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# Annual Council



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Thursday 19 May 2016</b>
<b>Time:</b>	<b>1.00 pm (Procession from the Guildhall at 12.30pm)</b>
<b>Venue:</b>	<b>The Auditorium The Apex</b> Charter Square Bury St Edmunds IP33 3FD
<b>Membership:</b>	<b>All Councillors</b>  You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.   <b>Ian Gallin</b> <b>Chief Executive</b> <b>11 May 2016</b>
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
<b>Committee administrator:</b>	<b>Claire Skoyles</b> Democratic Services Officer <b>Tel:</b> 01284 757176 <b>Email:</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>

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# Public Information



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Venue:</b>	<b>Auditorium</b> <b>The Apex</b> <b>Charter Square</b> Bury St Edmunds IP33 3FD	Tel: 01284 757176 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Web: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	Copies of the agenda and reports are open for public inspection at the Council Offices, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
<b>Disabled access:</b>	<p>The Apex has facilities for people with mobility impairments including lifts and wheelchair accessible WCs. However in the event of an emergency, use of the lifts are restricted for health and safety reasons.</p> <p>The nearest car park to The Apex is the Cattlemarket/Arc car park (IP33 3DG) where there are a number of accessible spaces. In addition, there are four parking spaces for blue badge holders located outside the basement entrance to The Apex. These are allocated on a first come first served basis.</p> <p>Assistant dogs are welcome in all parts of The Apex.</p>	
<b>Induction loop:</b>	An infra red audio system with stethoscope headsets is available for those with hearing difficulties and provides cover for the auditorium. If you require the use of a stethoscope headset, please book this directly with The Apex on 01284 758000 or by email at <a href="mailto:boxoffice@theapex.co.uk">boxoffice@theapex.co.uk</a>	
<b>Recording of meetings:</b>	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>	

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## **ASSEMBLY AND PROCESSIONAL PROCEDURE**

### **ASSEMBLY**

Members are requested to assemble at **The Guildhall**, Guildhall Street, Bury St Edmunds **at 12.30 pm**. Their ladies/gentlemen should take their seats in the Apex by not later than 12.45 pm. Past Mayors'/Chairmen's Badges may be worn.

### **PROCESSION FROM THE GUILDHALL TO THE APEX**

At 12.40 pm, all Members will be requested to start forming into processional order **in the Guildhall**, with a view to the formed procession moving off at approximately 12.45 pm.

### **PROCESSION INTO THE APEX**

All stand.

At 12.55 p.m. the Mayor and Members of the Council will enter the Apex 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 incoming Mayor's Chaplain.

### **PRAYERS**

The Mayor will invite the incoming Mayor's Chaplain, the Very Reverend Canon Mark Hackeson of St Edmunds' Church, Bury St Edmunds, to open the meeting with prayers.

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



St Edmundsbury Borough Council  
2016-17 Civic Events

Date	Time	Event	Venue
Thursday 19 May 2016	1.00 pm 7.00 pm	Mayor Making Ceremony and Civic Dinner	Apex Athenaeum
Saturday 11 June 2016	3.30 pm	Evensong for Her Majesty The Queen's 90 <sup>th</sup> Birthday	St Edmundsbury Cathedral
Monday 20 June 2016	10.30 am	Armed Forces Day Flag Raising	Angel Hill, Bury St Edmunds
	2.30 pm	Armed Forces Day Flag Raising	Market Square TBC
Thursday 23 June 2016	11.00 am	Jankyn Smyth Commemoration	St Mary's Church/The Guildhall
Sunday 3 July 2016	3.00 pm	Mayor's Civic Service	St Edmunds Church, Westgate Street
Sun 18 September 16	11.00 am	Battle of Britain Parade and Service	Angel Hill / St Mary's Church
Sun 9 October 2016	12.30 pm	Harvest Festival Lunch	Athenaeum
	3.30 pm	Harvest Festival Service	St Edmundsbury Cathedral
Sat 12 November 2016	2.30 pm	Remembrance Service	Abbey Gardens Rose Garden
Sun 13 November 2016	10.30 am	Remembrance Parade and Wreath Laying Service	War Memorial, Angel Hill
	11.30 am	Remembrance Service	St Mary's Church, Bury St Edmunds
	2.30 pm 3.30 pm	Remembrance Parade and Wreath Laying Service Remembrance Service	War Memorial, Haverhill Cemetery St Mary's Church, Haverhill
Fri 18 November 2016 TBC	7.00 pm	St Edmunds Day Celebratory Dinner	Athenaeum
Sun 20 November 2016	10.30 am	St Edmunds Day Service	St Edmunds Church, Westgate Street
December 2016 TBC	TBC	Civic Carol Service	TBC
Sat 31 December 2016 TBC	7.00 pm	Mayor's New Year's Eve Charity Ball	TBC
Thursday 18 May 2017 TBC	1.00 pm 7.00 pm	Mayor Making Ceremony and Civic Dinner	Apex Athenaeum

In addition to the above Civic Events there will also be the following events:

**Armistice Day Remembrance Service** at **11 am** on **Friday 11 November 2016** at the War memorial, Angel Hill – organised by Bury St Edmunds Town Council., and

**Holocaust Memorial Service** at **10.30 am** on **Thursday 27 January 2017** in the Abbey Gardens - organised by St Edmundsbury Cathedral

# AGENDA

## PART I (Ceremonial Business)

**Page No**

### **1. Presentation of Retiring Mayor's Charities' Cheques**

The retiring Mayor, Councillor Patrick Chung, will present cheques of £5,000 to representatives of his chosen charities for the 2015/2016 civic year, namely:

- (a) Samaritans
- (b) East Anglian Children's Hospice (EACH)
- (c) Women's Refuge
- (d) Rainbow Ward at West Suffolk Hospital

Each recipient will receive their respective cheque and will be photographed with the retiring Mayor.

### **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 Robert Everitt will move,**

"That Julia Wakelam, a Councillor of the Borough, be and is hereby elected Mayor for the ensuing year."

#### **Councillor Diane Hind 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 Julia Wakelam is elected Mayor.

Musicians from King Edward VI School to play whilst:

#### **The retiring Mayor will rise. All other Members of the Council will rise simultaneously.**

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

The Mayor's Officer will remove the Chain of Office and Robe from the retiring Mayor and hand the Robe to him, whilst the Sword Bearer will remove the Chain of Office and Robe from the outgoing Deputy Mayor. The retiring Mayor and Mayor's Officer will then robe the new Mayor.

The Mayor's Officer will next hand the Chain to the retiring Mayor who, with the assistance of the Mayor's Officer, 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 Anna Chung, and placed on the new Mayor's Consort, Mr Paul Rynsard.

The retiring Mayoress and Mr Paul Rynsard 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 Service Manager (Legal and Democratic Services) for his signature.

**The Mayor will then acknowledge her election.**

**3. Apologies for Absence**

To receive announcements (if any) from the officer advising the Mayor (including apologies for absence)

**4. Mayor's Communications**

**(a) Appointment of Mayor's Chaplain**

The Mayor will formally announce that she will be appointing as her Chaplain the Very Reverend Canon Mark Hackeson of St Edmunds' Church, Bury St Edmunds.

**(b) Civic Service**

The Mayor will announce that she has arranged for the Civic Service this year to be held at St Edmunds' Church, Bury St Edmunds, on Sunday 3 July 2016 at 3.00 pm.

**5. Vote of Thanks to the Retired Mayor and Mayoress  
Councillor Sarah Stamp will move,**

"That the Council, in recognising the most able and diligent manner in which the retired Mayor, Councillor Patrick Chung, 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 Anna Chung."

**Councillor John Griffiths 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 Patrick Chung with his past Mayor's Badge. Patrick Chung will then acknowledge his year in office.

## **6. Election of Deputy Mayor and Mayoress**

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

### **Councillor Paul Hopfensperger will move,**

“That Councillor Terry Clements be and is hereby elected Deputy Mayor for the ensuing year.”

### **Councillor Frank Warby will second.**

Upon the nomination being proposed and seconded, 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 musicians from King Edward VI School will play whilst the Mayor's Officer and the Mayor robe the new Deputy Mayor and, with the assistance of the Mayor's Officer, invest the new Deputy Mayor with the Chain of Office. **Simultaneously**, the new Deputy Mayoress, will be invested with her Badge of Office.

### **All Members of the Council will then sit.**

The new Deputy Mayor will then sign his Declaration of Acceptance of Office and pass it to the Service Manager (Legal and Democratic Services) for his signature.

### **The new Deputy Mayor will then formally acknowledge his election.**

## **PRESENTATIONS**

The Mayor will announce presentations to Mr Paul Rynsard, Mrs Anna Chung and Mrs Vivienne Clements.

## **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 APEX at 2.45 pm 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 Apex.

### **PROCESSION FROM MEETING**

**The Mayor's Officer 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 Apex, Charter Square, Bury St Edmunds following an adjournment, at 2.45 pm**

**7. Appointment of Cabinet Members**

Having regard to the provisions of the Constitution, the Mayor will invite 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 Service Manager (Legal and Democratic Services) (as the proper officer) of the Members of the Cabinet as soon as practicable after the Annual Meeting.)***

**8. Review of Political Balance and Appointment to Politically Balanced Bodies**

**1 - 34**

Report No: **AGM/SE/16/001**

**9. Appointment of Chairmen and Vice-Chairmen of Committees**

In accordance with the Constitution, the Council will appoint the Chairmen and Vice-Chairmen of the:

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

**10. Appointment of a West Suffolk Joint 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 7 July 2015, the Council resolved to appoint two Members, plus a substitute Member to the West Suffolk Joint Independent Remuneration Panel (Selection Panel). Councillors Ian Houlder, David Nettleton and Sara Mildmay-White (Substitute) were appointed. *For information, Forest Heath District Council on 15 July 2015, appointed Councillors Chris Barker, Rona Burt and*

*David Palmer (Substitute) to the Selection Panel.*

On 15 December 2015, the Council resolved (minute 117 refers) that:

- (1) *The St Edmundsbury Borough Council Members' Allowances Scheme should continue in its current form until 30 November 2016; and*
- (2) *A new West Suffolk Joint Independent Remuneration Panel to be appointed from 1 June 2016, to conduct a full review of both Forest Heath District Council and St Edmundsbury Borough Council Members' Allowances Schemes.*

The Joint Selection Panel met on 30 March 2016, and interviewed eight candidates and has **RECOMMENDED** that:

**Sandra Cox, Karen Forster, Clive MacLeod, Dave Ray and Dr John Watson, be appointed members of the West Suffolk Joint Independent Remuneration Panel, with a term of office for four years, commencing 1 June 2016 and expiring on 31 May 2020.**

**11. Review and Re-Appointment of Representation on Outside Bodies**

**35 - 64**

Report No: **AGM/SE/16/002**