and Economic Development Committee	Wednesday	19:00		30th			30th (Thurs)		24th			2nd (Budget)			

Dated this 19th May 2021

J. Stephenson
HEAD OF PAID SERVICES

(Proper Officer for the purposes of Part VA of the Act)

Holiday Calendar 2021/2022



	2021 May	June	July	August	September	October	November	December	2022 January	February	March	April	May
1		School holidays					School holidays						
2		School holidays		School holidays									Bank holiday
3	Bank holiday	School holidays		School holidays		Conservative Party Conference			Bank holiday				
4		School holidays		School holidays		Conservative Party Conference			School holidays			School holidays	
5				School holidays		Conservative Party Conference						School holidays	Elections
6	Elections			School holidays		Conservative Party Conference						School holidays	
7												School holidays	
8												School holidays	
9				School holidays									
10				School holidays									
11				School holidays								School holidays	
12				School holidays								School holidays	
13				School holidays								School holidays	
14										School holidays		School holidays	
15										School holidays		Bank holiday	
16				School holidays						School holidays			
17				School holidays	Liberal Democrats Conference					School holidays			
18				School holidays	Liberal Democrats Conference					School holidays		Bank Holiday	
19				School holidays	Liberal Democrats Conference								
20				School holidays	Liberal Democrats Conference			School holidays					
21								School holidays					
22			School holidays					School holidays					
23			School holidays	School holidays				School holidays					
24				School holidays				School holidays					
25				School holidays	Labour Party Conference	School holidays							
26			School holidays	School holidays	Labour Party Conference	School holidays							
27			School holidays	School holidays	Labour Party Conference	School holidays		Bank holiday					
28			School holidays		Labour Party Conference	School holidays		Bank holiday					
29			School holidays		Labour Party Conference	School holidays		School holidays					
30			School holidays	Bank Holiday				School holidays					Bank holiday
31	Bank Holiday			School holidays				School holidays					School holidays