



BOROUGH OF RUSHMOOR

To the Mayor and Members of the Council,

YOU ARE HEREBY SUMMONED to attend the Annual Meeting of the Council of the Borough of Rushmoor to be held at the Council Offices, Farnborough on **Tuesday, 22nd May, 2018 at 7.00 pm** for the transaction of the business set out on the Agenda given below.

A G E N D A

1. ELECTION OF THE MAYOR OF THE BOROUGH

Cr. J.H. Marsh will move and Cr. B. Jones will second:

“That Councillor **STEPHEN JOHN MASTERSON** be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2019.”

On his election, the Mayor will be invested with the Insignia of Office, take the Chair and make his Declaration of Acceptance of Office in accordance with Section 83 of the Local Government Act, 1972.

The Mayor will address the Meeting and will signify the appointment of Reverend Steve Stewart as the Mayor’s Chaplain.

2. **VOTE OF THANKS**

To record the Council's appreciation of the excellent service rendered by Councillor Sophia Choudhary as Mayor and Miss Attika Choudhary as Mayoress during the Municipal Year 2017/18. An illuminated scroll shall be presented, together with a Past Mayor's Badge, to Councillor Sophia Choudhary and a Past Mayoress Badge to Miss Attika Choudhary.

3. **ELECTION OF THE DEPUTY MAYOR**

Cr. M.J. Tennant will move and Cr. K. Dibble will second:

"That Councillor **SUE CARTER** be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2019."

On her election, Councillor Sue Carter will be invested with the Deputy Mayor's Badge. She will then make her Declaration of Acceptance of Office in accordance with Section 83 of the Local Government Act, 1972.

4. **MINUTES**

To confirm the Minutes of the Meeting of the Council held on 19th April, 2018 (copy Minutes herewith).

5. **RETURNING OFFICER'S REPORT**

To receive the Returning Officer's Report of the names of the persons elected as Borough Councillors at the Elections held on 3rd May, 2018 (copy attached – Annex 1).

6. **MAYOR'S COMMUNICATIONS**

7. **REVIEW OF GOVERNANCE STRUCTURE - STANDING ORDERS FOR THE REGULATION OF BUSINESS**

At its meeting on 19th April, 2018 the Council considered and approved updates to the Constitution. In accordance with Council Procedure Rule 29 (1), the proposed amendments to the Standing Orders for the Regulation of Business stood adjourned without discussion. As it is the Annual Meeting, the Council will need to waive its Standing Orders in order to make the changes. A copy of the revised Standing Orders is attached herewith (Annex 2). The recommendation is as follows:

"That Standing Order 29 be waived and that the Council adopt the revised Standing Orders for the Regulation of Business, attached at Annex 2, for inclusion in Part 4 of the Constitution."

8. **APPOINTMENT OF THE LEADER OF THE COUNCIL**

To consider nominations and appoint the Leader of the Council to hold office until the Annual Council Meeting in 2019. Cr. D.E. Clifford has been nominated by the Conservative Group.

9. APPOINTMENTS 2018/19

- (1) To note the appointment of the Deputy Leader and the following councillors as Cabinet Members for the Municipal Year 2018/19, to be made by the Leader of the Council:

Cr. K.H. Muschamp	-	Deputy Leader
Cr. Barbara Hurst	-	Planning and Economy
Cr. G.B. Lyon	-	Corporate and Democratic Services
Cr. M.L. Sheehan	-	Operational Services
Cr. P.G. Taylor	-	Customer Experience and Improvement
Cr. M.J. Tennant	-	Major Projects and Property

- (2) To consider and approve the Appointments to Committees for the Municipal Year 2018/19 as follows, in accordance with the allocations to achieve political balance indicated:

DEVELOPMENT MANAGEMENT

Voting Members

Conservative: 7	Labour: 3	Independent: 1
Cr. D.B. Bedford	Cr. Sue Dibble	Cr. D.M.T Bell
Cr. R.M. Cooper	Cr. Jennifer Evans	
Cr. P.I.C. Crerar	Cr. C.P. Grattan	
Cr. Mara Makunura		
Cr. A.R. Newell		
Cr. J.H. Marsh		
Cr. B.A. Thomas		

Standing Deputies

Conservative:	Labour:
Cr. Veronica Graham-Green	Cr. P.F. Rust

NOTE: The Cabinet Member with responsibility for planning matters is to be an ex officio non-voting member of the Development Management Committee

LICENSING AND GENERAL PURPOSES

Voting Members

Conservative: 7	Labour: 3	Liberal Democrat: 1
Cr. Sue Carter	Cr. A.H. Crawford	Cr. A.K. Chowdhury
Cr. Sophia Choudhary	Cr. A.J. Halstead	
Cr. Liz Corps	Cr. B. Jones	
Cr. Marina Munro		
Cr. M.D. Smith		
Cr. Jacqui Vosper		
Cr. J.E. Woolley		

OVERVIEW AND SCRUTINY

Voting Members

Conservative: 7

Labour: 4

Cr. D.B. Bedford

Cr. T. Bridgeman

Cr. J.B. Canty

Cr. K. Dibble

Cr. M.S. Choudhary

Cr. B. Jones

Cr. R.M. Cooper

Cr. Nadia Martin

Cr. Veronica Graham Green

Cr. M.D. Smith

Cr. B.A. Thomas

POLICY AND PROJECT ADVISORY BOARD

Voting Members

Conservative: 8

Labour: 3

Cr. J.B. Canty

Cr. A.H. Crawford

Cr. Sophia Choudhary

Cr. M.J. Roberts

Cr. P.I.C Crerar

Cr. P.F. Rust

Cr. R.L.G. Dibbs

Cr. Mara Makunura

Cr. Marina Munro

Cr. A.R. Newell

Cr. J.E. Woolley

- (3) To consider the nominations and appoint the Chairman and Vice-Chairman of the Committees (the Conservative Group nominations are set out below):

Development Management

Nominated Chairman -

Cr. B.A. Thomas

Nominated Vice-Chairman -

Cr. J.H. Marsh

Licensing and General Purposes

Nominated Chairman -

Cr. J.E. Woolley

Nominated Vice-Chairman -

Cr. Jacqui Vosper

- (4) To consider the nominations and appoint the Chairman of the following Committees (the Conservative Group nominations are set out below):

Overview and Scrutiny

Nominated Chairman -

Cr. M.D. Smith

Policy and Project Advisory Board

Nominated Chairman -

Cr. A.R. Newell

- (5) To consider and approve the Appointments to the Management Boards for the Council Trusts for the Municipal Year 2018/19 as follows, and to authorise each Management Board to make decisions on behalf of the Council by majority vote:

The Aldershot Recreation Ground Trust

Cr. D.B. Bedford Cr. K. Dibble Cr. A.R. Newell

Standing Deputy: Cr. T.D. Bridgeman

King George's Field, Farnborough Trust

Cr. R.L.G. Dibbs Cr. B. Jones Cr. P.G. Taylor

Standing Deputies: Cr. Mara Makunura and Cr. A.J. Halstead

The Alfred Henry Goode Will Trust

Cr. D.E. Clifford Cr. A.H. Crawford Cr. K.H. Muschamp

Standing Deputy: Cr. B. Jones

A.E. COLVER
Head of Democratic and Customer Services

Council Offices
Farnborough
Hampshire GU14 7JU

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BOROUGH OF RUSHMOOR

MEETING OF THE BOROUGH COUNCIL held at the Council Chamber, Council Offices, Farnborough on Thursday, 19th April, 2018 at 7.00 pm.

The Worshipful The Mayor (Cllr Sophia Choudhary (Chairman))
The Deputy Mayor (Cllr S.J. Masterson (Vice-Chairman))

Cllr Mrs. D.B. Bedford
Cllr T.D. Bridgeman
Cllr Sue Carter
Cllr D.E. Clifford
Cllr Liz Corps
Cllr P.I.C. Crerar
Cllr Sue Dibble
Cllr Jennifer Evans
Cllr C.P. Grattan
Cllr A. Jackman
Cllr G.B. Lyon
Cllr Marina Munro
Cllr J.J. Preece
Cllr P.F. Rust
Cllr M.D. Smith
Cllr P.G. Taylor
Cllr B.A. Thomas
Cllr J.E. Woolley

Cllr D.M.T. Bell
Cllr J.B. Canty
Cllr M.S. Choudhary
Cllr R.M. Cooper
Cllr A.H. Crawford
Cllr K. Dibble
Cllr R.L.G. Dibbs
Cllr D.S. Gladstone
Cllr Barbara Hurst
Cllr B. Jones
Cllr J.H. Marsh
Cllr A.R. Newell
Cllr M.J. Roberts
Cllr M.L. Sheehan
Cllr L.A. Taylor
Cllr M.J. Tennant
Cllr Jacqui Vosper

Honorary Alderman C. Balchin

Apologies for absence were submitted on behalf of Cllr K.H. Muschamp.

Before the meeting was opened, the Mayor's Chaplain, the Reverend Steve Stewart, led the meeting in prayers.

53. MINUTES

It was **MOVED** by Cllr Barbara Hurst; **SECONDED** by Cllr M.J. Tennant and

RESOLVED: That the Minutes of the Ordinary Meeting of the Council held on 22nd February, 2018 be taken as read, approved and signed as a correct record of the proceedings.

54. MAYOR'S ANNOUNCEMENTS

- (1) The Mayor spoke of the sudden death of former Councillor Andy Straker who had passed away on 17th March, 2018, aged 51. He had become a councillor in 1994 and had represented the North Town Ward alongside Cllrs

Keith and Sue Dibble until 2003. He had been the Labour Group Leader from 1996 to 2003 and had been the Council Leader during the Municipal Year 1999/2000. Andy Straker's poignant and well attended funeral had been held at the Park Crematorium in Aldershot on 17th April, 2018.

- (2) The Mayor reported that she had held her Bollywood Charity Ball at Princes Hall on 9th March, 2018. She thanked all Members who had supported the event which had been held in aid of her charities.
- (3) The Mayor advised Members that she had attended the unveiling of a Victoria Cross Memorial Stone at the Municipal Gardens in Aldershot on 25th March. The Memorial Stone had been donated by the Government Department for Communities in memory of the only resident of Aldershot to have been awarded the Victoria Cross in World War One – Alfred Maurice Toye. The date of the unveiling had coincided with the anniversary date that Alfred Maurice Toye had committed the act of bravery which had resulted in him being awarded the Victoria Cross.
- (4) The Mayor thanked everyone who had baked cakes, helped at and attended her Easter Afternoon Tea event which had been held at the Council Offices on 6th April, 2018. The event had raised just under £650 for her charities.
- (5) The Mayor reported that, on 1st April, 2018, she had attended the RAF Centenary Parade at the Farnborough Air Sciences Trust Museum which had featured several Squadrons of the Air Training Corps.
- (6) The Mayor reported that her Charity Fundraising Committee was organising a Charity Walk at the Rowhill Nature Reserve on 13th May, 2018 from 2 pm. There would be a guided walk to be led by the Rowhill Manager.
- (7) The Mayor referred to the fact that the meeting was the last full Council meeting before the Borough Council Elections on 3rd May, 2018 and that there were three Members who were not seeking re-election: Cllrs Les Taylor, Jeremy Preece and Adam Jackman.

Cllr Taylor had served on the Council for six years, having been elected in 2012 to represent the residents of Cherrywood Ward. Cllr Preece had served the residents of Wellington Ward since his election in 2014. Cllr Jackman had served on the Council for twelve years following his election in 2006 to represent the residents of Knellwood Ward.

The Mayor thanked Cllrs Taylor, Preece and Jackman for their work representing the residents of their Wards and the people of Rushmoor and wished them well for the future.

The Mayor wished all those Members who were standing for election well in their endeavours.

55. STANDING ORDER 8 - QUESTIONS

The Mayor reported that no questions had been submitted under Standing Order 8(3).

56. NOTICE OF MOTION - TACKLING OBESITY

The Council was asked to consider a Motion which had been submitted by Cllr A.H. Crawford in accordance with the provisions of Standing Order 9 (1). It was MOVED by Cllr A.H. Crawford; SECONDED by Cllr P.F. Rust – That

“This Council undertakes to use all means at its disposal, including working with partner organisations, to tackle the crisis of obesity that is afflicting many residents of the Borough, including children and young people.”

Speaking in support of his Motion, Cllr Crawford referred to the increasing toll taken by obesity on the NHS, with more people being admitted to hospital with heart conditions, gallstones problems or needing hip and knee replacements related to their weight. NHS data showed an 18% increase in admissions over the previous year for obesity treatment – usually stomach-reducing surgery – or conditions caused or complicated by obesity, such as heart disease or pregnancy. Cllr Crawford also quoted recent press coverage given to the fact that obesity increased the risk of developing and dying from bowel cancer by 1.5 times, with the association being stronger for men than women.

A further cause for concern was that couples who were obese could be risking the health of their future children, according to experts who were calling for far more awareness of the effects of modern lifestyles on babies in the womb. Cllr Crawford also referred to the fact that most studies suggested that eating lots of fibre reduced the risk of obesity, but that may be partly because people who were a healthy weight tended to have a high-fibre diet.

Cllr Crawford spoke of the work of the Leisure and Youth Panel in 2017 when it had examined the issue of the healthy weight of children and said that the Council needed to do more work in this area. He referred to his on-going survey on small playgrounds in Farnborough and Aldershot that had received 353 responses so far. The risk of obesity was one of the main factors that concerned respondents, 96% of whom wanted the Council to maintain the nineteen small playgrounds that the Leisure and Youth Panel had heard were approaching the end of their life.

Cllr Crawford was of the opinion that the Council needed to make a more extensive commitment in providing a lead on what was a serious obesity crisis, including for the Borough’s children and young people – and not least by investing and sustaining the small playgrounds where young children could enjoy exercise.

During discussion, reference was made to the Council's on-going work with partners in tackling obesity, which had been identified as a key priority area. The view was expressed that the Motion gave the impression that obesity was being neglected and therefore it was MOVED by Cllr Barbara Hurst; SECONDED by Cllr Sue Carter that the Motion be amended as follows:

“Recognising the valuable work already being carried out with a wide range of partners, this Council re-affirms obesity as a key health priority and also its commitment to improve the health of Rushmoor residents of all ages. Consequently, this Council will consider, with partners, any measures aimed at tackling both the causes and effects of obesity.”

Following debate, the Amended Motion was put to the Meeting. There voted FOR: 25; AGAINST; 0, whereupon the Amended Motion became the Substantive Motion.

Arising out of further discussion, it was MOVED by Cllr Keith Dibble; SECONDED by Cllr Jennifer Evans - That the Substantive Motion be amended to add: “That Rushmoor sets a target by 2020 to reduce obesity in Year 6 children by 50%.” During debate on this amendment, it was suggested that the issues raised would be better dealt with by a committee, which could examine them in detail. Cllr Keith Dibble then withdrew his Amendment in favour of referring the Substantive Motion to the appropriate body.

It was then MOVED by Cllr D.E. Clifford; SECONDED by Cllr Keith Dibble that the Substantive Motion be referred to the appropriate body for further discussion. After debate, this was put to the meeting. There voted FOR: 32; AGAINST: 0 and the Motion to refer the issue to the appropriate body for further discussion was **DECLARED CARRIED**.

57. **RECOMMENDATIONS OF THE CABINET AND COMMITTEES**

(1) **Changes to the Budget – Capital Investment**

The Leader of the Council (Cllr D.E. Clifford) introduced the Report of the Cabinet which recommended the approval of a variation of £10 million to the 2018/19 Capital Programme and an increase in the operational boundary and the authorised limit for external debt accordingly. It was MOVED by Cllr D.E. Clifford; SECONDED by Cllr P.G. Taylor – That approval be given to a variation of £10 million to the 2018/19 Capital Programme and an increase in the limits for external debt accordingly, as set out in the Report.

There voted FOR: 31; AGAINST: 0 and the Recommendations were **DECLARED CARRIED**.

(2) **Review of the Governance Structure**

The Chairman of the Licensing and General Purposes Committee (Cllr A. Jackman) reported that the Committee had considered various changes to the decision making structure, the main one being the replacement of the existing policy and review panels by one Overview and Scrutiny Committee and a Policy and Project Advisory Board. The Report also set out a number of consequential changes to documents within the Constitution.

It was MOVED by Cllr A. Jackman; SECONDED by Cllr. M.D. Smith – That

- (i) the proposed changes to the decision making structure set out in the Report be endorsed;
- (ii) the changes to the Constitution set out in Appendix 2 (incorporating Annexes 1-6) be approved; and
- (iii) the Chief Executive and the Head of Democratic and Customer Services, in consultation with the Cabinet Member for Corporate Services and the Chairman of the Committee, be authorised to make any further consequential changes to the Constitution resulting from these proposals, the Leader's decision on portfolio responsibilities and the outcome of the internal review of the structure of the organisation.

During discussion, Cllr Jennifer Evans spoke of her reservations regarding the democratic accountability of the proposals. It was **MOVED** by Cllr Jennifer Evans; **SECONDED** by Cllr A.H. Crawford - That the proposals should be referred back to the Licensing and General Purposes Committee for further discussion.

Following debate, the Motion was put to the Meeting. There voted **FOR: 11; AGAINST: 21** and the Motion to refer back to the Licensing and General Purposes Committee was **DECLARED LOST**.

Following further debate, it was **MOVED** by Cllr Keith Dibble and **SECONDED** by Cllr J.J. Preece that - Recommendation 8.1 (iii) be amended to include the Opposition Group Leader in the list of people to be consulted in making any further consequential changes to the Constitution arising from the proposals, the Leader's decision on portfolio responsibilities and the outcome of the internal review of the structure of the organisation.

Following debate on the proposed Amendment, there voted **FOR: 11; AGAINST: 23** and the Amendment was **DECLARED LOST**.

The Council then voted on the original Recommendations. There voted **FOR: 23; AGAINST: 11** and the Recommendations were **DECLARED CARRIED**.

NOTE: In accordance with Standing Order 29, the proposed amendments to the 'Standing Orders for the Regulation of Business' (Annex 4, Appendix 2) will stand adjourned without discussion to the Annual Council Meeting. The Council will also be asked at the Annual Council meeting to waive the Council Procedure Rules in order for the changes to take immediate effect.

58. **QUESTIONS FOR THE CABINET**

The Mayor reported that four questions had been submitted for response by the Cabinet.

- (1) Cllr D.S. Gladstone asked a question of the Leisure and Youth Portfolio Holder regarding the closure of children's playgrounds in the Borough.

In response, Cllr M.L. Sheehan stated that none was scheduled to be closed.

- (2) Cllr J. Canty asked a question of the Concessions and Community Support Portfolio Holder regarding standing against anti-Semitism and all other forms of racism.

In response, Cllr G.B. Lyon stated that, in many ways the Council was already complying with the International Holocaust Remembrance Alliance's working definition of anti-Semitism and he committed to adding the endorsement of the recommendations of the Board of Deputies of British Jews' Manifesto for Local Government to the Cabinet work programme for consideration in the future.

- (3) Cllr A.H. Crawford asked a question of the Concessions and Community Support Portfolio Holder regarding the current date for the full roll out of Universal Credit in the Borough.

In response, Cllr G.B. Lyon stated that 18th October, 2018 was the current date for full roll out of Universal Credit in the Borough.

- (4) Cllr M.S. Choudhary asked a question of the Environment and Service Delivery Portfolio Holder regarding the services provided by Serco and whether service delivery specifications were being met.

In response, Cllr M.J. Tennant stated that, despite some initial teething problems, there had been some improvements in performance in services following the commencement of the new contract. He referred to work carried out by Serco to analyse service delivery and that the vast majority of customers were very happy. Performance had been very good and this had been backed up by the results of independent research.

59. **POLICY AND REVIEW PANELS - ANNUAL REPORTS 2017/18**

- (1) **Borough Services Policy and Review Panel –**

The Chairman of the Borough Services Policy and Review Panel, Cllr A.R. Newell, presented the Annual Report of the Panel for 2017/18.

Cllr Jennifer Evans asked a question of the Chairman regarding anti-social behaviour in Aldershot Town Centre. In response, Cllr Newell stated that the question would perhaps be better asked of the Portfolio Holder. However, he understood that ten Fixed Penalty Notices had been issued since September and other repeat offenders had had criminal offender behaviour orders issued against them. He said that there had been 100% compliance with the surrender of alcohol on request and that there had been a fall in the number of anti-social behaviour reports.

RESOLVED: That the Annual Report of the Borough Services Policy and Review Panel be noted.

(2) **Community Policy and Review Panel –**

The Chairman of the Community Policy and Review Panel, Cllr M.D. Smith, presented the Annual Report of the Panel for 2017/18.

Cllr A.H. Crawford asked a question of the Chairman regarding Accent Housing and leaseholders in Station Road, Aldershot who faced substantial outstanding charges on which they had not been consulted and the poor communications with the finance department which was based in Shipley, Yorkshire. In response, Cllr Smith said that some of the issues had been raised at the January Registered Providers meeting and that they were being addressed. He understood that officers, where appropriate, had offered advice and assistance to Ward Councillors to help residents in reporting complaints to Accent and to access the escalation procedure.

Cllr Crawford raised a supplementary question regarding what Registered Providers could do to assist leaseholders. Cllr Smith undertook to provide a written reply to the supplementary question.

Cr. Crawford asked a second question of the Chairman regarding voluntary drivers for Neighbourcare, who had received parking penalty charge notices, debt collection letters and threats of court action arising from providing transport for frail and vulnerable patients to Aldershot Centre for Health who now felt that they could not provide such voluntary care under these circumstances. In response, Cllr Smith stated that this issue would be raised at future discussions with NHS Property Services regarding parking at the Health Centre.

Cllr Crawford raised a supplementary question regarding what the Council would be doing on this issue. In response, Cllr Smith undertook to arrange for a response to be provided when the actions agreed by the Environment Policy and Review Panel had been followed up.

RESOLVED: That the Annual Report of the Community Policy and Review Panel be noted.

(3) **Corporate Services Policy and Review Panel –**

Cllr Jacqui Vosper presented the Annual Report of the Panel for 2017/18.

RESOLVED: That the Annual Report of the Corporate Services Policy and Review Panel be noted.

(4) **Environment Policy and Review Panel –**

The Chairman of the Environment Policy and Review Panel, Cllr D.S. Gladstone presented the Annual Report of the Panel for 2017/18.

Cllr A.H. Crawford asked a question of the Chairman regarding the parking system at Aldershot Centre for Health. In response, Cllr Gladstone referred to the recent discussions at the Environment Panel with NHS Property Services. Following the meeting, he had sent letters to NHS Property Services and to Mr Leo Docherty MP to seek their support for suggestions to improve the current untenable situation regarding imposing of unwarranted penalty charge notices at the Aldershot Centre for Health car park. In response to a supplementary question, Cllr Gladstone undertook to advise Members when he had received responses.

Cllr Jennifer Evans had submitted a question on Serco contract delivery performance, however, she withdrew the question in the light of the question already asked of the Environment and Service Delivery Portfolio Holder.

RESOLVED: That the Annual Report of the Environment Policy and Review Panel be noted.

(5) Leisure and Youth Policy and Review Panel –

The Chairman of the Leisure and Youth Policy and Review Panel, Cllr Diane Bedford presented the Annual Report of the Panel for 2017/18.

Cllr A.H. Crawford asked a question of the Chairman regarding the consideration by the Council of the results of his survey on small playgrounds in the Borough. In response, Cllr Bedford requested a copy of the survey results and supporting information. She stated that the Panel had recently considered the issue of playgrounds and had been concerned at the low levels of usage of the Borough's smaller playgrounds. It had been agreed that, given the costs involved in replacing them, liaison would take place with ward councillors and surveys would be carried out with residents around each playground to ensure that there was demand to support replacing them. Cllr Bedford stated that she was aware that officers had been able to fund the majority of playground refurbishments through external funding, but that this was becoming more and more difficult to secure.

Cllr L.A. Taylor asked a question of the Chairman regarding whether a formal review should take place in order to re-consider the closure of Southwood Golf Course in the light of SANG provision that would arise from Blandford House/Malta Barracks and other future provision. In response, Cllr Bedford stated that she did not believe that the situation regarding SANGs had changed significantly following the decisions made by the Cabinet regarding the closure of Southwood Golf Course. The Draft Submission Local Plan had identified that the Council would plan for at least 7,848 new homes between 2014 and 2032 but that the estimated capacity for housing that could be delivered was around 8,700. Taking other issues into account, it was understood that capacity could be up to 8,995 new homes over the Plan period.

Cllr J.J. Preece asked a question of the Chairman regarding the joint meeting of the Leisure and Youth Panel and the Environment Panel to discuss the future of Southwood Golf Course and her recommendation to postpone closure while other solutions could be determined. This had received cross-party support at the meeting but had been dismissed by the Cabinet. In response, Cllr Bedford stated that there had been a full and detailed debate at the joint meeting and the Panel's decision had been based on the information presented to it and the views of the joint Panel Members. She had endeavoured to represent these views clearly at the Cabinet Meeting. However, she recognised that the Cabinet was the decision making body for the majority of decisions made by the Council and that the Cabinet had to take account of all the Council's priorities and services for the benefit of the economic, social and environmental wellbeing of the Borough as a whole.

RESOLVED: That the Annual Report of the Leisure and Youth Policy and Review Panel be noted.

60. **REPORTS OF CABINET AND COMMITTEES**

(1) **Cabinet**

It was MOVED by Cllr D.E. Clifford; SECONDED by Cllr M.L. Sheehan and

RESOLVED: That the Report of the Meeting of the Cabinet held on 6th March, 2018 be received.

(2) **Development Management Committee**

It was MOVED by Cllr B.A. Thomas; SECONDED by Cllr J.H. Marsh and

RESOLVED: That the Report of the Meeting of the Development Management Committee held on 28th March, 2018 be received.

(3) **Licensing and General Purposes Committee**

It was MOVED by Cllr A. Jackman; SECONDED by Cllr M.D. Smith and

RESOLVED: That the Report of the Meeting of the Licensing and General Purposes Committee held on 9th April, 2018 be received.

61. **REPORTS OF POLICY AND REVIEW PANELS**

RESOLVED: That the Reports of the undermentioned meetings of the Policy and Review Panels be received:

POLICY AND REVIEW PANEL	DATE OF MEETING
Environment	27th February, 2018
Leisure and Youth	19th March, 2018
Environment	20th March, 2018
Corporate Services	22nd March, 2018
Borough Services	26th March, 2018

The meeting closed at 9.40 pm.

ANNUAL COUNCIL MEETING – 22ND MAY 2018

RUSHMOOR BOROUGH COUNCIL ELECTIONS
3RD MAY 2018

REPORT OF THE RETURNING OFFICER

ALDERSHOT PARK

No. of Electors	No. of Ballots Completed	Percentage
5253	1229	23.40%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
<i>BRIDGEMAN</i>	<i>Terence David</i>	738
WINCHCOMBE	Leonard Arthur	488

Candidate Elected
TERENCE DAVID BRIDGEMAN

CHERRYWOOD

No. of Electors	No. of Ballots Completed	Percentage
5251	1482	28.22%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
CULLUM	Peter James	515
HALSTEAD	Ashley James	831
MURPHY	Shaun Patrick Joseph	126

Candidate Elected
ASHLEY JAMES HALSTEAD

COVE AND SOUTHWOOD

No. of Electors	No. of Ballots Completed	Percentage
5457	1722	31.56%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
DEKKER	Alain Stephen	240
JABBI	Madi	379
PARSONS	Jennifer Claire	142
TENNANT	<i>Martin John</i>	957

Candidate Elected
MARTIN JOHN TENNANT

EMPRESS

No. of Electors	No. of Ballots Completed	Percentage
4427	1584	35.78%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
CARD	Leola Jane	127
O'DONOVAN	William David	460
SMITH	<i>Michael David</i>	784
WALLACE	Donna	209

Candidate Elected
MICHAEL DAVID SMITH

FERNHILL

No. of Electors	No. of Ballots Completed	Percentage
5346	1531	28.64%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
MUSCHAMP	<i>Kenneth</i>	1039
WESCOTT	Mitchell Andrew	479

Candidates Elected
KENNETH MUSCHAMP

KNELLWOOD

No. of Electors
5583

No. of Ballots Completed
1978

Percentage
35.43%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
MAKUNURA	Mara Martha	1156
MARCH	Nicholas Geoffrey	404
SOUTHON	Colin Frederick	405

Candidate Elected
MARA MARTHA MAKUNURA

MANOR PARK

No. of Electors
5727

No. of Ballots Completed
1954

Percentage
34.12%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
AUSTIN	Gaynor Frances	960
THOMAS	<i>Bruce Alfred</i>	977

Candidate Elected
BRUCE ALFRED THOMAS

NORTH TOWN

No. of Electors
4803

No. of Ballots Completed
1456

Percentage
30.31%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
GANI	Akmal Hussain	358
GUY	Jason Harry	97
RUST	<i>Peter Frank</i>	998

Candidate Elected
PETER FRANK RUST

ROWHILL

No. of Electors	No. of Ballots Completed	Percentage
5118	1807	35.29%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
CHOUDHARY	<i>Sabaah Salim</i>	829
DEAN-BUNTING	Yvette Catherine	583
HILLIAR	Richard Alan	381

Candidate Elected
SABAAB SALIM CHOUDHARY

ST JOHN'S

No. of Electors	No. of Ballots Completed	Percentage
5152	1370	26.59%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
GARDNER	Janet	304
VOSPER	<i>Jacqueline Mary</i>	878
WHYMAN	Jill	180

Candidate Elected
JACQUELINE MARY VOSPER

ST MARK'S

No. of Electors	No. of Ballots Completed	Percentage
5063	1483	29.29%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
CULSHAW	Zack	57
GLADSTONE	<i>David</i>	544
HEWITT	Carl Robert	301
KOHER CHOWDHURY	Abul	577

Candidate Elected
ABUL KOHER CHOWDHURY

WELLINGTON

No. of Electors
2988

No. of Ballots Completed
746

Percentage
24.97%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
CHOUDHARY	Attika	290
MARTIN	Nadia Noelle	389
OGLESSON	Sophie Elizabeth	64

Candidate Elected
NADIA NOELLE MARTIN

WEST HEATH (Two vacant seats)

No. of Electors
5084

No. of Ballots Completed
1861

Percentage
36.61%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
CARD	Craig William	370
CLAPHAM	Jeremy Audsley	442
COOPER	Rodney	749
FRASER-FLEMING	Charles Dennis	348
GRAHAM-GREEN	Veronica Mary	712
HARDING	Christopher John	464
SMITH	June	399

Candidates Elected
RODNEY COOPER AND VERONICA MARY GRAHAM-GREEN

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STANDING ORDERS FOR THE REGULATION OF BUSINESS

INTRODUCTION

The Council Procedure Rules (known as Standing Orders) set out the rules of debate and procedure for the conduct of meetings of the Council, including where necessary their application to committees, sub-committees and other bodies.

The Standing Orders are:

1. Meetings of the Council
2. Order of Business – Annual Meeting
3. Appointment of Relevant Bodies
4. The Cabinet and Other Bodies
5. Election of Chairmen and Vice-Chairmen
6. Order of Business – Ordinary Meetings
7. Minutes
8. Questions
9. Notices of Motion
10. Reports of Relevant Bodies
11. Voting
12. Motions and Amendments which may be moved without notice
13. Rules of Debate for Council Meetings
14. Quorum
15. Closure and Adjournment of Meetings
16. Motions Affecting Persons Employed by the Council
17. Disorderly Conduct

18. Disturbance by Members of the Public
19. Rescission of Preceding Resolution
20. Confidentiality of Certain Business
21. Petitions
22. Deputations and Memorials
23. Interpretation of Standing Orders
24. Sealing of Documents
25. Authentication of Documents for Legal Proceedings
26. Standing Orders to Apply to Relevant Bodies
27. Meetings of Relevant Bodies
28. Sub-Committees
29. Variation and Revocation of Standing Orders
30. Suspension of Standing Orders
31. Standing Orders to be given to Members

Where the term “relevant body” is mentioned under the Standing Orders it relates to the Cabinet, committees, sub-committees or Policy and Project Advisory Board ~~policy and review panel~~ and this item shall be construed as appropriate.

The Council Procedure Rules contain some mandatory standing orders and other standing orders to reflect local custom and practice. Mandatory standing orders are also reflected in the other Procedure Rules set out in this Constitution.

Members and officers shall comply with these Standing Orders at all times.

MEETINGS OF THE COUNCIL

Annual Meeting

1. (1) In a year when there is an ordinary election of councillors, the Annual Meeting will take place within 21 days of the retirement of the out-going councillors. The meeting shall normally be held on a Tuesday as near as possible to 20th day of May in each year, unless the Mayor, in consultation with the Chief Executive and Head of Democratic Services determines otherwise.

Ordinary Meetings

- (2) In addition to the Annual Meeting of the Council and any meetings convened by the Mayor or by Members of the Council, meetings for the transaction of general business shall be set out in a calendar by the Head of Democratic Services to ensure the effective transaction of business.

Time of Meetings

- (3) Meetings of the Council shall be held at seven o'clock in the evening, unless the Mayor, in consultation with the Head of Democratic Services, determines otherwise.

Extraordinary Meetings

- (4) An Extraordinary Meeting may be called by the Head of Democratic Services at the request of:
 - (a) the Council by resolution
 - (b) the Mayor
 - (c) any five Members of the Council by notice which has been signed by those Members and specifies the business proposed to be transacted.

Notice of and Summons to Meetings

- (5) The Head of Democratic Services will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear working days before a meeting, the Head of Democratic Services will send a summons signed by him or her to every Member of the Council or leave it at the Member's usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

ORDER OF BUSINESS – ANNUAL MEETING

2. (1) The order of business of the Annual Meeting of the Council shall normally be to:
- (a) elect the Mayor and Deputy Mayor of the Borough;
 - (b) approve the minutes of the last meeting;
 - (c) receive any announcements from the Mayor and/or the Chief Executive;
 - (d) appoint the Leader of the Council;
 - (e) note the appointment of the Deputy Leader and other Members appointed to the Cabinet by the Leader;
 - (f) appoint to the Committees and the Policy and Project Advisory Board Review Panels (including committee chairmen and vice-chairmen) as appropriate; and
 - (g) consider any other business set out in the summons.

APPOINTMENT OF RELEVANT BODIES

3. (1) The Council shall at the Annual Meeting appoint the relevant bodies specified in Standing Order 4 and shall determine the composition of the voting Members of each relevant body, and may at any time appoint such other relevant bodies as are necessary to carry out the work of the Council but, subject to any statutory provision in that behalf:
- (a) shall not give effect to the appointment of any Member of a relevant body so as to hold office later than the next Annual Meeting of the Council;
 - (b) may at any time dissolve a relevant body; and
 - (c) may suspend a Member from membership of a relevant body for a specified period.
- (2) Where the Members of the Council are divided into political groups, the Council shall, at the Annual Meeting and at such other times as appropriate, review the allocation of seats on relevant bodies between the political groups.

- (3) The Head of Democratic Services shall set out in a report to the Council the allocation of seats to political groups in accordance with the requirements of the Local Government and Housing Act, 1989 and the Local Government Act, 2000, upon which the Council shall determine the allocation of seats accordingly.
- (4) Subject to Standing Orders 3 (2) and (3) and Standing Order 4 (7), the Council shall make appointments to relevant bodies so as to give effect to the wishes of the political groups as appropriate.
- (5) The arrangements to secure political balance and the provisions set out in Standing Orders 3, 4 and 27 shall be undertaken in accordance with the provisions of the Local Government and Housing Act, 1989 or any subsequent amending legislation, and Regulations made thereunder from time to time by the Secretary of State.
- (6) For the purpose of these Standing Orders, the term 'political group' means two or more Councillors who wish to be treated as a political group for the purposes of the provisions of the Local Government and Housing Act, 1989 or any subsequent amending legislation, and regulations made thereunder from time to time by the Secretary of State.

THE CABINET AND OTHER BODIES

Membership

4. (1) The decision making structure of the Council shall consist of the bodies set out below, together with a Leader and Cabinet. The Council shall appoint the Members of each of the relevant bodies, which shall not exceed the number of Members specified below:

Relevant Body	Maximum Number of Voting Members
Development Management Committee	11
Licensing and General Purposes Committee	11
<u>Overview and Scrutiny Committee</u>	<u>11</u>
<u>Policy and Project Advisory Board</u>	<u>11</u>
Borough Services Policy and Review Panel	9
Community Policy and Review Panel	9
Corporate Services Policy and Review Panel	9
Environment Policy and Review Panel	9
Leisure and Youth Policy and Review Panel	9

- (2) The Council shall appoint standing deputies to the Development Management Committee, in accordance with the provisions for the appointment of standing deputies contained in Appendix 1 to these Standing Orders.
- (3) The military authorities may nominate a representative to serve on the Development Management Committee as a co-opted Member to assist in the consideration of the business of the Committee, but shall not be entitled to vote thereon. The Council shall make the appointment at the Annual Meeting or such other full Council meeting as appropriate.
- (4) The Member of the Cabinet with responsibility for matters relating to planning policy (the Environment portfolio) shall be an ex officio Member of the Development Management Committee PROVIDED that the Member shall only be entitled to vote if appointed with full voting rights in accordance with the political balance arrangements.
- (5) The Overview and Scrutiny Committee and the Policy and Project Advisory Board A Policy and Review Panel may appoint such non-voting Members and advisers as ~~it~~they considers fit.

Vacancies in Membership

- (6) If any Member shall be absent from three consecutive meetings of a Committee or the Policy and Project Advisory Board Policy and Review Panel, he or she shall cease to be a Member thereof, unless he or she shall, in the opinion of the Committee or Board Policy and Review Panel, show reasonable grounds for his or her absence there from.
- (7) On a vacancy arising on the Licensing and General Purposes Committee or the Development Management in a Committee, the Head of Democratic Services shall give notice thereof in the summons calling the next Council meeting, so as to enable the Council to fill such vacancy.
- (8) On a vacancy arising on the Overview and Scrutiny Committee or the Policy and Project Advisory Board in a Policy and Review Panel, such vacancy shall be filled by the appropriate Leader of a Political Group where it falls within that Group. In all cases the appointment shall be reported on the Agenda of the following meeting of the body Panel. Where the vacancy is not part of the allocation of a political group, it shall be filled by the Council.

APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN

Appointment of Leader of the Council

5. (1) The Leader of the Council shall be appointed at the Annual Meeting of the Council. On a vacancy arising, or at the end of the Municipal Year, the Head of Democratic Services shall seek nominations from Members and give notice in the summons calling the next Council meeting so as to enable the Council to fill such vacancy. The Leader of the Council shall Chair meetings of the Cabinet and references to Chairman in these Standing Orders shall be construed accordingly.

Appointment of Chairmen and Vice-Chairmen

- (2) Chairmen and Vice-Chairmen of the Development Management and Licensing and General Purposes Committees shall be appointed at the Annual Meeting of the Council for the ensuing year.

Chairmen of the Overview and Scrutiny Committee and the Policy and Project Advisory Board shall also be appointed at the Annual Council Meeting.

Vice-Chairmen of the Overview and Scrutiny Committee and the Policy and Project Advisory Board shall be appointed at the ~~Chairmen and Vice-Chairmen of Policy and Review Panels shall be appointed at the~~ first meeting of the appropriate Committee/Board Panel in each Municipal Year.

On a vacancy arising, the appropriate Committee or Board Policy and Review Panel will be asked to fill the vacancy at its next meeting. In the absence from a meeting of the Chairman and Vice-~~Chairman~~Chairmen, a Chairman for that meeting shall be appointed.

Chairman of Meeting

- (3) Any power or duty of the Mayor or a Chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

ORDER OF BUSINESS – ORDINARY MEETINGS

6. (1) The order of business at every meeting of the Council shall normally be to:
- (a) choose a person to preside if the Mayor and Deputy Mayor are absent;

- (b) deal with any business required by statute to be done before any other business;
- (c) approve as a correct record and sign the Minutes of the last meeting of the Council. No motion or discussion shall be allowed on the Minutes except as to their accuracy and any objection on that ground must be made by motion;
- (d) deal with any business expressly required by statute to be done;
- (e) receive any Mayor's announcements;
- (f) dispose of business (if any) remaining from the last meeting;
- (g) answer questions asked under Standing Order 8;
- (h) authorise the sealing of documents;
- (i) consider motions in the order in which notice has been received;
- (j) receive and consider matters for decision submitted by relevant bodies;
- (k) consider matters for debate raised by the relevant bodies;
- (l) answer questions for the Cabinet in accordance with the agreed procedure;
- (m) receive Reports submitted by the Cabinet, Licensing and General Purposes Committee and Development Management Committee and Committees;
- (n) other business, if any, specified in the Summons; and
- (o) receive Reports submitted by the Overview and Scrutiny Committee and the Policy and Project Advisory Board. Policy and Review Panels.

Variation of Order of Business

- (2) Business falling under Items (a), (b) or (c) of Standing Order 6 (1), shall not be displaced, but, subject thereto, the foregoing order of business may be varied by:
 - (a) the Mayor at his or her discretion; or

- (b) resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

Mayor-Elect and Deputy Mayor-Elect

- (3) The Licensing and General Purposes Committee shall recommend to the Council a Mayor-Elect and a Deputy Mayor-Elect at least one month before the end of the Municipal Year.

MINUTES**Approval of Minutes**

- 7. (1) The Mayor shall put the question that the Minutes before the meeting be approved as a correct record.

Minutes not to be discussed

- (2) No discussion shall take place upon the Minutes, except upon their accuracy, and any question of the accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Mayor shall sign the Minutes.

Extraordinary Meetings

- (3) The Council shall approve as a correct record the Minutes of the proceedings of an Extraordinary Meeting of the Council called under Standing Order 1(4) at the next following Ordinary Meeting of the Council and they shall be signed by the Mayor.

QUESTIONS BY MEMBERS**Questions for the Cabinet**

- 8. (1) A Member of the Council may ask a Cabinet Member any question upon any matter dealt with under the executive arrangements, in accordance with the procedure contained in Appendix 2 to these Standing Orders.

Questions relating to Reports

- (2) A Member of the Council may ask a Committee Chairman or a Cabinet Member any question upon an item in the Report of a relevant body (Standing Order 6(1)(m)) when that item is under consideration by the Council.

Questions relating to other matters

- (3) A Member of the Council may:
- (a) if ten clear working days' notice in writing has been given to the Head of Democratic Services, ask the Mayor, the Chairman of the Licensing and General Purposes Committee, the Chairman of the Development Management Committee or a Cabinet Member any question on any matter in relation to which the Council has powers or duties or which affects the Borough, PROVIDED that the number of questions permitted to be asked shall be limited to three for each political group or Member, in the case that the Member is not part of a political group.

Urgent Questions

- (b) with the permission of the Mayor, put to him or her or a Chairman or Cabinet Member any question relating to urgent business, of which such notice has not been given; but a copy of any such question shall, if possible, be delivered to the Head of Democratic Services not later than five o'clock in the afternoon of the day of the meeting.

Length of Questions

- (4) No question asked under 3 (a) or (b) above shall exceed fifty words in length including any document appended thereto.

Answers not to be discussed

- (5) No speech or discussion shall, without the consent of the Council, be allowed on any question so put, or on any answer thereto.

Forms of Answer

- (6) An answer may take the form of:-
- (a) a direct oral answer; or
- (b) where the desired information is contained in a publication of the Council, a reference to that publication; or
- (c) where the reply to the question cannot conveniently be given orally, a written answer circulated to Members of the Council; or

- (d) a reference to the fact that the question relates to a confidential matter and as such can only be answered when the Council has resolved to exclude the public.

**Questions to the Chairman of the Overview and Scrutiny Committee
~~Policy and Review Panels~~**

- (7) A Member of the Council may ask the Chairman of the Overview and Scrutiny Committee ~~a Policy and Review Panel~~ any question on a matter relating to the Committee's Panel's responsibilities during consideration of the Annual Report of the Overview and Scrutiny Committee Panels to the Council, in accordance with the procedure contained in Appendix 3 to these Standing Orders.

NOTICES OF MOTION

Notice to be in writing

9. (1) Notice of every motion, other than a motion which under Standing Order 12 may be moved without notice, shall be given in writing or sent electronically including the name of the Member or Members of the Council giving the notice, and delivered, at least ten clear days before the meeting to which it relates, at the office of the Head of Democratic Services by whom it shall be dated.

Inclusion of Motions in Summons

- (2) The Head of Democratic Services shall set out in the Summons for the appropriate meeting of the Council, the motions of which notice has been duly given in the order in which they have been received, unless the Member giving notice of the motion shall have in writing withdrawn it or indicated that he or she proposes to move it at a later meeting.

Motions not moved considered withdrawn

- (3) If a motion thus set out in the Summons be not moved either by a Member who gave notice thereof or by another Member on his or her behalf it shall, unless postponed by consent of the Council, as appropriate, be treated as withdrawn and shall not be moved without fresh notice.

Motions referred to a Relevant Body

- (4) Where a motion has been included in the Summons and moved and seconded, the Mayor may direct that it be referred to the relevant body and not further debated at that meeting of the Council. The recommendations, upon a motion, shall then be

considered by the Cabinet or a Committee, as appropriate, prior to being resubmitted to the Council as a recommendation.

Motions Submitted

(5) The number of new motions permitted to be considered at each meeting of the Council shall be limited to one per political group or one per Member, in the case that a Member is not part of a political group.

~~(6)~~ Every motion shall be relevant to some matter in relation to which the Council has powers or duties or which affects the Borough directly.

Length and Content of Motions

~~(7)~~(6) No motion, other than a motion which may be moved without notice under Standing Order 12, shall exceed 100 words in length including any document appended thereto.

~~(8)~~(7) A Motion should be expressed in positive terms to either adopt a certain course of action, carry out some act or to declare a particular view.

REPORTS OF RELEVANT BODIES

Submission and Form of Reports

10. (1) As soon as is practicable following a meeting of a relevant body, it shall submit a Report to the Council. Relevant bodies shall, as appropriate:
- (a) submit proposals containing recommendations which require approval by the Council;
 - (b) submit Reports which relate to matters of information or to decisions taken; and
 - (c) submit items for debate on which the Council's views are sought.

Transfer of Matters Contained in Reports

(2) At a meeting of the Council, any Member, immediately following the relevant page of a Report of the Cabinet or Committee being called over, may move that an item contained in the Report be discussed at the meeting and, upon being seconded, any such motion shall be

put to the meeting without discussion, PROVIDED that the proposer may, when putting his motion, indicate briefly his or her reasons for so moving and the Chairman or Cabinet Member may respond thereto.

Reports not to be discussed

- (3) No discussion (other than a question asked or answered in accordance with Standing Order 8) shall take place upon any matter contained or referred to in a Report of a relevant body submitted under Standing Order 10(1)(b) above.

VOTING

Majority

11. (1) Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question is put. The mode of voting at meetings of the Council shall be by show of hands or, if there is no dissent, by the affirmation of the meeting.

Mayor to have casting vote

- (2) In the event of an equality of votes, the Mayor, or in the case of a relevant body, the Chairman, shall have a casting vote, whether or not he or she had already voted. If the Mayor or Chairman declines to give a casting vote the proposition shall not be carried.

Right to have vote recorded

- (3) Where any Member requests it, immediately after the vote is taken, his or her vote will be so recorded in the minutes to show whether he or she voted for or against the question or abstained from voting.

Recorded Votes

- (4) On the requisition of any Member of the Council made before the vote is taken, the voting on any question shall be recorded so as to show whether each Member present gave his or her vote for or against that question or abstained from voting.
- (5) A recorded vote shall be taken on any decision relating to the budget or council tax.

Appointments

- (6) Where there are more than two persons nominated for any position to be filled by the Council, and of the votes given there is not an overall majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken and so on until a majority of votes is given in favour of one person.

MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE

12. The following motions and amendments may be moved without notice:-
- (a) appointment of a Chairman of the meeting at which the motion is made;
 - (b) motions relating to the accuracy of the Minutes;
 - (c) that an item of business specified in the Summons has precedence;
 - (d) remission to a relevant body;
 - (e) appointment of a Committee ~~or a Policy and Review Panel etc.~~ or members thereof, occasioned by an item mentioned in the Summons to the meeting;
 - (f) adoption of Recommendations of the relevant bodies or Officers and any consequent resolutions;
 - (g) that leave be given to withdraw a motion;
 - (h) extending the time limit for speeches;
 - (i) amendments to motions;
 - (j) that the Council proceed to the next business;
 - (k) that the question be now put;
 - (l) that the debate be now adjourned;
 - (m) that the Council do now adjourn;
 - (n) authorising the sealing of documents;
 - (o) suspending Standing Orders, in accordance with Standing Order 29;

- (p) motion under Section 100A of the Local Government Act, 1972 to exclude the public;
- (q) that a Member named under Standing Order 17 be not further heard or do leave the meeting;
- (r) inviting a Member to remain where he or she has a pecuniary interest;
- (s) giving consent of the Council where the consent of the Council is required by these Standing Orders;
- (t) continuing the sitting under Standing Order 15(1);
- (u) to debate a matter contained in the Report of a relevant body in accordance with Standing Order 10(2).

RULES OF DEBATE FOR COUNCIL MEETINGS

Form of Motions and Amendments

13. (1) A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless notice has already been given in accordance with Standing Order 9 it shall, if required by the Mayor, be put into writing and handed to the Mayor before it is further discussed or put to the Meeting.

Secunder's Speech

- (2) A Member when seconding a motion or amendment may, if he or she then declares his or her intention to do so, reserve his or her speech until a later period of the debate.

Members to stand while speaking and form of reference to other Members

- (3) A Member when speaking shall stand and address the Mayor. If two or more Members rise, the Mayor shall call on one to speak; the other or others shall then sit. While a Member is speaking the other Members shall remain seated, unless rising to a point of order or in personal explanation. Members should be referred to by their titles of "Mayor", "Deputy Mayor", "Chairman" or "Councillor" as appropriate.

Content and length of speeches

- (4) A Member shall direct his or her speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes except by consent of the Council.

When a Member may speak again

- (5) A Member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:-
- (a) to speak once on an amendment moved by another Member;
 - (b) if the motion has been amended since he or she last spoke, to move a further amendment;
 - (c) if his or her first speech was on an amendment moved by another Member, to speak on the main issue, whether or not the amendment on which he or she spoke was carried;
 - (d) in exercise of a right of reply given by paragraph (11) or (13) of this Standing Order;
 - (e) on a point of order;
 - (f) by way of personal explanation.

Form of Amendments to Motions

- (6) (a) An amendment shall be relevant to the motion and shall either:-
- (i) refer a subject of debate to a relevant body for consideration or re-consideration;
 - (ii) leave out words;
 - (iii) leave out words and insert or add others; or
 - (iv) insert or add words;
- but such omission, insertion or addition of words shall not have the effect of negating the motion before the Council.
- (b) Subject to Standing Order 13(6)(a), any amendment to a recommendation on a Notice of Motion shall incorporate a specific reference to the Notice of Motion submitted for consideration.

Amendments to be disposed of singly

- (7) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of PROVIDED that the Mayor may

permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Council's business.

Subsequent Amendments

- (8) If an amendment be lost, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

Alteration of Motion

- (9) With the consent of the Council, a Member may:
- (a) alter a motion of which he or she has given notice; or
 - (b) with the further consent of his seconder, alter a motion which he or she has moved;

if (in either case) the alteration is one which could be made as an amendment thereto.

Withdrawal of Motions and Amendments

- (10) A motion or amendment may be withdrawn by the mover with the consent of his or her seconder and of the Council, which shall be signified without discussion, and no Member may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.

Right of Reply

- (11) The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment, and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his or her amendment.

Motions which may be moved during debate

- (12) When a motion is under debate no other motion shall be moved except the following:
- (a) to amend the motion;
 - (b) to adjourn the meeting;

- (c) to adjourn the debate;
- (d) to proceed to the next business;
- (e) that the question be now put;
- (f) that a Member be not further heard;
- (g) by the Mayor under Standing Order 17(2) that a Member do leave the meeting;
- (h) a motion under Section 100A of the Local Government Act, 1972 to exclude the public.

Motions for adjournment, closure etc.

- (13) A Member may move without comment at the conclusion of a speech of another Member, "That the Council proceed to the next business", "That the question be now put", "That the debate be now adjourned", or "That the Council do now adjourn", on the seconding of which the Mayor shall proceed as follows:
- (a) on a motion to proceed to the next business: unless in his or her opinion the matter before the meeting has been insufficiently discussed, he or she shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business;
 - (b) on a motion that the question be now put: unless in his or her opinion the matter before the meeting has been insufficiently discussed, he or she shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion his or her right of reply under paragraph (11) of this Standing Order before putting his or her motion to the vote; and
 - (c) on a motion to adjourn the debate or the meeting: if in his or her opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he or she shall put the adjournment motion to the vote without giving the mover of the original motion his or her right of reply on that occasion.

Points of order or personal explanations

- (14) A Member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Standing Order or statutory

provision and the Member shall specify the Standing Order or statutory provision and the way which he or she considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him or her which may appear to have been misunderstood in the present debate.

Ruling of Mayor to be final

- (15) The ruling of the Mayor on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

Members not to impute unworthy motives

- (16) No Member shall impute to another Member dishonest or unworthy motives, or use offensive or unbecoming words, or be guilty of tedious repetition.

Protest not to be entered on Minutes

- (17) No protest or expression of dissent, other than as a record of votes, shall be entered upon the Minutes of the Council.

Respect for Chair

- (18) Whenever the Mayor rises during a debate a Member then standing shall resume his or her seat and the Council shall be silent.

QUORUM

14. (1) Subject to the provisions of Paragraph 45 of Schedule 12 of the Local Government Act, 1972, no business shall be transacted at a meeting of the Council unless at least one-third of the whole number of Members of the Council are present.
- (2) If during any meeting of the Council the Mayor, after counting the number of Members present, declares that there is not a quorum present the meeting shall stand adjourned.

CLOSURE AND ADJOURNMENT OF MEETINGS

15. (1) No opposed business (i.e. business which any Member wishes to debate) shall be taken at an Ordinary Meeting of the Council after eleven o'clock in the evening, except the business then under consideration and as hereinafter provided. At the conclusion of the business then under consideration, the Mayor shall call over the business remaining to be transacted and any opposed business, including the remainder of a Report of the relevant body if then under discussion, shall stand adjourned unless the Council resolve, on a motion which shall be put without debate, to continue the

sitting either for a particular item or items on the agenda or for all the remaining business.

- (2) When a meeting is adjourned pursuant to any provision contained in these Standing Orders (except in accordance with Standing Orders 17 (2) or (3)) then the consideration of all business not transacted shall be adjourned to a day and time to be fixed by the Mayor or, if he or she does not fix a day and time, to the next Ordinary Meeting of the Council. Notice of an adjourned meeting shall be given to each Member by the Head of Democratic Services and such notice shall specify the business remaining to be transacted, but it shall not be necessary to send with such notice a further copy of any minutes and/or reports already circulated.

MOTIONS AFFECTING PERSONS EMPLOYED BY THE COUNCIL

16. If any question arises at a meeting of the Council, or of a relevant body, as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Council, such question shall not be the subject of discussion until the Council or relevant body, as the case may be, has decided whether or not the power of exclusion of the public under Section 100A of the Local Government Act, 1972 shall be exercised.

DISORDERLY CONDUCT

Naming a Member

17. (1) If at a meeting any Member of the Council, in the opinion of the Mayor notified to the Council, misconduct himself or herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Council, the Mayor or any other Member may move "That the Member named be not further heard", and the motion if seconded shall be put and determined without discussion.

Removal of disorderly Member

- (2) If the Member named continues his misconduct after a motion under Standing Order 17 (1) has been carried the Mayor shall:

EITHER move "That the Member named do leave the Meeting" (in which case the motion shall be put and determined without seconding or discussion);

OR adjourn the meeting of the Council for such a period as the Mayor shall consider expedient.

Adjournment in case of disorder

- (3) In the event of general disturbance, which in the opinion of the Mayor renders the due and orderly dispatch of business impossible, the Mayor in addition to any other power vested in him or her may, without question put, adjourn the meeting of the Council for such period as considered expedient.

DISTURBANCE BY MEMBERS OF THE PUBLIC

18. If a member of the public interrupts the proceedings at any meeting the Mayor shall warn him or her. If he or she continues the interruption the Mayor shall order his or her removal from the Council Chamber. In case of general disturbance in any part of the Chamber open to the public the Mayor shall order that part to be cleared.

RESCISSION OF PRECEDING RESOLUTION**Motion to rescind a previous decision**

19. (1) A motion or amendment to rescind a decision made at a meeting of the Council within the previous six months cannot be moved unless the notice of motion is signed by at least six Members.

Motion similar to one previously rejected

- (2) A motion or amendment in similar terms to one that has been rejected at a meeting of the Council in the previous six months cannot be moved unless the notice of motion or amendment is signed by at least six Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

Recommendation of Relevant Body

- (3) Standing Orders 19 (1) and (2) shall not apply to motions moved in pursuance of a recommendation of a relevant body.

CONFIDENTIALITY OF CERTAIN BUSINESS

20. Where a relevant body shall have resolved to exclude the public from a meeting pursuant to Section 100A(2) or (4) of the Local Government Act, 1972, a Member of the Council who attends the meeting shall not, without permission of the relevant body, disclose any matter dealt with or discussed in the absence of the public until the matter has been reported to the Council and is not subject to any stipulation that the matter shall

continue to be regarded as exempt or confidential; or until the matter has been communicated to the Press by or with the authority of the relevant body.

PETITIONS

21. Where a petition is submitted to the Council in accordance with the Council's Petitions Scheme, and has at least 1000 eligible signatures, the subject matter of the petition shall be reported to ~~considered at~~ the next Ordinary Meeting of the Council, allowing at least ten working days' notice. The petition organiser shall be given the opportunity to present their petition to the Council ~~at the beginning of the debate~~ and a maximum of ten minutes shall be permitted for this. Members of the Council shall not be permitted to ask questions of the petition organiser. The Council will then consider its response to the petition.

DEPUTATIONS AND MEMORIALS

Deputations to the Council

22. (1) A deputation may be received by the Council ~~or a relevant body~~, according to the wishes expressed by the deputation; but no such deputation shall be received unless five clear days' notice of the intended deputation and of its objects shall have been received by the Head of Democratic Services; and then only by leave of the Council ~~or the relevant body concerned~~.

Reception of Deputations

- (2) ~~No deputation shall consist of more than five persons. In the case of a deputation received by the Council, t~~Two persons may address the Council, but the first speaker's address shall not exceed ten minutes and the second speaker's address shall not exceed five minutes. ~~When a deputation is received by a relevant body only one person may make the address and such address shall not exceed ten minutes; except that, following the address and at the discretion of the Chairman, any member of the deputation may reply to questions put by Members.~~ The duration of any address shall include the time taken to read a memorial which may be presented by the deputation. Following the address, Members of the Council shall not be permitted to ask questions of the deputation, except at the discretion of the Chairman.

The Scheme for Public Speaking at meetings of relevant bodies is contained in Part 4 of the Council's Constitution.

Memorials

- (3) A copy of a memorial which a deputation wishes to present to the Council or to a relevant body, shall be delivered to the Head of Democratic Services at least five clear days prior to the meeting at which the deputation desires to be received. The purpose of any such memorial shall be circulated by the Head of Democratic Services to the Members of the Council or the relevant body concerned, unless the Mayor or, as the case may be, Chairman directs otherwise.

Urgent Memorials

- (4) A memorial on any subject which the Mayor may deem to be urgent shall be brought before the next meeting of the Council or a relevant body, whichever may first be sitting; or he or she may, if he or she deems it necessary, direct the Head of Democratic Services to Summon a Special Meeting, either of the Council or of a relevant body to deal with the matter.

INTERPRETATION OF STANDING ORDERS

23. The ruling of the Mayor or, as appropriate, the Chairman of a relevant body as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council or a relevant body, shall not be challenged.

SEALING OF DOCUMENTS**Custody of Seal**

24. (1) The Common Seal of the Council shall be kept in a safe place in the custody of the Solicitor to the Council.

Authorised use of Seal

- (2) The Common Seal of the Council shall be affixed to any document authorised by a resolution of the Council, the Cabinet or a Committee to which the Council have delegated their powers in this behalf or through powers and duties delegated in the Council's Constitution.

Attestation of Seal

- (3) The Seal shall be attested by either the Chief Executive, Director or the Solicitor to the Council and an entry of every sealing of a document shall be made and consecutively numbered in a book

kept for the purpose and shall be signed by a person who has attested the Seal.

AUTHENTICATION OF DOCUMENTS FOR LEGAL PROCEEDINGS

25. Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Solicitor to the Council or the Head of Democratic Services where appropriate unless any enactment otherwise requires or authorises, or the Council give the necessary authority to some other person for the purpose of such proceedings.

STANDING ORDERS TO APPLY TO RELEVANT BODIES

26. The Standing Order of the Council headed “Rules of Debate” (except those parts which relate to standing and to speaking more than once) shall, with any necessary modification, apply to meetings of relevant bodies.

MEETINGS OF RELEVANT BODIES

Convening of Meetings

27. (1) A relevant body shall hold meetings at such times as may be required and may adjourn such meetings as may be thought proper. Special meetings of a relevant body shall be summoned by the Head of Democratic Services at the request of the Chairman or any three Members of the relevant body.

Discussion of additional items

- (2) No additional item of business not already included on the agenda for a meeting of a relevant body shall be raised unless the Chairman is satisfied that the matter is one of urgency. Urgent matters which Members propose to raise shall be notified to the Chairman or to the Head of Democratic Services not later than noon on the day of the meeting (unless relating to an emergency arising after that time).

Minutes

- (3) Minutes of the proceedings of a relevant body shall be recorded in a Minute Book kept for that purpose and shall be signed by the Chairman at the same or following meeting.

Quorum

- (4) Except where authorised by Statute or ordered by the Council, business shall not be transacted at a meeting of a relevant body unless at least one half of the whole number of voting Members are present.
- (5) In the case of the Cabinet, the Quorum shall be five voting Members.

Voting

- (6) Voting at a meeting of a relevant body shall be by a show of hands PROVIDED that immediately after the vote is taken any Member may require that his or her vote for the question or against the question or whether he or she abstained from voting shall be recorded in the Minutes.

Mover of Motion may attend meeting

- (7) A Member of the Council who has moved a motion which has been referred to a relevant body shall have notice of the meeting at which it is proposed to consider the motion. He or she shall have the right to attend the meeting and if he or she attends shall have an opportunity to explain the motion.

Attendance of Members

- (8) No Member of the Council shall attend a meeting of a relevant body, except as a member of the public, unless:-
 - (a) he or she is a Member of the relevant body; or
 - (b) he or she is entitled to be present at such meeting by virtue of any provisions contained in these Standing Orders; or
 - (c) he or she is invited by the relevant body to be present at such meeting.

but that any Member of the Council shall have the right to ask the relevant body to address the meeting on an item of business included on the agenda.

- (9) Members of the Council attending, as members of the public, meetings of the Cabinet, Committees or Policy and Project Advisory Board or ~~Policy and Review Panels~~ of which they are not

Members, shall be entitled to remain, during the consideration of business where the press and public are excluded.

- (10) When the Cabinet is holding informal discussions on future policy issues, other Members of the Council shall not be entitled to be present unless invited.

Public Participation

- (11) Members of the public may address or ask questions of the Cabinet, Committees or Policy and Project Advisory Board Policy and Review Panels in accordance with the Public Speaking Procedure Rules in Part 4 of this Constitution.

SUB-COMMITTEES

Consent of Council required

28. (1) Any Sub-Committees established by a Committee shall be appointed in accordance with the political balance arrangements agreed by the Council and the Committee shall give effect to the appointments proposed by the appropriate political groups.

Chairman to be Ex Officio Member

- (2) The Chairman of a Committee shall be an ex officio Member of every Sub-Committee appointed by that Committee, unless he or she signifies to the Committee that he or she does not wish to serve PROVIDED that he or she may not vote at a meeting of a Sub-Committee of which he or she is not a voting Member.

Co-opted Members

- (3) A Sub-Committee may appoint such non-voting Members and advisers as it considers fit.

VARIATION AND REVOCATION OF STANDING ORDERS

Motions to amend Standing Orders

29. (1) Any motion to add to, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next Ordinary Meeting of the Council.

SUSPENSION OF STANDING ORDERS

30. (1) Subject to Paragraph (2) of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- (2) A motion to suspend Standing Orders shall not be moved without notice (i.e. under Standing Order 12) unless there shall be present at least one-half of the whole number of the Members of the Council.

STANDING ORDERS TO BE GIVEN TO MEMBERS

31. A copy of these Standing Orders and of such statutory provisions as regulate the proceedings and business of the Council, shall be made available to each Member of the Council by the Head of Democratic Services upon delivery to him of the Member's Declaration of Acceptance of Office on the Member being first elected to the Council.

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