
Annual Council



Title	Agenda
Date	Tuesday 23 May 2023
Time	7.00 pm
Venue	Conference Chamber West Suffolk House Western Way Bury St Edmunds
Membership	All Councillors You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.  Ian Gallin Chief Executive 15 May 2023
Interests – declaration and restriction on participation	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the authority's register or other registrable 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.
Quorum	One third of the Council (22 members)
Committee administrator	Claire Skoyles Democratic Services Officer Telephone 01284 757176 Email democratic.services@westsuffolk.gov.uk

Public information

Venue	Conference Chamber, West Suffolk House, Bury St Edmunds
Contact information	Telephone: 01284 757176 Email: democratic.services@westsuffolk.gov.uk Website: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting	The agenda and reports will be available to view at least five clear days before the meeting on our website.
Attendance at meetings	<p>This meeting is being held in person in order to comply with the Local Government Act 1972. We may be required to restrict the number of members of the public able to attend in accordance with the room capacity. If you consider it is necessary for you to attend, please inform Democratic Services in advance of the meeting.</p> <p>As a local authority, we have a corporate and social responsibility for the safety of our staff, our councillors and visiting members of the public. We therefore request that you exercise personal responsibility and do not attend the meeting if you feel at all unwell.</p> <p>West Suffolk Council continues to promote good hygiene practices with hand sanitiser and wipes being available in the meeting room. Attendees are also able to wear face coverings, should they wish to.</p>
Public participation	There is no provision for public participation during the Annual Meeting of Council.
Accessibility	If you have any difficulties in accessing the meeting, the agenda and accompanying reports, including for reasons of a disability or a protected characteristic, please contact Democratic Services at the earliest opportunity using the contact details provided above in order that we may assist you.
Recording of meetings	<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>
Personal information	Any personal information processed by West Suffolk Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do

	<p>this and your rights in regards to your personal information and how to access it, visit our website: https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Information Governance Officer.</p>
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Agenda

Procedural matters

Pages

Part 1 – public

1. Election of Chair of the Council for 2023 to 2024

The outgoing Chair will call for nominations for the election of Chair for the ensuing year.

Following the seeking of other nominations, a vote will be taken on the nomination of the Chair.

The retiring Chair will remove their Chain of Office and acknowledge their year in office, before inviting the incoming Chair to take the chair.

The incoming Chair will apply the Chain of Office, take the chair and sign their Declaration of Acceptance of Office, in the presence of the Monitoring Officer.

2. Chair's announcements

To receive announcements (if any) from the Chair, which will include acknowledging their forthcoming year in office.

Tributes will be paid to the retiring Chair, together with making a presentation of their past Chair's badge.

3. Apologies for absence

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

4. Election of Vice Chair of the Council for 2023 to 2024

The Chair will make a nomination for the election of Vice Chair of the Council for the ensuing year.

Following the seeking of other nominations, a vote will be taken of the nomination of Vice Chair.

The incoming Vice Chair will apply the Chain of Office, acknowledge their forthcoming year in office, and sign their Declaration of Acceptance of Office, in the presence of the Monitoring Officer.

5. Election of the Leader of the Council

The Chair will call for nominations for the election of the Leader of the Council.

Following the seeking of other nominations, a vote will be taken on the nomination of the Leader.

The term of office for 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.

The outgoing Leader of the Council has previously announced his intention not to seek re-election to this role.

6. Appointment of Cabinet members

Having regard to the provisions of the Constitution, the Chair will invite the Leader of the Council to announce (if practicable):

- a. Up to nine members whom they will be appointing to form the Cabinet (alongside the Leader)
- b. The name of a member of the Cabinet to act as Deputy Leader
- c. The portfolios, and which members of the Cabinet will be portfolio holders

7. Review of political balance and appointment to politically balanced committees 2023 to 2024

Report number: **AGM/WS/23/001 TO FOLLOW**

8. Appointment of Chair and Vice Chair of scrutiny committees: 2023 to 2024

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

- a. Overview and Scrutiny Committee
- b. Performance and Audit Scrutiny Committee

9. Review of representation on outside bodies

Report number: **AGM/WS/23/002**