

# MALDON DISTRICT COUNCIL



## YEARBOOK

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#### 1. **Section 1 - Governance**

In accordance with the alternative arrangements under the Local Government Act 2000, Maldon District Council decided on a system of single Overview and Scrutiny Committee, Audit Committee, a Standards Committee, three service Committees, three Area Planning Committees and a District Planning Committee.

Included in this section:

- a) Governance of the Maldon District Council (Pages 5 - 8)
- b) Code of Corporate Governance (Pages 9 - 16)
- c) Statutory Officers of the Council (Pages 17 - 18)

#### 2. **Section 2 - Councillors**

Maldon District Council is a democratic organisation. It comprises of 31 elected Councillors who are responsible for agreeing policies about provision of services and how the Council's money is spent. The Council employs officers who are responsible for its day to day management.

Councillors decide which policies the Council should pursue, ensure that they are carried out and monitor services provided to ensure that they are delivered in the most efficient and effective way.

The local Councillor is there to represent the views and opinions of individuals. It is also his or her responsibility to help those with difficulties which the Council could help solve. Maldon District Council Councillors decide how the Council should carry out its many important functions.

Local Councillors are elected by the community to decide how the Council should carry out its various activities. They represent public interest as well as individuals living within the ward in which he or she has been elected to serve a term of office.

Your Councillor will discuss any concerns or problems relating to Council services and listen to your views on issues that you feel are important.

Councillors are not paid a salary for their work, but they do receive allowances

Please see the links below to view Councillor details:

- [Councillors \(alphabetical\)](https://democracy.maldon.gov.uk/mgMemberIndex.aspx?FN=ALPHA&VW=LIST&PIC=0)  
<https://democracy.maldon.gov.uk/mgMemberIndex.aspx?FN=ALPHA&VW=LIST&PIC=0>
- [Councillors \(by Ward\)](https://democracy.maldon.gov.uk/mgMemberIndex.aspx?FN=WARD&VW=LIST&PIC=0)  
<https://democracy.maldon.gov.uk/mgMemberIndex.aspx?FN=WARD&VW=LIST&PIC=0>

### 3. **Section 3 - Schedule of Meetings**

Meetings are held at the Maldon District Council Offices in the Council Chamber. South-Eastern Area Planning Committee meetings are held at the Burnham Town Council Offices, Chapel Road, Burnham-on-Crouch, CM0 8JD.

Meetings commence at 7.30 pm unless otherwise stated.

To view the current meetings calendar please see the link below.

- [Schedule of meetings](https://democracy.maldon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1)  
<https://democracy.maldon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

### 4. **Section 4 - Committee Membership**

In accordance with the alternative arrangements under the Local Government Act 2000, the Council has decided on a system of a single Overview and Scrutiny Committee and Audit Committee, a Standards Committee, three main committees and three area planning committees.

Follow the link below to view details of each committee, its responsibilities and the membership of each Committee:

- [Committee Membership](https://democracy.maldon.gov.uk/mgListCommittees.aspx?bcr=1)  
<https://democracy.maldon.gov.uk/mgListCommittees.aspx?bcr=1>

Meetings are held at the Maldon District Council Offices in the Council Chamber.

South-Eastern Area Planning Committee meetings are held at the Burnham-on-Crouch Town Council Offices, Chapel Road, Burnham-on-Crouch, CM0 8JD.

Meetings commence at 7.30 pm unless otherwise stated.

Agendas and reports are available to view at least five working days prior to the date of the meeting. Minutes are made accessible to the public five working days prior to the next meeting of the meeting or before a meeting of the full Council, whichever is first.

#### **Public speaking**

Members of the public can ask questions at meetings of the Council and also speak on items of business at meetings of the Community Services, Planning and Licensing and the Finance and Corporate Services Committees.

The Council also operates public speaking at its Area Planning Committee meetings.

Full details of the guidelines can be accessed below:

- [Public Question Time and Participation at Council and Committee Meetings](https://democracy.maldon.gov.uk/ecSDDisplay.aspx?NAME=Public%20Question%20Time%20and%20Participation%20at%20Council&ID=209&RPID=500004189&sch=doc&cat=13179&path=13179)  
<https://democracy.maldon.gov.uk/ecSDDisplay.aspx?NAME=Public%20Question%20Time%20and%20Participation%20at%20Council&ID=209&RPID=500004189&sch=doc&cat=13179&path=13179>
- [Public Speaking at Planning Committee Meetings](https://democracy.maldon.gov.uk/ecSDDisplay.aspx?NAME=Public%20Speaking%20at%20Planning%20Committee%20Meetings&ID=210&RPID=500004189&sch=doc&cat=13179&path=13179)  
<https://democracy.maldon.gov.uk/ecSDDisplay.aspx?NAME=Public%20Speaking%20at%20Planning%20Committee%20Meetings&ID=210&RPID=500004189&sch=doc&cat=13179&path=13179>

### **Audio / Sound recordings**

On 17 September 2014 the Council commenced sound recording of meetings of the Council and its Committees to which the public have the right to attend.

## 5. **Section 5 - Representation on Outside Bodies**

- a) Representatives on Outside Bodies (appointed by the Council annually) (Pages 19 - 22)
- b) Annual appointments made by the Council and Committees (including Working Groups) (Pages 23 - 26)

## 6. **Section 6 - Parish Clerks**

### [Parish Clerk contact details](https://democracy.maldon.gov.uk/mgParishCouncilDetailsList.aspx?ls=12&SLS=5&bcr=1)

<https://democracy.maldon.gov.uk/mgParishCouncilDetailsList.aspx?ls=12&SLS=5&bcr=1>

## 7. **Section 7 - Codes and Protocols**

- a) Civic Protocol (Pages 27 - 36)
- b) Protocol on Member / Officer Relations (Pages 37 - 44)
- c) Disclosure of Interests Guidance Note (Pages 45 - 46)
- d) Maldon District Council Local Code of Conduct (Pages 47 - 56)
- e) Dispensation of Members (Pages 57 - 58)
- f) Monitoring Officer Guidance Note - Committee Procedures (Pages 59 - 64)
- g) Press, Media and Public Forum Protocol for Elected Members (Pages 65 - 68)

## 8. **Section 8 - Council Procedure Rules**

- a) Council and Committee Procedure Rules (Pages 69 - 92)
- b) Political Parties and Associated Arrangements (Pages 93 - 94)
- c) Access to Information Procedure Rules (Pages 95 - 100)

9. **Section 9 - Committee Terms of Reference** (Pages 101 - 228)
10. **Section 10 - General Information**
  - a) Council and Committee Chairmen's Guide (Pages 229 - 236)
  - b) Election of Councillors and Terms of Office (Pages 237 - 238)
  - c) Fire Procedure (Pages 239 - 244)
  - d) Use of Microphones (Pages 245 - 246)
  - e) Useful Contact Numbers (Pages 247 - 248)