



*St Edmundsbury*  
BOROUGH COUNCIL

# **COUNCIL SUMMONS**

*and*

# **AGENDA**

*for*

# **ANNUAL MEETING**

**17TH MAY 2012**



During the coming year the West Suffolk brand (above) will become more visible to people as St Edmundsbury Borough Council and Forest Heath District Council share more services.

The two councils have already successfully shared bin collections and recycling for some while, saving significant amounts of money. Now we are moving towards sharing other services, such as planning, housing, environmental health, managing car parks and property. As the staff from both councils join their services together they will start to use the West Suffolk name.

You will begin to see West Suffolk appear on emails and publicity materials as well as signs and uniforms (but only when they need replacing or can be updated easily, we're not spending extra money on rebranding).

All of this does not mean that the councils will lose their individual identities. Each of us will have our own councillors, Cabinet and Mayor or Chairman. We will still take a great deal of pride in our own, individual, history and civic traditions and events.

Which means that events such as today's Annual Meeting, at which we thank the outgoing Mayor and choose a new councillor for that prestigious role, will continue to be celebrated and enjoyed by St Edmundsbury Borough Council and our guests.

**ST. EDMUNDSBURY BOROUGH COUNCIL**

JOY BOWES  
Head of Legal and  
Democratic Services

West Suffolk House  
Western Way  
Bury St Edmunds  
Suffolk  
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8 May, 2012

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, 17 May, 2012 at 11.00 a.m. when it is proposed to transact the business on the attached Agenda.



Head of Legal and Democratic Services

***(DETAILS OF THE PROCESSION TO THE ATHENAEUM ARE CONTAINED IN THE AGENDA FOR THE SPECIAL MEETING TO BE HELD IMMEDIATELY BEFORE THIS ANNUAL MEETING OF COUNCIL.)***

**PROCESSION INTO ATHENAEUM**

All stand.

At 10.55 a.m. The Mayor and specified 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 his Chaplain, the Reverend Katherine Valentine of St Mary's Church, Pakenham 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 J. P. McManus will move,**

"That Timothy Godfrey Marks, a Councillor of the Borough, be and is hereby elected Mayor for the ensuing year."

**Councillor S.R.M. Oliver 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 Timothy Godfrey Marks 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 Joanna Spicer, and placed on the new Mayoress, Mrs Margaret Marks.

The retiring Mayoress and Mrs Margaret Marks 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 the Reverend Canon Ian Finn, Rural Dean of Clare and Rector of Haverhill.

(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, Haverhill on Sunday 22 July 2012 at 2.00 pm followed by a reception at Haverhill Library.

4. **VOTE OF THANKS TO THE RETIRED MAYOR AND MAYORESS AND ELECTION OF DEPUTY MAYOR**

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

**Councillor Mrs. S. J. Mildmay-White will move,**

"That (1) the Council, in recognising the most able and diligent manner in which the retired Mayor, Councillor Christopher James Evan Spicer, 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 Joanna Spicer; and

(2) Councillor Christopher James Evan Spicer 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 Christopher James Evan Spicer, will join him. 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 Joanna Spicer, will be invested with her Badge of Office.

The Mayor will then present the new Deputy Mayor with his Past Mayor's badge.

**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 and the presentation of Badges, and reply to the Vote of Thanks.**

5. **VOTE OF THANKS TO RETIRED DEPUTY MAYOR AND DEPUTY MAYORESS**

**Councillor Mrs. P. A. Warby will move,**

"That the Council record its sincere and deep appreciation of the services of Councillor Terence Leonard Buckle, as Deputy Mayor of the Borough, and of the help and support given by the Deputy Mayoress, Mrs Pamela Buckle."

**Councillor F. J. Warby 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.

**The retired Deputy Mayor will acknowledge the Vote of Thanks.**

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***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.***

**PRESENTATIONS**

The Mayor will also announce presentations to Mrs Marks, Mrs Spicer and Mrs Buckle.

**CIVIC RECEPTION**

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

**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*

**6. APPOINTMENT OF CABINET MEMBERS**

Having regard to the provisions of the Constitution, the Mayor will invite Councillor J.H.M. Griffiths, the Leader of the Council, to announce:-

- (a) up to nine Members whom he 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.)***

**7. 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;
  - (f) Staffing Appeals; and
  - (g) Standards.
- (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 full Members and a Substitute Member of the Committee to the Treasury Management Sub-Committee.

Report **D1** attached.

8. **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.

9. **ESTABLISHMENT OF THE SUFFOLK POLICE AND CRIME PANEL**

Report **D2** attached.

10. **APPOINTMENT OF RETURNING OFFICER: USE OF CHIEF EXECUTIVE'S URGENCY POWERS**

The acceptance by the Council of Report C354 on 15 February 2012 outlining the appointment of a Joint Chief Executive for Forest Heath District Council and St Edmundsbury Borough Council contained at section 5.7 a suggestion that it would be impractical for the Joint Chief Executive to be the Returning Officer for both authorities as there would be occasions when there would be two counts taking place at the same time. As a result of the acceptance of Report C354 the reference to the Joint Chief Executive being the Returning Officer for St Edmundsbury Borough Council has been removed from the Council's Constitution.

While this situation is being reviewed the Chief Executive used the urgency powers contained within the Council's Constitution under Part 3, Responsibility for Functions, Section Scheme of Delegation to Officers Para C(a), to appoint Cathy Manning as Returning Officer in a temporary capacity until such time as the Council formally appoints to the role.

The Council is requested to **NOTE** the use of the Chief Executive's Urgency Powers to appoint a Returning Officer in a temporary capacity.

11. **SCHEDULE OF MEETINGS: 2012/2013**

The Council is invited to approve the Schedule of Meetings (**Paper D3 attached**).

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