



# Minutes

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## Annual Council Wednesday, 17th May, 2023

### Attendance

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

### Officers Present

- |                     |   |
|---------------------|---|
| Sarah Bennett       | - Director - Digital & Customer Engagement                              |
| Greg Campbell       | - Director - Policy and Delivery  |
| Zoey Foakes         | - Governance & Member Support Officer                                   |
| Marcus Hotten       | - Director - Environment  |
| Andrew Hunkin       | - Interim Director - People & Governance                                |
| Tracey Lilley       | - Director - Communities & Health                                       |
| Claire Mayhew       | - Corporate Manager (Democratic Services) and Deputy Monitoring Officer |
| Jonathan Stephenson | - Chief Executive   |
| Steve Summers       | - Strategic Director  |
| Tim Willis          | - Interim Director - Resources  |
| Emily Yule          | - Strategic Director  |

## 1. Apologies for Absence

No apologies were received.

## 2. Mayor's Announcements and Presentations

The Mayor, Cllr Olivia Francois said:-

*“Good evening, Distinguished guests, Freeman, 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 Gorton, Marsh, Mayo, McCheyne, Munden, Pound, Rigby and Worsfold and congratulations to Cllrs Dr Barrett, Davies, Laplain, Lewis, Poppy on their re-election. I would also like to thank the non-returning Councillors, Sarah Cloke, Andy Fryd, Peter Jakobsson, Noelle Hones, Chris Hossack, Maria Pearson and Sandy Tanner. Thank you for all your work on behalf of the Council and your Wards.*

*The Mayoral year started with preparations for the Platinum Jubilee of Her Majesty Queen Elizabeth II. There was great affection for the Queen demonstrated in a variety of events across the Borough, many of which I had the privilege of attending, on your collective behalf.*

*However, not that long afterwards, the world was saddened to see the passing of Queen Elizabeth, our longest ever reigning monarch. She once famously said “my whole life, be it long or short, will be spent in the service of my people and the commonwealth’- a pledge which she thoroughly honoured, right til the end.*

*I remember with great sadness, having to read out the Proclamation, on the death of our late Queen, outside the Town Hall, accompanied by people from across the Borough, who attended to pay their respects.*

*Some months later, I found myself attending a whole series of events to celebrate the Coronation of His Majesty King Charles III, having also gone up to London with my husband, to witness the Coronation procession.*

*Thus, in the course of a highly eventful year I have participated in some 136 events, both in and outside of the Borough. Some of these events include:. Visiting the Brentwood Sea Cadets, hosting receptions for the French and German Town Twinning groups, 4 flag raisings, turning on the Christmas Lights in Brentwood High Street, 17 church services, including 9 carol services over the Christmas period and drawing more raffle tickets than I have pairs of shoes.*

*Exactly thirty years ago, as a ten year old girl I sat in assembly and listened to Cllr Elizabeth Bottomly talk to my school about being the Mayor of Brentwood.*

*Fast forward thirty years later, not only am I now the Mayor of Brentwood, but I too was in that that very hall talking to the kids about being Mayor. It was a surreal and quite emotional moment.*

*Also during the year, thanks to the generosity of many, I have managed to raise slightly over £15,000 for my four Mayoral Charities, Cardiomyopathy UK, Parkinsons UK, St Francis Hospice and Hopefield Animal Sanctuary. May I take this opportunity to present donations to some of my charities here this evening.*

*First of all may I ask Lizzy Tuthill from Hopefield Animal Sanctuary to come forward to receive your donation.*

*And may I ask Andy Furneaux from St Francis Hospice to come forward to receive your donation.*

*I will be donating £2000 to each of my other charities, Cardiomyopathy UK and Parkinson's UK who were unable to attend this evening.*

*On behalf of Officers and members of Brentwood Borough Council, I would like to present the past Leader Chris Hossack with gift of 20 years service to the Borough.*

*Finally, as someone who grew up in this Borough, it has been an immense privilege to be the Mayor of Brentwood, something I will remember with a great sense of pride. During my term of office, I have on occasion had to Chair some rather lively meetings but never the less, I have come to realise that in the words of Jo Cox, we all have 'more in common than divides us', so in that spirit, I would like to thank all our Councillors, officers and all the people of the wonderful Borough of Brentwood for their kind support and wish all of them a successful year ahead."*

### **3. Designate a Mayor for the ensuing municipal year**

The Council is required to elect a Mayor from amongst its membership to serve for the Municipal Year 2023/2024 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 Francois **MOVED** and Cllr Dr Barrett **SECONDED** that Cllr Gareth Barrett should be designated Mayor and it was **RESOLVED UNANIMOUSLY** that Cllr Gareth Barrett be installed as Mayor for the Municipal Year 2023/24.

#### **Reason for Recommendation**

It is a statutory duty.

### **4. Designate a Deputy Mayor for the ensuing municipal year**

The Council is required to appoint a Deputy Mayor from amongst its membership to serve for the Municipal Year 2023/2024. The Deputy Mayor is 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 Davies **MOVED** and Cllr Aspinell **SECONDED** that Cllr Mark Haigh be appointed Deputy Mayor and it was **RESOLVED UNANIMOUSLY** that Cllr Mark Haigh be appointed as Deputy Mayor for the Municipal Year 2023/2024.

**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 results of the recent elections were tabled at the meeting. A copy of the results is attached to the minutes

**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 Group and the Brentwood Joint Administration Group indicating that they wished to be treated as political groups on the Council and listing membership of their Group.

Cllr Barrett **MOVED** and Cllr Haigh **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.

**8. 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 2023/2024.

Cllr Laplain **MOVED** and Cllr Dr Barrett **SECONDED** that Cllr Aspinell be designated as Leader of the Council and it was **AGREED** that Cllr Aspinell be designated Leader of the Council.

Cllr Aspinell **MOVED** and Cllr Dr Barrett **SECONDED** that Cllr Laplain be designated as Deputy Leader of the Council and it was **AGREED** that Cllr Laplain 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 Aspinell congratulated those Members that had been re-elected and those that were elected for the first time as new councillors.

Cllr Russell as Leader of the Opposition Group responded to the Leaders Statement.

### **10. Committees and their Terms of Reference**

The Council is requested to formally establish those committees it considers necessary to fulfil its functions in the ensuing municipal year, in accordance with the requirements of both legislation and the Council's Constitution.

Cllr Aspinell **MOVED** and Cllr Dr Barrett **SECONDED** the recommendations in the report and following a discussion a vote was taken on a show of hands and it was **RESOLVED UNANIMOUSLY**.

Members are asked to:

1. That the Committees listed in Appendix A be appointed for the Municipal Year 2023/2024.
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 any 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 is required to approve the allocation of seats on committees, receive the nominations from political groups and make appointments to committees as shown in the nomination sheets and appoint the Chairs and Vice-chairs of committees.

Cllr Aspinell **MOVED** and Cllr Laplain **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 be approved;*
- 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 2023-24**

The Council is requested to agree to the schedule of Ordinary meetings of the Council and those Committees that have been established in agenda item 11 for the 2023-24 municipal year.

Cllr Aspinell made an amendment to the calendar that the date of Annual Council moved back to three weeks after the Local Elections to 22<sup>nd</sup> May 2024.

Cllr Aspinell **MOVED** and Cllr Laplain **SECONDED** the recommendation in the report. A vote was taken on a show of hands and it was **RESOLVED UNANIMOUSLY**.

**That the Calendar of Meetings for 2023/2024 in Appendix A as amended be approved.,**

**Reason for Recommendation**

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

**13. Members Allowances 2023-24**

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 2023/24 Municipal Year and in Appendix A.

The recommendation is for all allowances to stay the same. Although, the IRP report had recommended that member allowances for 2023/24 be increased by 2% (rounded down to the nearest £100) for the basic allowance only. Other allowances were recommended to be remain unchanged.

Cllr Aspinell thanked the Remuneration Panel for their work.

The Mayor noted the error in the appendix which referred to the Leader of the Minority Group which should not have been included.

After a full discussion, Cllr Aspinell **MOVED** and Cllr Russell **SECONDED** the recommendations in the report and by a show of hands, this was **RESOLVED UNANIMOUSLY:**

**Members are asked:**

- 1. That the report of the Independent Remuneration Panel at Appendix A be noted.**
- 2. That the Members Allowances at Appendix C be agreed, and delegated authority is given to the Monitoring Officer to amend the constitution.**

**Reason 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. Appointment of Independent Persons for Purpose of the Localism Act 2011**

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 Codes 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. This report relates to a proposal that Brentwood Borough Council confirms the appointment of two Independent Persons to comply with the statutory requirements of the Localism Act 2011.

Cllr Aspinell **MOVED** and Cllr Laplain **SECONDED** the recommendations in the report and by a show of hands, this was **RESOLVED UNANIMOUSLY**:

**Appoint Mr Mike Hawkins and Mr Steve Marsh as Independent Persons to comply with the statutory requirements of Section 28(7) of the Localism Act 2011, for a period terminating at the first Council meeting after the 2025 municipal elections.**

**Reason for recommendation**

It is a statutory requirement on Brentwood Borough Council as a principal Council to appoint Independent Persons for the purpose of the Localism Act 2011.

**15. Appointment of Monitoring Officer**

The report sought the Council's approval of the appointment of the Monitoring Officer.

All Councils are required to appoint a Monitoring Officer pursuant to s.5 of the Local Government and Housing Act 1989. At Brentwood Borough Council, this role is usually aligned with the Director of People and Governance post. Following two rounds of external recruitment, the Council has been unable to make a permanent appointment to this post and the interim Monitoring Officer will be leaving at the end of May 2023. The Head of Paid Service has, therefore, offered an interim acting up opportunity to the managers within the People and Governance directorate.

Following an expressions of interest process Claire Mayhew, the current Deputy Monitoring Officer, is recommended to Council for the Monitoring Officer role.

Members endorsed the appointment of Mrs Mayhew as Monitoring Officer.

The Mayor thanked Andrew Hunkin for his tenure as Monitoring Officer.

Cllr Aspinell **MOVED** and Cllr Russell **SECONDED** the recommendations in the report and by a show of hands, this was **RESOLVED UNANIMOUSLY**:



**That the appointment as Monitoring Officer of Claire Mayhew be confirmed.**

**Reason for recommendation**

The Council is legally required to appoint a Monitoring Officer. The role is currently being filled by an interim appointment which will end on 31 May 2023. Therefore, the Council needs to make a new appointment at the Annual Council meeting to ensure that there is a successor in place.

**16. Urgent Business**

There were no items of urgent business.

The meeting concluded at 8.30pm.

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Election Results

4 May 2023

<u>Ward</u>	<u>Elected Member</u>	<u>Percentage of votes</u>
Brentwood North	Cllr Mark Lewis	62%
Brentwood South	Cllr Tim Barrett	56%
Brentwood West	Cllr Steve Mayo	61%
Brizes & Doddinghurst	Cllr Cliff Poppy	65%
Herongate, Ingrave & West Horndon	Cllr Fiona Marsh	68%
Hutton East	Cllr Ben Rigby	49%
Hutton North	Cllr Jan Pound	53%
Ingatestone, Fryerning & Mountnessing	Cllr Hugh Gorton	52%
Pilgrims Hatch	Cllr Vicky Davies	73%
Shenfield	Cllr David Worsfold	51%
South Weald	Cllr Brenner Munden	64%
Tipps Cross	Cllr Roger McCheyne	54%
Warley	Cllr Jay Laplain	56%

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## Brentwood Borough Council POLITICAL BALANCE 2023/2024

The Political Balance of the Council is:

POLITICAL GROUP	NO. OF MEMBERS	%	POLITICAL GROUP	NO. OF MEMBERS	NO. OF SEATS ON ORDINARY COMMITTEES
CONSERVATIVE	18	= 48.64	CONSERVATIVE	18	32 (32.10)
BRENTWOOD JOINT ADMINISTRATION	19	= 51.35	BRENTWOOD JOINT ADMINISTRATION	19	34 (33.89)
<b>TOTALS</b>	<b>37</b>	<b>100</b>			<b>66</b>

### PROPOSAL:

	A & S C (9)	H, H & C (9)	DAC (9)	G & C C (9)	P & LC (12)	F, A, I & R C (9)	SAC (9)	Total	TARGET Total
									<b>66</b>
CON	4 (4.37)	4 (4.37)	4 (4.37)	4 (4.37)	6 (5.83)	4 (4.37)	4 (4.37)	30* (32.05)	32 (32.05)
BJA	5 (4.62)	5 (4.62)	5 (4.62)	5 (4.62)	6 (6.16)	5 (4.62)	5 (4.62)	36* (33.88)	34 (33.88)
	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>12</b>	<b>9</b>	<b>9</b>	<b>66</b>	<b>66</b>

\* These numbers are different to the overall target total in order to observe s.15 (b) of the Local Government and Housing Act 1989 which requires that a majority group on the council has the majority of seats on each committee.

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# Notice of Meetings 2023/2024

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 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024
Annual Council	Wednesday	19:00	17th												22nd
Ordinary Council	Wednesday	19:00		21st			27th			13th		28th (Budget)	13th (if required)		
Audit and Scrutiny Committee	Tuesday	19:00			11th		26th		14th		23rd		19th		
Housing, Health and Community Committee	Monday	19:00		19th			18th			18th			11th		
Green & Clean Committee	Monday	19:00		26th			11th			11th		26th			
Licensing Committee	Tuesday	18:15		27th (if required)	25th (if required)		19th (if required)	17th (if required)	21st (if required)	19th (if required)	16th (if required)	20th (if required)	12th (if required)		
Planning Committee	Tuesday	19:00		27th	25th		19th	17th	21st	19th	16th	20th	12th		
Finance, Assets, Investment and Recovery	Wednesday	19:00			12th		13th		8th	20th		7th (Budget)	6th (if required)		

Dated this 17.5.2023

J. Stephenson  
HEAD OF PAID SERVICES

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

# Holiday Calendar 2023/2024



	2023								2024				
	May	June	July	August	September	October	November	December	January	February	March	April	May
1	Bank Holiday	School holidays		School holidays	School holiday	Conservative Party Conference			Bank holiday			Bank Holiday	
2		School holidays		School holidays		Conservative Party Conference			School holidays			School holidays	Elections
3				School holidays		Conservative Party Conference			School holidays			School holidays	
4	Elections			School holidays		Conservative Party Conference			School holidays			School holidays	
5												School holidays	
6													Bank holiday
7				School holidays									
8	Bank Holiday			School holidays		Labour Party Conference						School holidays	
9				School holidays		Labour Party Conference						School holidays	
10				School holidays		Labour Party Conference						School Holidays	
11				School holidays		Labour Party Conference						School holidays	
12												School holidays	
13													
14				School holidays									
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16				School holidays									
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18				School holidays									
19											School holidays		
20											School holidays		
21				School holidays				School holidays			School holidays		
22				School holidays				School holidays			School holidays		
23				School holidays	Liberal Democrats Conference	School holidays					School holidays		
24			School Holidays	School holidays	Liberal Democrats Conference	School holidays							
25			School holidays	School holidays	Liberal Democrats Conference	School holidays		Bank holiday					
26			School holidays		Liberal Democrats Conference	School holidays		Bank holiday					
27			School holidays		Labour Party Conference	School holidays		School holidays					Bank holiday
28			School holidays	Bank Holiday				School holidays					School holidays
29	School holidays/Bank Holiday			School holidays				School holidays			Bank holiday		School holidays
30	School holidays			School holidays									School holidays
31	School holidays		School holidays	School holidays									School holidays