

APOLOGIES Committee Services
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HEAD OF PAID SERVICE'S OFFICE
HEAD OF PAID SERVICE
Richard Holmes

08 May 2019

Dear Councillor

You are summoned to attend the forty seventh;

ANNUAL MEETING OF THE MALDON DISTRICT COUNCIL

on **THURSDAY 16 MAY 2019** at 7.30 pm.

in the Council Offices, Princes Road, Maldon.

A copy of the agenda is attached.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R.A. Holmes', written over a horizontal line.

Head of Paid Service

NB: Serving Members who are past Chairmen of the District Council are invited to wear their past Chairman's badges and medals.

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AGENDA
ANNUAL MEETING OF THE MALDON DISTRICT COUNCIL
THURSDAY 16 MAY 2019

1. **Chairman's notices (please see page 7)**

2. **Election of Chairman**

To elect the Chairman of Maldon District Council for the ensuing municipal year.

3. **Chairman's Statutory Declaration of Acceptance of Office**

Chairman to make the Statutory Declaration of Acceptance of Office.

4. **Appointment of Vice-Chairman**

To appoint the Vice-Chairman of the Maldon District Council for the ensuing municipal year.

5. **Vice-Chairman's Statutory Declaration of Acceptance of Office**

Vice-Chairman to make the Statutory Declaration of Acceptance of Office.

6. **Apologies for absence**

7. **Declarations of Interest**

To declare the existence and nature of any 'personal' or 'personal and prejudicial' interests relating to items on the agenda having regard to paragraphs 8 to 12 inclusive of the Code of Conduct for Members.

(Members are reminded that they are also required to declare interests as soon as they become aware should the need arise throughout the meeting).

8. **Minutes - 21 March 2019** (Pages 9 - 18)

To confirm the Minutes of the extraordinary meeting of the Council held on 21 March 2019 (copy enclosed).

9. **Minutes - 28 March 2019** (Pages 19 - 28)

To confirm the Minutes of the meeting of the Council held on 28 March 2019, (copy enclosed).

10. **Public Questions**

To receive questions from members of the public, of which prior notification in writing has been received (no later than noon on the Tuesday prior to the date of the meeting).

11. **Chairman's Announcements**

12. **Minute Book**

To consider the Minutes of the under mentioned Committees (copy enclosed).

Please note that where Minutes contain recommendations to the Council the Minute references for these recommendations are listed below for Members' information.

- a) Community Services Committee - 2 April 2019 (Pages 29 - 36)
- b) Audit Committee - 4 April 2019 (Pages 37 - 40)
- c) Planning and Licensing Committee - 11 April 2019 (Pages 41 - 182)
 - Minute 2053 – Green Infrastructure Strategy Supplementary Planning Document
- d) Finance and Corporate Services Committee - 16 April 2019 (Pages 183 - 186)

13. **Minutes of Meetings of the Council**

To note that since the last meeting of the Council, up until Wednesday 8 May 2019 (Council agenda dispatch) the following Committees have met, and to receive any questions in accordance with Council and Committee Procedure Rule 6 (2).

Minutes Published

Central Area Planning Committee	20 March 2019
North Western Area Planning Committee	1 April 2019
South Eastern Area Planning Committee	8 April 2019
Overview and Scrutiny Committee	10 April 2019

14. **Questions in accordance with Procedure Rule 6 (2) of which notice has been given**

15. **Leaders and Composition of Political Groups**

- (i) To consider the report of the Head of Paid Service on the Leaders and composition of each political group (copy to follow).
- (ii) The Council to consider the ratification of the Leader-designate as Leader or to elect the Leader of the Council.
- (iii) To elect the Deputy Leader of the Council.

16. **Member Training on Planning Matters - Impact on Council Committees** (Pages 187 - 190)

To consider the report of the Corporate Governance Working Group (copy enclosed).

17. **Appointment of Membership of Committees of the Council**

To appoint Members to serve on Committees, as required by Procedure Rule 17. (Report of the Head of Paid Service on the nominations of the Leader of the Council and the Opposition Leader to the places allocated to their respective groups copy to follow).

18. **Adjournment of meeting**

To adjourn the meeting to allow Committees of the Council and the Area Planning Committees to proceed to elect Chairmen and Vice-Chairmen.

Special Meeting of the Finance and Corporate Services Committee

- (a) To elect a Chairman of the Committee for the ensuing Municipal Year
- (b) To appoint a Vice-Chairman of the Committee for the ensuing Municipal Year

To be followed by:-

Special Meeting of the Community Services Committee

- (a) To elect a Chairman of the Committee for the ensuing Municipal Year
- (b) To appoint a Vice-Chairman of the Committee for the ensuing Municipal Year

To be followed by:-

Special Meeting of the Planning and Licensing Committee

- (a) To elect a Chairman of the Committee for the ensuing Municipal Year
- (b) To appoint a Vice-Chairman of the Committee for the ensuing Municipal Year

To be followed by:-

Special Meeting of the Overview and Scrutiny Committee

- (a) To elect a Chairman of the Committee for the ensuing Municipal Year
- (b) To appoint a Vice-Chairman of the Committee for the ensuing Municipal Year

To be followed by:-

Special Meeting of the Audit Committee

- (a) To elect a Chairman of the Committee for the ensuing Municipal Year
- (b) To appoint a Vice-Chairman of the Committee for the ensuing Municipal Year

To be followed by:-

Special Meeting of the Joint Standards Committee

- (a) To elect a Chairman of the Committee for the ensuing Municipal Year
- (b) To appoint a Vice-Chairman of the Committee for the ensuing Municipal Year

To be followed by:-

Special Meeting of the Investigating and Disciplinary Committee

- (a) To elect a Chairman of the Committee for the ensuing Municipal Year
- (b) To appoint a Vice-Chairman of the Committee for the ensuing Municipal Year

To be followed by:-

Special Meeting of the Central Area Planning Committee

- (a) To elect a Chairman of the Committee for the ensuing Municipal Year
- (b) To appoint a Vice-Chairman of the Committee for the ensuing Municipal Year

To be followed by:-

Special Meeting of the North Western Area Planning Committee

- (a) To elect a Chairman of the Committee for the ensuing Municipal Year
- (b) To appoint a Vice-Chairman of the Committee for the ensuing Municipal Year

To be followed by:-

Special Meeting of the South Eastern Area Planning Committee

- (a) To elect a Chairman of the Committee for the ensuing Municipal Year
- (b) To appoint a Vice-Chairman of the Committee for the ensuing Municipal Year

**To be followed by:-*

Special Meeting of the District Planning Committee

- (a) To elect a Chairman of the Committee for the ensuing Municipal Year
- (b) To appoint a Vice-Chairman of the Committee for the ensuing Municipal Year

* If the Council agrees to appoint a District Planning Committee (please see Agenda Item 16 – Member Training on Planning Matters – Impact on Council Committees).

19. **Resumption of Business**

To continue with the business of the Statutory Annual Meeting of the Council.

20. **Appointment of Representatives to Local Government and Outside Bodies**

To consider the report of the Head of Paid Service (copy to follow).

21. **Appointment of Members to serve on Working Groups of the Council**

To consider the report of the Head of Paid Service (copy to follow).

22. **Temporary Appointment of Parish Councillors to Tillingham Parish Council**

(Pages 191 - 192)

To consider the report of the Director of Resources, (copy enclosed).

23. **Schedule of Meetings 2019 / 20**

To consider the addition of an extraordinary meeting of the Council on Thursday 25 July 2019.

24. **Business by Reason of Special Circumstances Considered by the Chairman to be Urgent**

NOTICES

Sound Recording of Meeting

Please note that the Council will be recording any part of this meeting held in open session for subsequent publication on the Council's website. At the start of the meeting an announcement will be made about the sound recording. Members of the public attending the meeting with a view to speaking are deemed to be giving permission to be included in the recording.

Fire

In event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

Health and Safety

Please be advised of the different levels of flooring within the Council Chamber. There are steps behind the main horseshoe as well as to the side of the room.

Closed-Circuit Television (CCTV)

This meeting is being monitored and recorded by CCTV.