

# Annual Council



## Minutes of meeting held on Wednesday, 17 May 2017 at 6.00 pm

Present:-

Councillor Harun Miah (Deputy Mayor) in the Chair

Councillors Margaret Bannister, Kathy Ballard, Colin Belsey, Sammy Choudhury, Janet Coles, Jonathan Dow, Penny di Cara, Pat Hearn, Tony Freebody, Steve Holt, Gordon Jenkins, Gill Mattock, Paul Metcalfe, Colin Murdoch, Jim Murray, Pat Rodohan, Dean Sabri, Robert Smart, Colin Swansborough, Barry Taylor, Troy Tester, David Tutt, John Ungar and Steve Wallis.

### 14 Election of Mayor.

It was proposed by Councillor Swansborough and seconded by Councillor Tutt:

“That Patricia Mary Charlotte Hearn, a Councillor of this Borough be elected Mayor for the 2017/18 municipal year and until the election of Mayor at the next Annual Meeting of the Council.”

It was accordingly:-

**Resolved:** That Patricia Mary Charlotte Hearn, a Councillor of this Borough be elected Mayor for the 2017/18 municipal year and until the election of Mayor at the next Annual Meeting of the Council.

Councillor Hearn then made the statutory declaration of acceptance of office as Mayor.

In her speech of acceptance, the Mayor reported that her nominated charities for the 2017/18 year would be Embrace East Sussex and Rebourne Corner (Salvation Army, Eastbourne).

### 15 Declarations of disclosable pecuniary interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

No declarations were made.

### 16 Minutes.

The minutes of the meeting held on 22 February 2017 were presented and the Mayor was authorised to sign them as a correct record.

### 17 Apologies for absence.

Apologies for absence were reported from Councillors Robinson and Shuttleworth.

**18 Appointment of Deputy Mayor.**

It was proposed by Councillor Tester and seconded by Councillor Murray:

“That Harun Miah, a Councillor of this Borough be appointed Deputy Mayor for the 2017/18 municipal year and until the next Annual Meeting of the Council.”

It was accordingly:-

**Resolved:** That Harun Miah, a Councillor of this Borough be appointed Deputy Mayor for the 2017/18 municipal year and until the next Annual Meeting of the Council.

Councillor Miah then made the statutory declaration of acceptance of office as Deputy Mayor and announced that his Deputy Mayoress and Deputy Mayor’s Consort for the year would be Mrs Razia Begum and Mr Rajoo Harun respectively.

**19 Investiture of Mayor's Consort**

The Mayor reported that Mr Philip Hearn would undertake the duty of Mayor’s Consort for the 2017/18 municipal year.

**20 Mayor's Chaplain.**

The Mayor reported that the Reverend Mike Blanch would be serving as the Mayor’s Chaplain for the 2017/18 municipal year.

**21 Executive arrangements.**

Councillor Tutt reported the following:

**(1)** That the names of those councillors to serve on the Cabinet and the Councillor appointed as Deputy Leader of the Council (and Deputy Chairman of the Cabinet) be as shown on the schedule attached to these minutes for the 2017/18 municipal year and that the respective areas of responsibility for each member of the Cabinet be noted.

**(2)** That a vote of thanks be recorded for the significant contribution to the work of the Cabinet by Councillors Tester and Wallis during their tenure.

**(3)** To welcome the new appointments of Councillor Ungar (Community Safety), Councillor Dow (Place Services) and Councillor Sabri (Core Support and Strategic Services).

**(4)** That the terms of reference and constitution of the Cabinet be as set out in the Council’s Constitution.

**(5)** That delegations to individual Cabinet members in respect of executive functions have not been made at this time.

**22 Establishment of Council committees, appointment of chairmen, deputy chairmen and members to serve on Council committees, appointment of chairman and non-executive directors on boards and other appointments.**

The Council noted the report of the Senior Local Democracy Officer on the allocation of seats on Council bodies for 2017/18 and a proposed schedule of nominations.

Following a proposal from Councillor Tutt, seconded by Councillor Freebody, it was:

**Resolved: (1)** That the proposed number and allocation of seats and nominations as set out on the submitted schedules as attached to these minutes be approved.

**(2)** That the continuation of the following bodies be confirmed with terms of reference as set out in the Council's Constitution, and that they have a fixed membership to which members are appointed by the Chief Executive, Deputy Chief Executive or relevant Director as the need arises:

Equality Steering Group, Council Panels, Recruitment Panels, Task Groups and Project Boards

**(3)** That the existing independent persons (Mr Allen Gales and Mr Neal Robinson) be re-appointed under the provisions of the Localism Act 2011 for the municipal year 2017/18.

**23 Programme of meetings for 2017/18.**

Following a proposal from Councillor Tutt, seconded by Councillor Freebody, it was:

**Resolved:** That the programme of meetings for all bodies in the Council structure in the municipal year 2017/18 be confirmed in accordance with the schedule circulated with the agenda.

**24 Delegation of non-executive functions.**

Following a proposal from Councillor Tutt, seconded by Councillor Freebody, it was:

**Resolved:** That the delegation of non-executive functions, including terms of reference, to Committees, Sub-Committees and other Council bodies as set out in the relevant sections of the Council's Constitution be approved.

**25 Scheme of delegations to officers and proper officer functions.**

Following a proposal from Councillor Tutt, seconded by Councillor Freebody, it was:

**Resolved:** That the scheme of delegations to officers and proper officer functions as set out in the relevant sections of the Council's Constitution be approved.

**26 Appointments to outside and other bodies.**

Following a proposal from Councillor Tutt, seconded by Councillor Mattock, it was:

**Resolved:** That the appointment of Members to serve on outside and other bodies be approved in accordance with the names listed on the schedule attached to these minutes.

The meeting closed at 6.45 pm

**Councillor Pat Hearn  
Mayor, Chairman**



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## Council Year 2017/2018

### Schedule of Group Nominations, including proposed appointments to the Cabinet by the Leader designate

**Notes:** (1) Where the number of members of a body is variable, the optional additional member number is bracketed – please see the accompanying paper on the application of the political balance rules where the different options are considered.

(2) Substitutes are allowed where indicated. The Council’s Constitution requires that these be named and appointed at the Annual meeting. A number equal to the number of committee members from a Group up to a maximum of 3 are allowed for that Group unless stated otherwise.

**CABINET** (Leader of the Council plus additional members of the controlling group). The formal appointment of the members (other than the Leader) is to be made by the Leader following his/her appointment by the full Council. The law requires that the Cabinet shall have at least 3 but not more than 10 members (including the Leader).

1	<b>Leader of the Council: David Tutt</b> <i>Responsibilities aligned with Chief Executive and including the community strategy, local strategic partnership, the corporate plan and economic development.</i>
2	<b>Deputy Leader: Gill Mattock</b> <i>Financial services including accountancy, audit, purchasing and payments.</i>
3	<b>Margaret Bannister</b> <i>Tourism and leisure services.</i>
4	<b>Jonathan Dow</b> <i>Place services including cleansing and recycling, parks and downland, engineering, building and development control, planning policy and strategy, environmental health and licensing.</i>
5	<b>Dean Sabri</b> <i>Core support and strategic services.</i>
6	<b>Alan Shuttleworth</b> <i>Direct assistance services including revenues and benefits, housing and community development and bereavement services.</i>
7	<b>John Ungar</b> <i>Community safety</i>

**OPPOSITION "SHADOW CABINET"** (Notification for information)

1	<b>Opposition Leader: Tony Freebody</b> <i>Community strategy, local strategic partnership, corporate plan and economic development, core support and strategic services.</i>
2	<b>Deputy Leader: Penny di Cara</b> <i>Financial Services, including accountancy, audit, purchasing and payments.</i>
3	<b>Gordon Jenkins:</b> <i>Building and development control, planning policy and strategy, engineering and community safety.</i>
4	<b>Colin Murdoch:</b> <i>Tourism and leisure services.</i>
5	<b>Paul Metcalfe:</b> <i>Revenues and benefits, housing and community development and bereavement services.</i>
6	<b>Robert Smart:</b> <i>Cleansing and recycling, parks and downland, environmental health and licensing.</i>

**COMMITTEES**

**Scrutiny Committee** (7 or 8 members, not members of the Cabinet or the Mayor. Chairman to be appointed from the largest opposition group. and Deputy Chairman from the controlling group.

Controlling Group		Opposition	
1	D/Ch: Stephen Holt	6	Ch: Penny di Cara
2	Md Harun Miah	7	Colin Belsey
3	Jim Murray	8	Robert Smart
4	Pat Rodohan	Substitutes:	
5	Steve Wallis		
Substitutes:		1	Paul Metcalfe
1	Janet Coles	2	Barry Taylor
2	Margaret Robinson		

**Planning Committee** (12 trained Councillors - not Cabinet members. 8 as members of the Committee and 4 as substitutes).

Controlling Group		Opposition	
1	Ch: Jim Murray	6	Barry Taylor
2	D/Ch: Janet Coles	7	Gordon Jenkins
3	Md Harun Miah	8	Colin Murdoch
4	Margaret Robinson	Substitutes:	
5	Sammy Choudhury	1	Penny di Cara
Substitutes:		2	Paul Metcalfe
1	Steve Wallis		
2	Pat Hearn		

**Licensing Act and General Licensing Committees** (Between 10 and 15 trained Members (13 proposed for 2017/18) – not Cabinet members). Substitutes are not allowed.

Controlling Group		Opposition	
1	Ch: Troy Tester	10	Colin Belsey
2	D/Ch: Pat Rodohan	11	Tony Freebody
3	Sammy Choudhury	12	Colin Murdoch
4	Janet Coles	13	Robert Smart
5	Stephen Holt		
6	Jim Murray		
7	Margaret Robinson		
8	Colin Swansborough		
9	Vacant – name to be advised		

**Sub-Committee Standing Chairmen:** (Between 3 and 5 members drawn from the membership of the Licensing Committees)

Controlling Group		Opposition	
1	Troy Tester	5	Colin Belsey
2	Stephen Holt		
3	Pat Rodohan		
4	Vacant – name to be advised		

**Audit and Governance Committee** (8 Councillors)

Controlling Group		Opposition	
1	Ch: Colin Swansborough	6	Penny di Cara
2	D/Ch: Troy Tester	7	Paul Metcalfe
3	Sammy Choudhury	8	Barry Taylor
4	Margaret Robinson	Substitutes:	
5	Stephen Holt	1	Colin Belsey
Substitutes:		2	Tony Freebody
1	Gill Mattock		
2	Troy Tester		

### **ADVISORY GROUPS**

**Conservation Area Advisory Group** 4 (or 3) members, not Planning Committee members, plus external advisors)

In 2016/17 the Conservation Area Advisory Group had 4 members. Past Council practice has been to allow the opposition an equality of seats.

Controlling Group		Opposition	
1	Ch: Pat Rodohan	3	Colin Belsey
2	D/Ch: Colin Swansborough	4	Robert Smart
		Substitute: Tony Freebody	

**Joint Staff Consultative Committee** (3 members, 2 from the controlling group and 1 from the largest opposition group, plus staff representatives. Controlling Group's representation to include at least 1 Cabinet member. Chairmanship alternates between Employer's and Staff Sides). *N.B. Employer's Side will take chair in 2017/18*

Controlling Group		Opposition	
1	Ch: Dean Sabri	1	Gordon Jenkins
2	Margaret Bannister		
Substitutes:		Substitutes:	
1	Gill Mattock	1	Penny Di Cara
2	David Tutt	2	Tony Freebody

**TASK GROUPS:**

**Grants Task Group** (3 members)

Controlling Group		Opposition	
1	Ch: Alan Shuttleworth	3	Penny di Cara
2	Margaret Bannister		

**Downland Forum** (3 members)

Controlling Group		Opposition	
1	Gill Mattock	3	Colin Belsey
2	Pat Hearn		

**Town Team Grants Panel** (3 members)

Controlling Group		Opposition	
1	David Tutt	3	Tony Freebody
2	Gill Mattock		

**EBC COMPANY DIRECTORSHIPS:**

**Eastbourne Homes - Non Executive Directors** (currently 2)

1	Colin Swansborough
2	Kathy Ballard

**Welbeing (formerly Wealden and Eastbourne Lifeline) Board - Non Executive Directors** (Council's Chief Executive and one "independent" external person)

1	Robert Cottrill (CE)	2	<i>Independent person</i>
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**CloudConnX Board – Director** (Council's Chief Executive)

1	Robert Cottrill (CE)
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**Eastbourne Housing Investment Company Limited Board:**

1	David Tutt (Leader)
2	John Ungar (Cabinet member)
3	Roger Eastwood (Chair, Eastbourne Homes Ltd)
4	Ian Fitzpatrick, Director of Service Delivery
5	Nazeya Hussain, Director of Regeneration and Planning



## **PROJECT BOARDS:**

**Airbourne Project Board:** Cllrs: Margaret Bannister, Colin Murdoch (substitute Gordon Jenkins) and David Tutt

**Homes First Working Group:** Cllr Alan Shuttleworth

**Carbon Reduction Board:** Cllrs: Margaret Bannister, Gill Mattock and Jim Murray.

**Cultural Development Group:** Cllrs: Margaret Bannister and Colin Murdoch (substitute Penny di Cara).

**Devonshire Park Project Board:** Cllrs: Margaret Bannister, Gordon Jenkins (substitute Tony Freebody) and David Tutt

**Housing and Economic Development Project Board:** Cllrs Alan Shuttleworth and David Tutt.

**Joint Transformation Programme Board:** EBC Cllrs Tony Freebody (substitute Penny di Cara), Gill Mattock and David Tutt.

**Local Plan Steering Group:** Cllrs Margaret Bannister, Jonathan Dow, Pat Hearn, Gordon Jenkins (substitute Barry Taylor), Jim Murray and David Tutt

**Redoubt Museum Policy Group:** Cllrs Stephen Holt and Colin Murdoch

**Strategic Property Board:** Cllrs Gill Mattock, Barry Taylor (substitute Gordon Jenkins) and David Tutt

**Terminus Road Project Board** (joint with ESCC): Cllrs Tony Freebody (substitute Penny di Cara) and David Tutt

**Wish Tower Project Board:** Cllrs David Tutt, Gordon Jenkins (substitute Tony Freebody) and Margaret Bannister.

## **OTHER:**

**Armed Forces Covenant Champion:** Cllr Stephen Holt

**Black and Minority Ethnic (BME) Champion:** Cllr Md Harun Miah

**Councillors appointed to hold a Youth Brief:** Cllrs Tony Freebody, Stephen Holt, Dean Sabri and Troy Tester

**Disability Champion:** Cllr Janet Coles.

**Energy Champion:** Councillor Jonathan Dow

**Heritage Champion:** Mrs Rebecca Madell.

**Hospitals Champion:** Hon. Freeman Mrs Elizabeth Walke.

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# REPRESENTATION ON OUTSIDE AND OTHER BODIES 2017/2018

List submitted for approval at the annual meeting of the council on 17 May 2017.

Names are marked with an asterisk (\*) where the name has changed from 2016/17.

<b>Organisation</b>	<b>Council's Representative(s)</b>
3VA (Voluntary Action Eastbourne), observer.	*Cllr Stephen Holt
Age Concern	*Cllr Pat Rodohan (Board Member)
BHT Advice Eastbourne (formerly Eastbourne Housing Aid and Legal Centre)	Cllr Alan Shuttleworth
British Destinations (Annual Conference)	Relevant Cabinet Member (Cllr Margaret Bannister) or nominee
British Destinations (nomination to Policy Committee if election arises)	Relevant Cabinet Member (Cllr Margaret Bannister) or nominee
Cavendish Sports Centre Joint Liaison Committee	*Cllrs Colin Murdoch (substitute Colin Belsey) and *John Ungar
Citizens Advice Bureau	Cllr Colin Swansborough
Community Safety Partnership	<i>See separate listing for this partnership and its linked groups and forums at end of this schedule.</i>
Cultural Involvement Group	Cllrs Dean Sabri and Harun Miah
Disability Involvement Group	Council's Disability Champion (Cllr Janet Coles) and Mr Raymond Blakebrough
Driving Devonshire Forward	Devonshire Ward Councillors
East Sussex Building Control Partnership	Relevant Cabinet Member (*Cllr Jonathan Dow) N.B. Lead officer to deputise.
East Sussex Equality and Involvement Network – Community Tension	Relevant Cabinet Member (Cllr John Ungar) or nominee

East Sussex Gypsy and Traveller Forum	Relevant Cabinet Member (*Cllr Jonathan Dow) and relevant Shadow Cabinet member (or their respective nominees). Opposition nominee is Cllr Barry Taylor (substitute Cllr Robert Smart).
East Sussex Gypsy and Traveller Members' Group	Relevant Cabinet Member (*Cllr Jonathan Dow) or nominee
East Sussex Health and Wellbeing Board	Cllr Margaret Robinson is nominee. Two voting members rotate between districts and boroughs on an annual basis  If not a voting member, can attend as an observer with speaking rights.
East Sussex Health Overview and Scrutiny Committee (co-opted member) (N.B. law requires nomination to be a member of the Council's Scrutiny Committee)	Cllr Janet Coles (substitute member name to be advised)
East Sussex Joint Waste Committee (Must be Cabinet members)	Relevant lead Cabinet members (Cllrs Gill Mattock and *Jonathan Dow) (Substitutes: Cllrs David Tutt and Alan Shuttleworth)
East Sussex Strategic Partnership	Relevant Cabinet Member (Cllr David Tutt) or nominee. Council is represented by the Chief Executive
East Sussex Strategic Planning Member Group	*Cllr Jonathan Dow
Eastbourne Amalgamated Charities (Trustees)	Council nominated trustees: Mr B R Etheridge (until 31 May 2019) Councillor Janet Coles (until 31 May 2017)
Eastbourne and Wealden YMCA Board	Cllr Jim Murray
Eastbourne and District Enterprise Agency Limited (EDEAL)	Cllr David Tutt (or nominee)
Eastbourne Cultural Communities Network (ECCN)	Cllr Jim Murray
Eastbourne Defibrillator Partnership	Cllr Alan Shuttleworth (Chair)
Eastbourne Education Business Partnership	Mr Robert Cottrill (Council's Chief Executive)

Eastbourne Housing Forum	Relevant Cabinet Member (Cllr Alan Shuttleworth) or nominee
Eastbourne Leisure Trust	Cllr Jim Murray (N.B. observer/adviser without voting rights.)
Eastbourne Open Bowling Tournament Management Committee	Cllr Pat Hearn
Eastbourne Seniors Club (appointment of trustee)	The Mayor or her nominee.
Eastbourne Strategic Partnership	Relevant Cabinet Member (Cllr David Tutt) or nominee
Equality and Fairness Steering Group	Relevant Cabinet Member or nominee (Cllr Margaret Bannister is the nominee)
Redoubt Fortress Access Group	Cllr Stephen Holt
Hampden Park Sports Centre Joint Liaison Committee	Cllrs Pat Hearn and Colin Swansborough
iESE Limited (General Meeting Representative)	Cllr Gill Mattock
iESE Transformation Limited (General Meeting Representative)	Cllr Gill Mattock
Local Government Association	Leader of the Council (with voting rights), plus Deputy Leader and Opposition Leader (or their respective nominees – Opposition nominee is *Cllr Penny di Cara); all of whom should be Cabinet or Shadow Cabinet members
Local Government Association – East Sussex Branch	Leader and Deputy Leader of the Council
Local Government Association Coastal Issues Special Interest Group	Relevant Cabinet Member (Cllr Margaret Bannister) or nominee
Pevensey and Cuckmere Water Level Management Board	6 members Cllrs Janet Coles, Tony Freebody, Margaret Robinson, Pat Rodohan, Colin Swansborough and Robert Smart
Royal Project (in support of the Royal Hippodrome Theatre)	Council nominated trustee: Cllr Stephen Holt

Salvation Army Eastbourne Steering Group	Cllr Margaret Bannister
South Downs National Park Authority	Cllr Gill Mattock (until May 2019)
Sussex Police and Crime Panel	*Cllr John Ungar (until May 2019) (*Cllr Colin Swansborough is the named substitute)
South East England Councils	Relevant Cabinet Member or nominee. Nominee is Cllr Gill Mattock (with Cllr David Tutt as substitute)
Sussex Downs College	*Cllr Jim Murray in the event that the college seek a nomination from the Council.
Sussex Area Environment Group (Environment Agency)	*Cllr Jonathan Dow to be nominated in event of vacancy arising.
Taxi and Private Hire Forum	All members of the Licensing Committee are invited to attend. (N.B. meets only as and when required.)
Team East Sussex	Leader of the Council (Cllr David Tutt). Cllr Mattock is the substitute.
Towner Charitable Trust	*Cllr Colin Swansborough and Ms Kay Cadell
University of Sussex Court	The Mayor and Chief Executive

### **COMMUNITY CENTRE MANAGEMENT COMMITTEES**

Hampden Park	*Cllr Colin Swansborough
Langney	Cllrs Alan Shuttleworth (Langney ward) and David Tutt (St Anthony's ward)
Old Town	*Cllr John Ungar
The Trees	Cllrs Sammy Choudhury, Pat Hearn and Colin Murdoch.
Regency Park	Cllr Steve Wallis

### **NEIGHBOURHOOD MANAGEMENT PARTNERSHIP GROUPS**

East Hampden Park (Co-ordinated by EBC and Sussex Police)	Ward councillors are invited to attend all these groups.
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Kingsmere Operations Group  
(Co-ordinated by Amicus Horizon  
Housing Association)

Old Town  
(Co-ordinated by Eastbourne Homes)

Shinewater Operations Group  
(Co-ordinated by EBC)

Willingdon Trees  
(Co-ordinated by Places for People)

### **COUNCILLOR REPRESENTATION ON THE EASTBOURNE COMMUNITY SAFETY PARTNERSHIP AND LINKED GROUPS AND FORUMS**

<b>Partnership Group</b>	<b>Representation</b>	<b>Councillor(s)</b>
Community Safety Partnership Main Board	Portfolio holding Cabinet Member or nominee	Cllr John Ungar
Joint Action Group (JAG)	Leader of the Council, Portfolio holding Cabinet Member, Opposition Leader and Opposition Shadow Cabinet spokesperson or respective nominees.	Cllrs David Tutt, John Ungar, Tony Freebody and Gordon Jenkins (Opposition group substitute Penny di Cara)
Neighbourhood Watch Committee	One Member from either Group	Cllr John Ungar
Overseas Students Advisory Committee	Two Councillors, one from each Group	Cllrs Margaret Bannister and Colin Murdoch
Nightwatch	One Member from either Group	Cllr John Ungar
Shopwatch	One Member from either Group	Cllr John Ungar
Neighbourhood Panels (Co-ordinated by Sussex Police)	Ward Councillors are invited to attend	

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