



Minutes

Annual Council Wednesday, 18th May, 2022

Attendance

Cllr Ms Sanders (Mayor)	Cllr Jakobsson
Cllr Reed (Deputy Mayor)	Cllr Kendall
Cllr Aspinell	Cllr Russell
Cllr Barber	Cllr Tanner
Cllr Barrett	Cllr Laplain
Cllr Dr Barrett	Cllr Lewis
Cllr Bridge	Cllr Wagland
Cllr S Cloke	Cllr Mynott
Cllr Cuthbert	Cllr White
Cllr Mrs Davies	Cllr Wiles
Cllr Fryd	Cllr Parker
Cllr Mrs Fulcher	Cllr Sankey
Cllr Gelderbloem	Cllr Mrs Murphy
Cllr Hirst	Cllr Mrs Slade
Cllr Mrs Hones	Cllr N Cuthbert
Cllr Hossack	
Cllr Poppy	

Apologies

Cllr Haigh	Cllr Naylor
Cllr Mrs Pearson	Cllr McLaren

Officers Present

Jonathan Stephenson	- Chief Executive
Steve Summers	- Strategic Director
Amanda Julian	- Corporate Director (Law & Governance) & Monitoring Officer
Greg Campbell	- Corporate Director (Environment and Communities)
Phil Drane	- Corporate Director (Planning & Economy)
Jacqueline Van Mellaerts	- Corporate Director (Finance & Resources)
Claire Mayhew	- Corporate Manager (Democratic Service) & Deputy Monitoring Officer

1. Apologies for Absence

Apologies were received by Cllrs Haigh, Naylor, McLaren and Pearson. Past Mayors, Jean McGinley and Joan Holmes, Freewomen Jane Bennett, Alderwomen Valerie Davis and Alex Burghart MP.

2. Mayor's Announcements and Presentations

The Mayor, Cllr Olivia Sanders said:-

“Good evening, Distinguished guests, Freeman and Freewoman, Aldermen and Alderwomen, Members, Ladies and Gentlemen.

First of all, may I welcome everyone to this evening’s meeting. Also, I would like to extend a warm welcome and congratulations on the recent election our new members Cllrs Mrs Cuthbert, Mrs Murphy, Sankey and Ms Slade, and congratulations to Cllrs Aspinell, Barrett, Haigh, Hirst, McLaren, Mynott, Naylor, Parker and Sanders on their re-election.

It certainly has been an extremely different Mayoral year during and coming out of the pandemic period. However, I have still been busy taking on 90 engagements since May 2021. I would like to take the opportunity to thank my escort Sheila Murphy and also my partner Mark for attending these with me. I would also like to thank my Deputy Mayor standing in on those engagements I was unable to attend, so to Cllr Mark Reed – thank you.

I would like present small gift for my appropriation to my Escort, Cllr Sheila Murphy, Deputy Mayor, Cllr Mark Reed and his escort, Lynne Collins for their support throughout the year.

I have been honoured to be invited to a number of events across the Borough from schools, local businesses, community groups, nursing homes and churches to name a few. A special moment of this Mayoral year was leading the parade through the High Street from the War Memorial on Remembrance Sunday.

The Civic Dinner is always an important event and gives Brentwood Borough Council the opportunity to thank all those who give up their time for others, and to recognise those who have made a special contribution to the life of the Borough. I was privileged to present the Civic Awards to Allison Marshall, Nick Holmes, Peter Hyam, and Desmond Burrett.

Last week, I was delighted to be invited to the Queens Garden Party and meet and spoke with HRH. Prince Charles which was a great experience.

I would like to take this opportunity to thank Mr Dennis Rensch and acknowledge his retirement as Deputy Lord-Lieutenant of Essex. Dennis has served in this role for Brentwood since 2006 and has shown great support not only to me and Civic life in Brentwood, but also previous Mayors of the Borough during his time as Deputy Lord Lieutenant”.

Group Leaders spoke on a vote of thanks to Mr Dennis Rensch followed by a presentation from the Mayor.

3. 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 2022/2023 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 Russell **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.

4. 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 2022/2023.

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 Hossack **MOVED** and Cllr Tanner **SECONDED** that Cllr Gareth Barrett be appointed Deputy Mayor and it was

RESOLVED UNANIMOUSLY that Cllr Gareth Barrett be appointed as Deputy Mayor for the Municipal Year 2022/2023.

Reason for Recommendation

It is a statutory duty.

5. Receive any declaration of interest from Members and Officers

There were no declarations of interest from Members or Officers.

6. Brentwood Borough Council Elections

The Chief Executive reported on the results of the recent elections.

7. 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 Barrett **SECONDED** the recommendation in the report and it was **RESOLVED UNANIMOUSLY**.

1. **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.

8. Appointment of Leader and Deputy Leader

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 2022/2023.

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

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

Reason for Recommendation

To comply with Article 4 of the Constitution.

9. Leader's Statement

During his statement Cllr Hossack congratulated those Members that had been re-elected and those that were elected for the first time as new councillors. The Leader highlighted the challenging times over the past two years with the COVID pandemic, the war in Ukraine and the cost of living crisis, which has been added to what was already a very difficult financial situation for this council. However, the council still delivered on major projects ie Childerditch Industrial Estate, the Baytree Centre, Brentwood Centre and King Georges Playing Fields.

Leaders of the opposition groups, Cllrs Aspinell and Barrett responded to the Leader's statement.

10. 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 Poppy **SECONDED** the recommendations in the report and following a discussion a vote was taken on a show of hands and it was **RESOLVED**.

1. **That the Committees listed in Appendix A be appointed for the Municipal Year 2022/2023.**
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.

11. 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 Hossack **MOVED** and Cllr Poppy **SECONDED** the recommendations in the report.

A vote was taken on a show of hands and it 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.
3. That the Chairs and Vice-Chairs of Committees as set out in Appendix B be appointed.

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.

12. Committee Calendar for 2022-2023

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 Poppy **SECONDED** the recommendation in the report.

An amendment to the calendar was suggested by Cllr Mynott to include an Ordinary Council meeting in March. Officers suggested the wording for 15 March 2023, "if required" be removed, which was accepted by Cllr Mynott and Cllr Hossack.

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

- 1. That the Calendar of Meetings attached as Appendix A for 2022/2023 be approved.**

Reason for Recommendation

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

13. Members Allowances 2022-2023

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 Poppy **SECONDED** the recommendations in the report and by a show of hands, this was **RESOLVED**:

- 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.

14. Urgent Business

There were no items of urgent business.

The meeting concluded: 20:08

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