



# MALDON

## DISTRICT COUNCIL

07 May 2025

Princes Road  
Maldon  
Essex CM9 5DL

[www.maldon.gov.uk](http://www.maldon.gov.uk)



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CHIEF EXECUTIVE  
Doug Wilkinson

Dear Councillor

You are summoned to attend the meeting of the fifty third;

### **STATUTORY ANNUAL COUNCIL**

on **THURSDAY 15 MAY 2025 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

Chief Executive

Serving Members who are past Chairperson of Maldon District Council are invited to wear their past Chairperson's badges and medals.



**AGENDA**  
**STATUTORY ANNUAL COUNCIL**  
**THURSDAY 15 MAY 2025**

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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 - 3 April 2025** (Pages 7 - 22)

To confirm the Minutes of the meeting of the Council held on 3 April 2025 (copy enclosed).

8. **Declarations 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 two clear working days before the day of the Council 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 7 May 2025 (Council agenda dispatch) the following Committees have met, and to receive any questions in accordance with Council and Committee Procedure Rule 6 (2).

Joint Standards Committee	<a href="#">27 March 2025</a>
South Eastern Area Planning Committee	<a href="#">8 April</a>

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) 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.

14. **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 Chief Executive on the nominations of the Leaders of all Groups to the places allocated to their respective Groups, copy to follow).

15. **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

*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

16. **Resumption of Business**

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

17. **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 14 for report of the Chief Executive on the nominations from the Leaders of all Groups to the places allocated to their respective Groups.)

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

To consider the report of the Chief Executive (copy to follow).

19. **Appointment of Members to serve on Working Groups of the Council** (To Follow)  
To consider the report of the Chief Executive (copy to follow).
20. **Annual Report of the Overview and Scrutiny Committee** (Pages 23 - 28)  
To consider the report of the Chief Executive, (copy enclosed).
21. **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**

We do not have any fire alarm testing scheduled for this meeting. In the event of a fire, a siren will sound. Please use either of the two marked fire escape routes. Once out of the building please proceed to the designated muster point located on the grass verge by the police station entrance. Please gather there and await further instruction. If you feel you may need assistance to evacuate the building, please make a member of Maldon District Council staff aware.

#### **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.