



St Edmundsbury
BOROUGH COUNCIL

COUNCIL SUMMONS

and

AGENDA

for

ANNUAL MEETING

19TH MAY 2011



The Apex, the new entertainment and conference venue opened by St Edmundsbury Borough Council last autumn, has exceeded expectations.

Ticket sales have been higher than anticipated, with 22,000 sold in the first six months. The Apex has provided a platform for world-class acts, drawing new audiences and adding another dimension to the cultural life of the borough.

Visiting bands, musicians and audiences have praised the quality of the acoustics and performance space.

The Apex will host events for the Bury St Edmunds Festival in May and the building has been shortlisted for an award by the Royal Institute of British Architects.

www.theapex.co.uk
Box office 01284 758000

'Fantastic venue. We're going to spread the word.'

- Elkie Brooks band, concert February 2011

'The Apex is 100 percent excellent and ideal for chamber music. I can say absolutely it is one of the best halls in which we have played anywhere in Europe.'

- Ambrose Miller, Director-General, European Union Chamber Orchestra

'Best new venue in the UK. Absolutely superb.'

- Funeral For a Friend, concert March 2011

'The clearest acoustic we have ever played in.'

- La Serenissima, concert January 2011

'This is an amazing place. I'll come back any time.'

- Steve Harley, concert November 2010

'The best acoustics I've ever heard at a live music venue.'

- BBC music manager

ST. EDMUNDSBURY BOROUGH COUNCIL

JOY BOWES
Head of Legal and
Democratic Services

West Suffolk House
Western Way
Bury St Edmunds
Suffolk IP33 3YU

10 May, 2011

To: All Members of the Council

You are hereby summoned to the Annual Meeting of the Council to be held in the **ATHENAEUM**, Angel Hill, Bury St Edmunds on Thursday, 19 May, 2011 at 11.00 a.m. when it is proposed to transact the business on the attached Agenda, the Council having assembled in accordance with the procedure set out below.



Head of Legal and Democratic Services

ASSEMBLY AND PROCESSIONAL PROCEDURE

ASSEMBLY

Members are requested to assemble at **The Apex**, Charter Square, Bury St Edmunds **at 10.30 a.m.** Their ladies/gentlemen should take their seats in the Athenaeum by not later than 10.45 a.m. Past Mayors'/Chairmen's Badges may be worn.

ATTENDANCE REGISTER

All Members are requested to sign, before the Meeting, the Attendance Register which will be placed **in the entrance foyer of The Apex.**

PROCESSION FROM THE APEX TO ATHENAEUM

At 10.45 a.m. all Members will be requested to start forming into processional order **in The Apex**, with a view to the formed procession moving off at approximately 10.50 a.m.

PROCESSION INTO ATHENAEUM

All stand.

At 10.55 a.m. the Members of the Council will enter the Athenaeum in procession, headed by the Sword and Mace Bearers; **they will stand** by their seats until the Sword and Maces have been placed in position and the meeting has been opened with Prayers by the Mayor's Chaplain.

PRAYERS

The Mayor will invite Reverend John Parr of All Saints Church, Moreton Hall, Bury St Edmunds to open the meeting with prayers.

MAYOR'S COMMUNICATIONS

The Mayor will then invite **all to sit and the public to remain seated for the remainder of the meeting.**

AGENDA

PART I (Ceremonial Business)

1. APOLOGIES FOR ABSENCE

The Mayor will ask the Head of Legal and Democratic Services to announce any apologies for absence.

2. ELECTION OF MAYOR

The retiring Mayor will announce that the next item of business is the election of Mayor for the ensuing year and will call for nominations.

Councillor S. R. M. Oliver will move,

"That Christopher James Evan Spicer, a Councillor of the Borough, be and is hereby elected Mayor for the ensuing year."

Councillor J. R. Hale will second.

The retiring Mayor will ask if there are any other nominations.

The retiring Mayor will then put the motion to the vote and, on its being carried by a show of hands, will declare that Councillor Christopher James Evan Spicer is elected Mayor.

The retiring Mayor **will then rise and stand behind the Deputy Mayor's Chair. All other Members of the Council will rise simultaneously.**

The new Mayor will then move to a position behind the Mayor's Chair.

The Sword Bearer will remove the Chain of Office and Robe from the retiring Mayor and hand the Robe to him. The retiring Mayor will then robe the new Mayor.

The Sword Bearer will next hand the Chain to the retiring Mayor who, with the assistance of the Sword Bearer, will place it on the new Mayor.

The new Mayor will then occupy the Mayor's Chair, and **the retiring Mayor will then occupy the chair vacated by the new Mayor.**

Simultaneously with the robing of the new Mayor, the Chain of Office will be removed from the retiring Mayoress, Mrs Sue Houlder, and placed on the new Mayoress, Mrs Joanna Spicer.

The retiring Mayoress and Mrs Joanna Spicer will then exchange places.

All Members of the Council will now sit.

The new Mayor will then sign the Declaration of Acceptance of Office, and rising, will read the terms thereof before passing it to the Head of Legal and Democratic Services for her signature.

The Mayor will then acknowledge his election.

3. MAYOR'S COMMUNICATIONS

(a) Appointment of Mayor's Chaplain

The Mayor will announce that he will be appointing as his Chaplain Reverend Katherine Valentine of St Mary's Church, Pakenham.

(b) Civic Service

The Mayor will announce that he has arranged for the Civic Service this year to be held at St Mary's Church, Pakenham on Sunday 10 July 2011 at 11.00 am followed by a reception at the Church.

4. VOTE OF THANKS TO THE RETIRED MAYOR AND MAYORESS

Councillor R. D. Everitt will move,

"That the Council, in recognising the most able and diligent manner in which the retired Mayor, Councillor Ian Charles Houlder, has carried out the duties of Mayor of the Borough during the past year, record its thanks and deep appreciation of his services as Mayor, and the Council further record its appreciation of the gracious work of the retired Mayoress, Mrs Sue Houlder."

Councillor P. A. Stevens will second.

The Mayor will then put the motion to the vote and, on its being carried by a show of hands the Mayor will then present Councillor Ian Charles Houlder with his past Mayor's Badge. Councillor Houlder will then acknowledge his year in office.

5. ELECTION OF DEPUTY MAYOR AND MAYORESS

Having announced this item as the next business, the Mayor will call for nominations.

Councillor R. D. Everitt will move,

"That Councillor Terence Leonard Buckle be and is hereby elected Deputy Mayor for the ensuing year."

Councillor P. A. Stevens will second.

The Mayor will then ask for any other nominations.

The Mayor will then put the motion to the vote and, on its being carried by a show of hands, the retiring Deputy Mayor will rise and stand behind the Deputy Mayor's chair, and the new Deputy Mayor, **Councillor Terence Leonard Buckle, will join her. All other Members of the Council will also rise simultaneously.**

The Sword Bearer will remove the Chain of Office and Robe from the outgoing Deputy Mayor (**who will move to the vacant chair**), and the Mayor will then robe the new Deputy Mayor and, with the assistance of the Sword Bearer, invest him with the Chain of Office. **Simultaneously**, the new Deputy Mayoress, Mrs Pamela Buckle, will be invested with her Badge of Office.

All Members of the Council will then sit.

The new Deputy Mayor will then sign the Declaration of Acceptance of Office and pass it to the Head of Legal and Democratic Services for her signature.

The Deputy Mayor will then formally acknowledge his election.

6. **VOTE OF THANKS TO RETIRED DEPUTY MAYOR AND DEPUTY MAYOR'S CONSORT**

Councillor P. S. Farmer will move,

"That the Council record its sincere and deep appreciation of the services of Councillor Mrs Patricia Ann Warby, as Deputy Mayor of the Borough, and of the help and support given by the Deputy Mayor's Consort, Mr Frank Warby."

Councillor Mrs M. Rushbrook will second.

The Mayor will then put the motion to the vote and, upon its being carried by a show of hands, will invite the retired Deputy Mayor **to reply and acknowledge the Vote of Thanks.**

ADJOURNMENT

The Mayor will then announce the conclusion of the ceremonial business of the Council and an adjournment for the following presentations and civic reception before reconvening in the ATHENAEUM at a time to be announced for the procedural business in Part II of the Agenda.

CIVIC RECEPTION

The Mayor will invite the public and all Members of the Council to the civic reception in the Athenaeum.

PRESENTATIONS

All Members of the Council will stand.

The Mayor will announce and make the presentation of Freedom Insignias to Honorary Freemen of the Borough James Ronald Hartley, Sheila Kathleen Wormleighton, M.B.E. and Sir Eldon Wylie Griffiths.

The Mayor will also announce presentations to Mrs Spicer, Mrs Houlder, Mrs Buckle and Mr Warby.

PROCESSION FROM MEETING

The Sword Bearer will announce the procession from the meeting and ask members of the public to stand.

All Members of the Council will remain standing in their places whilst the Sword and Mace Bearers take up the Sword and Maces. As soon as the Sword and Mace Bearers are ready, the Council, preceded by these Officers, will leave the floor, commencing from the head of the table on each side.

PART II (Procedural Business)

In the Athenaeum, Bury St Edmunds following an adjournment

7. ELECTION OF LEADER OF THE COUNCIL

The Mayor will call for nominations for the election of Leader of the Council, and this item of business will be determined by the normal voting process.

The term of office of the Leader of the Council will expire at the next post election annual meeting of the Council unless determined before then in accordance with the provisions of the Constitution.

8. APPOINTMENT OF CABINET MEMBERS

Having regard to the provisions of the Constitution, the Mayor will invite the newly appointed Leader of the Council to announce:-

- (a) up to nine Members whom he or she will be appointing to form the Cabinet;
- (b) the name of a Member of the Cabinet to act as Deputy Leader; and
- (c) the Portfolios and which Members of the Cabinet will be Portfolio Holders.

(Note: In accordance with the provisions of the Constitution, the appointment of Members to the Cabinet announced in this way will take immediate effect. Otherwise, the Leader will give written notice to the Head of Legal and Democratic Services (as the proper officer) of the Members of the Cabinet as soon as practicable after the Annual Meeting. Such appointments made in that way will take effect two working days after the receipt of such notice by the Head of Legal and Democratic Services.)

9. REVIEW OF POLITICAL BALANCE AND APPOINTMENT OF COMMITTEES, SUB-COMMITTEE AND WORKING PARTY

- (a) The Council will need to formally approve the formula for the allocation of seats to the political groups on those Committees which are required by law to be politically balanced, namely:
 - (a) Development Control;
 - (b) Licensing & Regulatory;
 - (c) Officer Appointments;
 - (d) Overview & Scrutiny;
 - (e) Performance & Audit Scrutiny; and

- (f) Staffing Appeals.
- (b) The Council is invited to re-appoint to the Democratic Renewal Working Party in accordance with the political balance of the Council.
- (c) The Council is also invited to give delegated authority to the Head of Legal and Democratic Services, in consultation with Group Leaders and the Chairman of the Performance and Audit Scrutiny Committee, to appoint 3 Members of the Committee to the Treasury Management Sub-Committee.

Report C1 attached.

10. **APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF:**

- (a) Overview and Scrutiny Committee; and**
- (b) Performance and Audit Scrutiny Committee.**

In accordance with the Constitution the Council will appoint the Chairmen and Vice-Chairmen of the Overview and Scrutiny and the Performance and Audit Scrutiny Committees.

11. **APPOINTMENT OF INDEPENDENT REMUNERATION PANEL**

The Council is required to appoint an Independent Remuneration Panel which, broadly, has the function of providing the local authority with advice on its Members' Allowance Scheme.

On 14 December 2010, the Council resolved (minute 73(c)(5) refers) that:-

- (1) the Council undertake a recruitment process as outlined in Sections 1.4 and 2 of Report B324;*
- (2) the Council appoint a Selection Panel of three Members, plus a Substitute Member, to advise the Head of Legal and Democratic Services on the appointment of Members of the Independent Remuneration Panel and the terms and conditions of appointment; and*
- (3) the Head of Legal and Democratic Services be authorised to seek candidates for the Independent Remuneration Panel and to determine its terms and conditions.*

Councillors Lockwood (Chairman), Hale and Nettleton were appointed to the Independent Remuneration Panel Selection Panel. The Selection Panel met on three occasions, interviewed eight candidates and has **RECOMMENDED** that:-

- (1) Cyril Leach, Alan Lower, Daryn Reffell and Kevin Sturgeon be appointed members of the Independent Remuneration Panel, with a term of office expiring on 31 March 2015; and*
- (2) Members of the Independent Remuneration Panel receive £100 for attendance at meetings plus reimbursement of out of pocket expenses based on the rates applicable to Members of the Council.*

12. **REPRESENTATION ON OUTSIDE BODIES**

(a) **Anglia Revenues Partnership (ARP)**

Report C2 attached.

(b) **Representation on Outside Bodies: Review**

Report C2 attached.

13. **AMENDMENTS TO THE CONSTITUTION**

(a) **Use of Chief Executive's Urgency Powers: Delegation to Interim Joint Head of Planning**

Report C3 attached.

(b) **Payment of Members' Travel Expenses**

Report C3 attached.

14. **SCHEDULE OF MEETINGS: 2011/2012**

The Council is invited to approve the Schedule of Meetings (**Paper C4 attached**).

The Mayor will then announce the conclusion of the Annual Meeting of the Council.