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CHIEF EXECUTIVE'S OFFICE
CHIEF EXECUTIVE
Fiona Marshall

04 May 2016

Dear Councillor

You are summoned to attend the fourty fourth

ANNUAL MEETING OF THE MALDON DISTRICT COUNCIL

on **THURSDAY 12 MAY 2016** at **7.30 pm.**

in the Council Chamber. Maldon District Council Offices, Princes Road, Maldon.

A copy of the agenda is attached.

Yours faithfully

A handwritten signature in black ink that reads "F. R. Marshall". The signature is written in a cursive style and is enclosed within a hand-drawn oval.

Chief Executive

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
OF THE ANNUAL MEETING OF THE MALDON DISTRICT COUNCIL**

THURSDAY 12 MAY 2016

1. Chairman's notices (please see page 4).
2. To elect the Chairman of the Maldon District Council for the ensuing Municipal Year.
3. The Chairman to make the Statutory Declaration of Acceptance of Office.
4. To appoint the Vice-Chairman of the Maldon District Council for the ensuing Municipal Year.
5. The 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. To confirm the Minutes of the extraordinary meeting of the Council held on 31 March 2016 (Minute Book blue pages 1 - 14).
9. To confirm the Minutes of the meeting of the Council held on 7 April 2016 (Minute Book blue pages 15 - 29).
10. **Chairman's Announcements**
11. **To receive the Minutes of the under mentioned Committees (see Minute Book):**
(Pages 31 - 118)

	Committee	Date of meeting	Minute Book Page Numbers (Mod. Gov numbering)
(a)	North Western Area Planning Committee	4 April	1 – 23 (31 – 52)
(b)	South Eastern Area Planning Committee	11 April	24 – 41 (53 – 70)
(c)	Community Services Committee	12 April	42 – 54 (71 - 84)
(d)	Overview and Scrutiny Committee	13 April	55 – 62 (85 – 92)

	Committee	Date of meeting	Minute Book Page Numbers (Mod. Gov numbering)
(e)	Planning and Licensing Committee	18 April	63 – 72 (93 – 102)
(f)	Finance and Corporate Services Committee	19 April	73 – 78 (103 – 108)
(g)	Central Area Planning Committee	20 April	79 – 87 (109 – 118)

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

13. **Leaders and Composition of Political Groups** (To Follow)

- (i) The Chief Executive **to table for information**, the Leaders and composition of each political group.
- (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.

14. **Appointment of Membership of Committees of the Council** (To Follow)

To appoint Members to serve on Committees, as required by Procedure Rule 17. (Report of the Chief Executive on the nominations of the Leader of the Council and the Opposition Leader to the places allocated to their respective groups to be circulated).

15. 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

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

17. **Appointment of Representatives to Local Government and Outside Bodies** (To Follow)

To consider the report of the Chief Executive.

18. **Appointment of Members to serve on Working Groups of the Council** (To Follow)

To consider the report of the Chief Executive.

19. **Adoption and Confirmation of Minutes of Committees** (Pages 119 - 122)

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

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)

Meetings held in the Council Chamber are monitored and recorded by CCTV.