

Enquiries regarding this Agenda:-  
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# ***Democratic Renewal Working Party***

***Thursday 13 September 2012 at 5.00 pm in Room GFR12,  
West Suffolk House, Western Way, Bury St Edmunds***

**CONSTITUTION:**      *Chairman:            To be elected*  
                                 *Vice-Chairman:    To be appointed*

*Conservative*                      *Independent Group*  
                                 *Members (6)*                      *Member (1)*

*Clifton-Brown*                      *Redhead*  
                                 *Farmer*  
                                 *Mrs Levack*  
                                 *Thorndyke*  
                                 *Mrs P A Warby*  
                                 *Vacancy*

**SUBSTITUTES:**

*Conservative*                      *Independent Group*  
                                 *Members (2)*                      *Member (1)*

*Rout*                                      *Beckwith*  
                                 *Stevens*

**QUORUM:**                      *3 Members*

***Please switch off communication devices during  
the meeting, unless exceptional circumstances  
require otherwise.***

## ***Agenda***

### **Procedural Matters**

- 1. Election of Chairman**
- 2. Substitutes**

Any Member who is substituting for another Member should so indicate together with the name of the relevant absent Member.

- 3. Apologies for Absence**

**4. Minutes**

To confirm the minutes of the meeting held on 26 April 2012 (copy attached).

**5. Appointment of Vice-Chairman**

**6. Declaration of Interests**

Members are reminded of their responsibility to declare any pecuniary or local non-pecuniary interest which they have in any item of business on the agenda no later than when that item is reached and, when appropriate, to leave the meeting prior to discussion and voting on the item.

**Part 1 – Public**

**7. Member Development: Update**

Report **D117** attached.

**8. Appointment of Chief Executive as Returning Officer**

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 was removed from the Council's Constitution.

While this situation was being reviewed the Chief Executive used the urgency powers contained within Part 3 of the Council's Constitution, 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 appointed to the role.

The situation has now been reviewed, and there appears to be no reason why the Chief Executive may not act as Returning Officer for both authorities.

**Recommendation:**

That full Council be recommended that the powers and duties of the Joint Chief Executive, as set out in Part C of the Scheme of Delegation to Officers in the Council's Constitution, be amended to include an additional power, "to act as Returning Officer, and any variation thereof as appropriate to different elections, and to act as the Electoral Registration Officer".

**9. Amendment to the Schedule of Polling Places**

The Schedule of Polling Places was last amended and approved by full Council on 27 September 2011 (report C116 to this Working Party, and Council minute 47(D)(1) September 2011 refer).

It is proposed that the Schedule of Polling Places be amended to allow electors in Honington Parish (Village Ward) to poll in Sapiston Parish when required to avoid any unnecessary disruption to Honington Church of England Voluntary Controlled Primary (CEVCP) School. As the parishes are adjacent to each other, this will not inconvenience voters. The addition to the Schedule will be as follows:

Polling District		Borough Ward for Polling District	Polling Place		Borough Ward for Polling Place
Letters	Name		Letters	Name	
WHon1	Honington Parish (Village Ward)	part Bardwell Ward	WSap	Sapiston Parish (if no venue available in WHon1)	part Bardwell Ward

Recommendation:

That the Schedule of Polling Places be amended to allow electors in Honington Parish (Village Ward) to poll in Sapiston Parish when required to avoid any unnecessary disruption to Honington CEVCP School.

**10. Dates of Future Meetings**

The next meetings of the Working Party have been agreed as follows:-

6 December 2012;  
14 February 2013; and  
2 May 2013.

All dates are Thursdays and meetings will commence at 5.00 pm.

**Part 2 – Private**

**NONE**