



## Minutes of the annual meeting held on Wednesday 9 May 2012 at 6.00 pm

Present:-

Councillor Carolyn Heaps (Mayor) in the Chair

Councillors Margaret Bannister, Colin Belsey, Janet Coles, Alun Cooke, Philip Ede, David Elkin, Pat Hearn, Sandie Howlett, Gordon Jenkins, Tom Liddiard, Gill Mattock, Harun Miah, Colin Murdoch, Jim Murray, Alan Shuttleworth, Neil Stanley, Barry Taylor, Troy Tester, Mike Thompson, David Tutt, John Ungar, Steve Wallis, Patrick Warner and Annabelle West.

- 1. Election of Mayor.** It was proposed by Councillor Hearn and seconded by Councillor Murray:

"That Michael John Thompson, a Councillor of this Borough be elected Mayor for the 2012/13 municipal year and until the election of Mayor at the next Annual Meeting of the Council."

It was accordingly:-

**Resolved:** That Michael John Thompson, a Councillor of this Borough be elected Mayor for the 2012/13 municipal year and until the election of Mayor at the next Annual Meeting of the Council.

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

In his speech of acceptance, the Mayor reported that his nominated charity for the 2012/13 year would be "Lark in the Parks Charitable Trust".

- 2. Vote of thanks.** It was proposed by Councillor Tutt and seconded by Councillor Elkin that a vote of thanks be extended to Councillor Carolyn Heaps and her Mayor's consorts for her service as Mayor during the past two municipal years. This was unanimously endorsed by the Council.
- 3. Minutes.** The minutes of the meeting held on 29 March 2012 were presented and the Mayor was authorised to sign them as a correct record.
- 4. Apologies for Absence.** An apology for absence was reported from Councillor Harris.
- 5. Appointment of Deputy Mayor.** It was proposed by Councillor Ungar and seconded by Councillor Tutt:

"That Janet Doris Coles, a Councillor of this Borough be appointed Deputy Mayor for the 2012/13 municipal year and until the next Annual Meeting of the Council."

It was accordingly:-

**Resolved:** That Janet Doris Coles, a Councillor of this Borough be appointed Deputy Mayor for the 2012/13 municipal year and until the next Annual Meeting of the Council.

Councillor Coles then made the statutory declaration of acceptance of office as Deputy Mayor and announced that her Deputy Mayor's Consorts for the year would be Beryl Teso and Josh Babarindi.

6. **Investiture of Mayoress.** The Mayor reported that Mrs Linda Thompson would undertake the duty of Mayoress for the 2012/13 municipal year.
7. **Appointment of Mayor's Chaplain.** The Mayor reported that the Reverend John Kimberley would be serving as the Mayor's Chaplain for the 2012/13 municipal year.
8. **Resignation of councillor.** The Chief Executive reported on the resignation on 24 April 2012 of Nigel Goodyear who was first elected on 3 May 2007 as councillor for Meads ward. The by election in Meads ward would be held on 31 May 2012.

It was proposed by Councillor Elkin and seconded by Councillor Tutt that a vote of thanks be extended to Nigel Goodyear for his service as a Borough Councillor. This was unanimously endorsed by the Council.

9. **Executive Arrangements.** Councillor Tutt reported the following:

(a) 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 2012/13 municipal year, and that the respective areas of responsibility for each member of the Cabinet be noted.

(b) That the terms of reference and constitution of the Cabinet be as set out in the Council's Constitution.

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

10. **Establishment of Council Committees, Appointment of Chairs, Deputy Chairs and Members to serve on the Council Committees and Appointment of Chairs and Non-Executive Directors to Boards, and other Appointments.** The Council noted the report of the Local Democracy Manager on political balance and allocation of seats. As a result of this, together with consultation with Group Leaders, a proposed schedule of nominations was circulated with the agenda (together with a supplementary paper circulated at the meeting adding to or amending the submitted schedule).

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

**Resolved:** (1) That the proposed number and allocation of seats and nominations as set out on the schedule attached to these minutes be approved (with the exception of those bodies specified in recommendation (2) below).

(2) That the existing independent members of the Standards Committee, Mr John Vesely (as Chairman), Mr Trevor Elliott and Mr Anthony Meier, be re-appointed for the period up to 30 June 2012.

(3) 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 Head of Service as the need arises:

Equality Steering Group  
Council Panels  
Recruitment Panels  
Task Groups  
Project Boards  
Independent Remuneration Panel

- 11. Confirmation of Programme of Meetings for Council Bodies.** Following a proposal from Councillor Tutt, seconded by Councillor Elkin, it was:

**Resolved:** That the programme of meetings for all bodies in the Council structure in the municipal year 2012/13 be confirmed in accordance with the schedule circulated with the agenda for this meeting and subject to the change of date of the Joint Waste Committee from 19 to 29 June 2012.

- 12. Delegation of Non-Executive Functions.** Following a proposal from Councillor Tutt, seconded by Councillor Elkin, it was:

**Resolved:** (1) 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.

(2) That the delegation of functions to Officers as set out in the Scheme of Delegation to Officers and the Proper Officer List be approved.

- 13. Appointments to Outside Bodies.** Following a proposal from Councillor Tutt, seconded by Councillor Mattock, it was:

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

The meeting closed at 6.50pm

**Councillor Michael John Thompson  
Mayor, Chairman**

(pf\P:council\12.05.09\mins)

**Schedule of Nominations and Appointments 2012/13**

**CABINET** (Leader of the Council plus 5 additional members of the controlling group). The formal appointment of the 5 members (other than the Leader) is to be made by the Leader following his/her appointment by the full Council. Although the Council has previously determined that the size of the Cabinet shall be between 4 and 6 in total it is open to the Leader to recommend the Council to agree a different size. 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: 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: Mattock</b> <i>Financial services including accountancy, audit, purchasing and payments.</i>
3	<b>Bannister</b> <i>Direct assistance services including revenues and benefits, housing and community development, bereavement services and the Crime Reduction Partnership.</i>
4	<b>Stanley</b> <i>Commercial and recreational services including sport and leisure, theatres, tourism, events and Devonshire Park, galleries and museums..</i>
5	<b>Tester</b> <i>Core support and strategic services.</i>
6	<b>Wallis</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>

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

1	<b>Opposition Leader: Elkin</b> <i>(to shadow Chief Executive aligned responsibilities (including economic development)).</i>
2	<b>Deputy Leader: Howlett</b> <i>(to shadow core support and strategic services and direct assistance services including community)</i>
3	<b>Jenkins</b> <i>(to shadow commercial and recreational services including tourism).</i>
4	<b>Liddiard</b> <i>(to shadow building and development control, planning policy and strategy, environmental health and licensing).</i>
5	<b>Murdoch</b> <i>(to shadow cleansing and recycling, parks and Downland and engineering services).</i>
6	<b>West</b> <i>(to shadow financial services).</i>

**COMMITTEES**

**Scrutiny Committee** (7 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: Shuttleworth	5	Ch: Belsey
2	Murray	6	Warner
3	Ungar	7	Taylor
4	Coles	Substitutes:	
Substitutes:		1	Ede
1	Harris	2	Jenkins
2	Heaps		

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

Controlling Group		Opposition	
1	Ch: Ungar	6	Taylor
2	D/Ch: Harris	7	Cooke
3	Hearn	8	Jenkins
4	Murray	Substitutes:	
5	Miah	1	Howlett
Substitutes:		2	Murdoch
1	Coles		
2	Heaps		

**Licensing Act and General Licensing Committees** (Between 10 and 15 trained Members (13 proposed for 2011/12) – not Cabinet members).

Controlling Group		Opposition	
1	Ch: Heaps	8	Taylor
2	D/Ch: Shuttleworth	9	Cooke
3	Murray	10	Jenkins
4	Coles	11	Murdoch
5	Hearn	12	Warner
6	Ungar	13	West
7	Thompson		

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

1	Heaps
2	Shuttleworth
3	Ungar
4	<i>No nomination made</i>
5	<i>No nomination made</i>

**Standards Committee (to 30 June 2012)** (6 councillors and 3 independent members and to be chaired by one of the independent members.

Controlling Group		Opposition	
1	Tester	4	Ede
2	Mattock	5	Liddiard
3	Harris	6	Cooke
Substitutes:		Substitutes:	
1	Wallis	1	Taylor
2	Miah	2	Warner

**Audit Committee (to 30 June 2012)** (5 councillors, not members of the Cabinet. Note, the Cabinet lead member for finance (or nominated substitute) attends in non-voting capacity). In addition, it is recommended that so far as possible there is no overlap in membership between the Audit Committee and Scrutiny Committee. The committee has only one scheduled meeting, on 27 June 2012, before it is due to be disbanded.

Controlling Group		Opposition	
1	Ch: Ungar	4	Warner
2	D/Ch: Shuttleworth	5	Cooke
3	Hearn	Substitutes:	
n/v	Mattock	1	Ede
Substitutes:		2	Jenkins
1	Miah		
2			

**Audit and Governance Committee (from 1 July 2012)** (8 Councillors, to include the lead Cabinet member for finance).

Controlling Group		Opposition	
1	Ch: Ungar	6	Cooke
2	D/Ch: Mattock	7	Ede
3	Harris	8	Liddiard
4	Heaps	Substitutes:	
5	Tester	1	Jenkins
Substitutes:		2	Warner
1	Hearn		
2	Shuttleworth		

**ADVISORY GROUPS**

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

Controlling Group		Opposition	
1	Ch: Shuttleworth	3	Ede
2	D/Ch: Thompson	(4)	Belsey

**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. Employees' Side will take chair in 2012/13*

Controlling Group		Opposition	
1	D/Ch: Tester	1	West
2	Bannister		
Substitutes:		Substitutes:	
1	Ungar	1	Murdoch
2	Murray	2	Belsey

**TASK GROUPS AND OTHER BODIES:**

**Grants Task Group** (3 members)

Controlling Group		Opposition	
1	Ch: Mattock	3	West
2	Shuttleworth		

**Downland Forum** (3 members)

Controlling Group		Opposition	
1	Coles	3	Murdoch
2	Hearn		

**Eastbourne Homes - Non Executive Directors** (4)

Controlling Group		Opposition	
1	Tutt	3	West
2	Hearn	4	Mrs Ann Murray

**Wealden and Eastbourne Lifeline Board - Non Executive Directors** (2 councillors)

Controlling Group		Opposition	
1	Tester	2	West

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**PROJECT BOARDS AND OTHER**

**Activating Eastbourne** (formerly the Credit Crunch Task Group): Cllrs: Bannister and Elkin.

**Drive Programme Board** (formerly SSDS and Agile Boards): Cllrs: Mattock, Tester and Howlett.

**Strategic Property Board:** Cllrs Mattock, Warner and Tester

**Airbourne Strategic Board:** Cllrs: Jenkins, Stanley and Tutt.

**Cultural Working Group:** Cllrs: Jenkins and Stanley.

**Towner/Cultural Centre Project Board:** Cllrs: Howlett, Stanley and Thompson.

**Devonshire Park Complex Member Board:** Cllrs: Tutt, Stanley, Elkin and Howlett.

**Devonshire Park Complex Project Board:** Cllrs: Howlett and Stanley.

**Redoubt Museum Policy Group:** Cllrs: Stanley and Ede.

**Civil Parking** (joint with East Sussex County Council): Cllr Elkin and Mrs Rebecca Madell.

**Local Development Framework (LDF) Steering Group:** Cllrs: Stanley, Tutt, Wallis, Ungar and Liddiard.

**Princes Park Group:** Cllrs: Bannister, Wallis and Stanley.

**Low Carbon Governance Board** (formerly Solarbourne Governance Board): Cllrs: Bannister, Mattock and Wallis.

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

**Councillors appointed to hold a Youth Brief:** Cllrs: Heaps, Murray and Liddiard.

**Disability Champion:** Cllr Coles.

**Heritage Champion:** Mrs Rebecca Madell.

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



## **Representation on outside and other bodies 2012/13**

(\*N.B. Where there is a change to the 2011/12 appointment/nomination or a new appointment the name is asterisked)

<b>Organisation</b>	<b>Council's Representative(s)</b>
3VA (Voluntary Action Eastbourne)	Mrs Beryl Teso
Age Concern	Miss Olive Woodall
HT Advice Eastbourne (formerly Eastbourne Housing Aid and Legal Centre)	Cllr Alan Shuttleworth
British Destinations (Annual Conference)	Relevant Cabinet Member (Cllr Neil Stanley) or nominee
British Destinations (nomination to Policy Committee if election arises)	Relevant Cabinet Member (Cllr Neil Stanley) or nominee
Cavendish Sports Centre Joint Liaison Committee	Cllrs David Elkin and Carolyn Heaps
Citizens Advice Bureau	Cllr John Ungar
Community Environment Partnership for Eastbourne	Relevant Cabinet Member (Cllr Steve Wallis) and relevant Shadow Cabinet member (Cllr Colin Murdoch) (or their respective nominees)
Community Safety Partnership	<i>See separate listing for this partnership and its linked groups and forums at end of this schedule</i>
East Sussex Children's Services Scrutiny Committee	2 year term appointment rotated among districts and boroughs. Eastbourne nominee to commence term in October 2012. Nominee is Cllr Gill Mattock
East Sussex Gypsy and Traveller Forum	Relevant Cabinet Member (Cllr Steve Wallis) and relevant Shadow Cabinet member (Cllr Annabelle West) (or their respective nominees)
East Sussex Gypsy and Traveller Members' Group	Relevant Cabinet Member (Cllr Steve Wallis) or nominee

East Sussex Health Overview and Scrutiny Committee (N.B. not to be a Cabinet member)	Cllr John Ungar
East Sussex Strategic Forum (Supporting People)	Relevant Cabinet Member or nominee. Nominee is Cllr John Ungar
East Sussex Strategic Partnership	Relevant Cabinet Member (Cllr David Tutt) or nominee. Council is represented by the Chief Executive
Eastbourne Amalgamated Charities (Trustees)	Mr B R Etheridge appointed until 31 May 2015 Miss O Woodall appointed until 31 October 2012
Eastbourne and District Enterprise Agency Limited (EDEAL)	Cllr David Tutt (or nominee)
Eastbourne Community Sports Network	Cllr Carolyn Heaps
Eastbourne Housing Forum	Relevant Cabinet Member (Cllr Margaret Bannister) or nominee
Eastbourne Housing Partnership	Relevant Cabinet Member (Cllr Margaret Bannister) and relevant Shadow Cabinet member (or their respective nominees). Shadow nominee is Cllr Philip Ede
Eastbourne Leisure Trust	Cllr Jim Murray <i>(N.B. observer/adviser without voting rights)</i>
Eastbourne Open Bowling Tournament Management Committee	Mrs Irene Sims
Eastbourne Seniors Club (appointment of trustee)	The Mayor or his/her nominee. The mayor's nominee is Cllr Janet Coles
Eastbourne Strategic Partnership	Relevant Cabinet Member (Cllr David Tutt) or nominee
Eastbourne Youth Forums (Junior and Senior)	Relevant Cabinet Member (Cllr Margaret Bannister) or nominee
Equality Steering Group	Relevant Cabinet Member or nominee (Cllr Margaret Bannister is the nominee)
Friends of the Towner Management Committee	Cllr Carolyn Heaps

Friends of Redoubt / Fortress Access Group	Cllr Janet Coles
Hampden Park Sports Centre Joint Liaison Committee	Cllrs Pat Hearn and Jim Murray
Healthy Eastbourne Board	Relevant Cabinet Member (Cllr Margaret Bannister) or nominee
Kingsmere Neighbourhood Partnership (Executive Group)	Sovereign Ward Councillors (Cllrs Philip Ede, Gordon Jenkins and Patrick Warner) and Cllr David Elkin
Local Government Association	Leader of the Council (with voting rights), plus Deputy Leader and Opposition Leader (or their respective nominees); 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 Neil Stanley) or nominee
Local Government Association Urban Commission	Relevant Cabinet Member (Cllr Margaret Bannister) or nominee
Local Government Association Rural Commission	Leader of the Council or nominee
Local Government Association Tourism Forum	Relevant Cabinet Member (Cllr Neil Stanley) or nominee
Neighbourhood Management Executive Group (this body will shortly be established and will cover the Willingdon Trees, Old Town and Langney neighbourhood management projects)	Three councillors: One councillor is sought from each of Hampden Park, Devonshire and Langney wards.  Cllrs Margaret Bannister, Pat Hearn and Alan Shuttleworth.
Royal Project (in support of the Royal Hippodrome Theatre)	Nominations for appointment as trustees: Cllr Mike Thompson and Mr Nigel Goodyear
ROOM (nomination to South East Regional Executive Committee)	Cllr Barry Taylor to be nominated in event of election arising
South Downs National Park Authority	Cllr Janet Coles

South East England Tourist Board	Relevant Cabinet Member (Cllr Neil Stanley) or nominee
South East Employers	Relevant Cabinet Member (Cllr Troy Tester) or nominee. (Cllr David Tutt 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 Stanley in the event that the college seek a nomination from the Council
Sussex Area Environment Group	Cllr Steve Wallis to be nominated in event of vacancy arising
Sussex County Playing Fields Association	Cllr Jim Murray
Taxi and Private Hire Forum	All members of the Licensing Committee are invited to attend.
Town Centre Management Initiative Board	Leader of the Council or nominee (Cllr Margaret Bannister is nominee)
University of Sussex Court	The Mayor and Chief Executive

### **COMMUNITY CENTRE MANAGEMENT COMMITTEES**

Hampden Park	Cllr Jim Murray
Langney	Cllrs Alan Shuttleworth (Langney ward) and David Tutt (St Anthony's ward)
Old Town	Cllr Carolyn Heaps
The Trees	Cllrs Colin Murdoch and Pat Hearn
Regency Park	It is hoped to establish a management committee in the near future. One nomination is therefore requested  Cllr Steve Wallis.

## **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 Margaret Bannister
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, Carolyn Heaps, Patrick Warner and Gordon Jenkins.
Neighbourhood Watch Committee	One Member from either Group	Cllr Pat Hearn
Overseas Students Advisory Committee	Two Councillors, one from each Group	Cllr Neil Stanley and Gordon Jenkins
Nightwatch	One Member from either Group	Cllr Margaret Bannister
Neighbourhood Panels For details of the 21 Panels currently established in Eastbourne see <a href="http://www.eastbournep.org/">http://www.eastbournep.org/</a>	Ward Councillors are invited to attend	