

APOLOGIES Committee Services  
Email: [Committee.clerk@maldon.gov.uk](mailto:Committee.clerk@maldon.gov.uk)

DIRECTOR OF STRATEGY AND  
RESOURCES  
Paul Dodson

08 May 2024

Dear Councillor

You are summoned to attend the fifty second;

**ANNUAL MEETING OF THE MALDON DISTRICT COUNCIL**

on **THURSDAY 16 MAY 2024** at **7.30 pm**

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

Please Note: All meetings will continue to be live streamed on the [Council's YouTube channel](#) for those wishing to observe remotely. Public participants wishing to speak remotely at a meeting can continue to do so via Microsoft Teams.

To submit a question in writing or attend in person please complete a [Public Access form](#) (to be received no later than 12noon two clear working days before the Council meeting). All requests will be considered on a first-come, first-served basis.

A copy of the agenda is attached.

Yours faithfully



Director of Strategy and Resources

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





**AGENDA**  
**STATUTORY ANNUAL MEETING OF THE MALDON DISTRICT COUNCIL**  
**THURSDAY 16 MAY 2024**

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1. **Chairperson's notices**

2. **Election of Chairperson**

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

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

Chairperson to make the Statutory Declaration of Acceptance of Office.

4. **Appointment of Vice-Chairperson**

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

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

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

6. **Apologies for absence**

7. **Minutes - 21 March 2024** (Pages 7 - 14)

To confirm the Minutes of the meeting of the Council held on 21 March 2024 (copy enclosed).

8. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members.

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

9. **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).

10. **Chairperson's Announcements**

11. **Minutes of Meetings of the Council**

To note that since the last meeting of the Council, up until Wednesday 8 May 2024 (Council agenda dispatch) the following Committees have met, and to receive any questions in accordance with Council and Committee Procedure Rule 6 (2).

|   |                              |
|---|------------------------------|
| North Western Area Planning Committee         | <a href="#">3 April 2024</a> |
| South Eastern Area Planning Committee         | <a href="#">10 April</a>     |
| District Planning Committee (special meeting) | <a href="#">24 April</a>     |
| Overview and Scrutiny Committee               | <a href="#">25 April</a>     |

12. **Notice of Motions**

To consider the following Motions which have been received:

a) **Motion from Councillor J C Stilts (Motion 03/2024)**

In accordance with notice duly given under Procedure Rule 4, Councillor J C Stilts to move the following Motion, duly seconded by Councillor P L Spenceley.

**Motion**

“That Council resolves to agree that the Finance Member Group is constituted of ten Members of the Council and that it will be politically balanced. That substitution can be made from any member of their group.

The working group will consist of

- Leader of the council or Deputy
- Leaders of political groups or Deputies
- Chair of Strategy and Resources Committee
- Vice Chair of Strategy and Resources Committee
- Chair of Performance, Governance and Audit Committee
- Vice Chair of Performance, Governance and Audit Committee
- Up to 4 members of the council (dependent on the number of group leaders) to ensure political balance.”

Please note that this Motion relates to Agenda Item 20 – Appointment of Members to serve on Working Groups of the Council.

b) **Motion from Councillor R H Siddall (Motion 04/2024)**

In accordance with notice duly given under Procedure Rule 4, Councillor R H Siddall to move the following Motion, duly seconded by Councillor P L Spenceley.

**Motion**

“That the Constitution be amended with immediate effect, to permit members put forward by political groups that sit on the Strategy and Resources Committee (S&R) and the Performance Government and Audit Committee (PG&A) are also able to be put forward to sit on the Overview and Scrutiny Committee (O&S). This is subject to the requirement of maintaining political balance. This dispensation does not extend to the Chairs or Vice Chairs of S&R and PG&A, who will continue to be ineligible to sit on O&S.”

Please note that this Motion relates to Agenda Item 15 – Appointment to Membership of Committees of the Council.

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

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

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

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

To appoint Members to serve on Committees, as required by Procedure Rule 15. (Report of the Director of Strategy and Resources on the nominations of the Leaders of all Groups to the places allocated to their respective Groups, copy to follow).

16. **Adjournment of meeting**

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

**Special Meeting of the Performance, Governance and Audit Committee**

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

*To be followed by:-*

**Special Meeting of the Strategy and Resources Committee**

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

*To be followed by:-*

**Special Meeting of the Licensing Committee**

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

*To be followed by:-*

**Special Meeting of the Overview and Scrutiny Committee**

- (a) To elect a Chairperson of the Committee for the ensuing Municipal Year
- (b) To appoint a Vice-Chairperson of the Committee for the ensuing Municipal Year
- (c) To appoint Members to the Overview and Scrutiny Committee Working Group for the ensuing Municipal Year

*To be followed by:-*

**Special Meeting of the Joint Standards Committee**

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

*To be followed by:-*

**Special Meeting of the Investigating and Disciplinary Committee**

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

*To be followed by:-*

**Special Meeting of the District Planning Committee**

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

*To be followed by:-*

**Special Meeting of the Central Area Planning Committee**

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

17. **Resumption of Business**

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

18. **Appointment to Membership of Committees of the Council - continued**

To appoint Members to serve on the Appointments Board, as required by Procedure Rule 15. (Please see Agenda Item 15 for report of the Director of Strategy and Resources on the nominations from the Leaders of all Groups to the places allocated to their respective Groups.)

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

To consider the report of the Director of Strategy and Resources (copy to follow).

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

To consider the report of the Director of Strategy and Resources (copy to follow).

21. **Annual Report of the Overview and Scrutiny Committee** (Pages 15 - 20)

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

22. **Procurement Strategy** (Pages 21 - 30)

To consider the decision of the Strategy and Resources Committee (1 February 2024) Minutes No. 458 refers:

- (i) That the Council approves the adoption of the Maldon District Council Procurement Strategy attached at **APPENDIX 1**;
- (ii) That delegated authority be granted to the Director of Strategy and Resources in consultation with the Chairperson of the Strategy and Resources Committee, to approve amendments to the Procurement Strategy where required.

23. **2024 / 25 Schedule of Meetings**

To consider the following amendment to the 2024 / 25 Schedule of Meetings:

- **Performance, Governance and Audit Committee** – The D-Day 80<sup>th</sup> Anniversary event in the Promenade Park is due to take place on Thursday 6 June 2024. It is therefore requested that the meeting of the Performance, Governance and Audit Committee scheduled for 6 June 2024 is moved to Thursday 20 June 2024.

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

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**NOTICES**

**Recording of Meeting**

Please note that the Council will be recording and publishing on the Council's website any part of this meeting held in open session.

**Fire**

In the 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.

**Closed-Circuit Televisions (CCTV)**

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

**Lift**

Please be aware, there is not currently lift access to the Council Chamber.