



**MINUTES of
STATUTORY ANNUAL COUNCIL
15 MAY 2025**

PRESENT

Chairperson	Councillor K M H Lagan
Vice-Chairperson	Councillor R G Pratt
Councillors	M G Bassenger, V J Bell, D O Bown, J R Burrell-Cook, S J Burwood, J Driver, M F L Durham, CC, A Fittock, A S Fluker, L J Haywood, J C Hughes, K Jennings, A M Lay, W J Laybourn, S J N Morgan, C P Morley, M G Neall, R H Siddall, U C G Siddall-Norman, N D Spenceley, P L Spenceley, W Stamp, CC, E L Stephens, J C Stilts, N J Swindle, M E Thompson and L L Wiffen

1. CHAIRPERSON'S NOTICES

The Chairperson welcomed everyone to the meeting and went through some general housekeeping arrangements for the meeting.

2. ELECTION OF CHAIRPERSON

The Chairperson called for nominations for Chairperson of the Maldon District Council for the ensuing Municipal Year to May 2025.

It was proposed by Councillor W Stamp and seconded by Councillor R H Siddall that Councillor K M H Lagan be elected as Chairperson of the Maldon District Council for the ensuing Municipal Year.

There being no other nominations it was:

RESOLVED that Councillor K M H Lagan be elected as Chairperson of the Maldon District Council for the ensuing Municipal Year to May 2026.

3. CHAIRPERSON'S STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

Councillor K M H Lagan made the Statutory Declaration of Acceptance of the Office of the Chairperson of the Council.

4. APPOINTMENT OF VICE-CHAIRPERSON

The Chairperson called for nominations for the position of Vice-Chairperson of the Maldon District Council for the Municipal Year to May 2026.

It was proposed by Councillor J C Stilts and seconded by Councillor W Stamp that Councillor R Pratt be elected as Vice-Chairperson of the Council.

There being no other nominations it was:

RESOLVED that Councillor R Pratt be elected as Vice-Chairperson of the Maldon District Council for the Municipal Year to May 2026.

5. VICE-CHAIRPERSON'S STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

Councillor R Pratt made the Statutory Declaration of Acceptance of the Office of Vice-Chairman of the Council.

6. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor S White.

7. MINUTES - 3 APRIL 2025

RESOLVED that the Minutes of the meeting of the Council held on 3 April 2025 be received and adopted.

8. DECLARATIONS OF INTEREST

There were none.

9. PUBLIC QUESTIONS

There were none.

10. CHAIRPERSON'S ANNOUNCEMENTS

The Chairperson advised that he would be suspending Procedure Rule 4(8)3 the requirement to stand in the chamber when addressing the Chairperson.

The Chairperson referred to the recent VE (Victory in Europe) commemorations and thanked everyone involved both at the Promenade Park event and others held across the Parishes and District.

The Chairperson informed Members that the previous week Councillor W Stamp had received an award from the High Sheriff of Essex in recognition of her great and valuable work to the community. He offered his congratulations to Councillor Stamp and commented how well deserved it was.

11. MINUTES OF MEETINGS OF THE COUNCIL

The Council noted the list of Committees that had met before and since the last meeting of the Council, up until Wednesday 7 May 2025 for which Minutes had been published.

12. QUESTIONS IN ACCORDANCE WITH PROCEDURE RULE 6 (2) OF WHICH NOTICE HAS BEEN GIVEN

There were none.

13. LEADERS AND COMPOSITION OF POLITICAL GROUPS

The Council considered the report of the Chief Executive, tabled at the meeting. As required by the Local Government and Housing Act 1989, the Head of Paid Service had been notified that the composition of the political Groups on the Council was as follows:

Conservative Group (9)	Leader	Councillor S J N Morgan
	Members	Councillors: D O Bown J R Burrell- Cook M F L Durham, CC W J Laybourn C P Morley R G Pratt M E Thompson L L Wiffen
Liberal Democrat Group (6)	Leader	Councillor J Driver
	Members	Councillors: S J Burwood K Jennings N D Spenceley P L Spenceley N J Swindle
The Maldon District Independent Group (5)	Leader	Councillor R H Siddall
	Members	Councillors: M G Bassenger A Fittock J C Hughes E L Stephens
District Support Group (4)	Leader	Councillor J C Stilts
	Members	Councillors: L J Haywood K M H Lagan W Stamp, CC

In accordance with the Council's Constitution, Councillor S J N Morgan was therefore recognised as Leader-designate. At this point, Councillor Morgan advised that there was no nomination for Leader of the Council from the Conservative Group.

The Chairperson therefore called for nominations for the position of Leader of the Council. Councillor M G Bassenger nominated Councillor R H Siddall, and this was duly seconded by Councillor E L Stephens.

There being no other nominations, the Chairperson declared that Councillor R H Siddall was duly elected as Leader of the Council.

The Chairperson then moved to recommendation (ii) as set out in the report and sought nominations for Deputy Leader of the Council. Councillor R H Siddall proposed Councillor M G Bassenger, and this was duly seconded by Councillor W Stamp.

There being no other nominations, the Chairperson declared that Councillor M G Bassenger was duly elected as Deputy Leader of the Council.

The Chairperson advised that the Council that it now had three Opposition Groups and proposed that the Council recognise that there would be three Opposition Group Leaders, as previously decided by the Council. This was duly seconded and agreed.

RESOLVED

- (i) that Councillor R H Siddall be elected as Leader of the Council for the ensuing Municipal Year;
- (ii) that Councillor M G Bassenger be elected as Deputy Leader of the Council for the ensuing Municipal Year;
- (iii) that the Council recognises three Opposition Group Leaders.

14. APPOINTMENT OF MEMBERSHIP OF COMMITTEES OF THE COUNCIL

The Council considered the report of the Chief Executive, circulated prior to the meeting, to appoint serving Members to Committees for the Municipal year to May 2026.

At this point the Chairperson reminded Members that membership of the Appointments Board would be considered following the appointment of Committee Chairpersons and Vice-Chairpersons.

The Leader of the Council presented the report and highlighted a number of Committees to which the Council would need to nominate and appoint non-aligned Councillors. He explained that a seat on the Strategy and Resources Committee had been left vacant so it would be available to the incoming District Councillor, once appointed. Members were advised that no political group had a majority of 51% and therefore could not request a majority on each Committee.

The Leader moved recommendation (i) which was duly seconded and agreed by assent. He then proposed the following non-aligned Member nominations, which were duly seconded.

Committee	Non-aligned Member nominated
Performance, Governance and Audit Committee	Councillors M G Neall and U G C Siddall-Norman
Strategy and Resources Committee	Councillor A M Lay
Licensing Committee	Councillors A M Lay and U G C Siddall-Norman
Overview and Scrutiny Committee	Councillors V J Bell and A M Lay
Joint Standards Committee	Councillors V J Bell and U G C Siddall-Norman
Investigating and Disciplinary Committee	Councillor A M Lay
Investigating and Disciplinary Panel	Councillors M G Neall and U G C Siddall-Norman

During the nomination of non-aligned Councillors to the Joint Standards Committee, Councillor A S Fluker was nominated but declined the nomination.

The Leader put the above non-aligned nominations to the Council, and these were duly agreed.

The Chairperson moved recommendation (iii). At this point Councillor M E Thompson sought clarification on whether as the current District Planning Committee chairperson she had a pecuniary interest in this matter of business. It was clarified that she did not. The recommendation was duly seconded and agreed.

RESOLVED

- (i) That the Membership of the Committees of the Council, including non-aligned Members (as set out below), be agreed:

Committee	Members
Performance, Governance and Audit	Councillors M G Bassenger D O Bown S J Burwood J C Hughes M G Neall R G Pratt U G C Siddall-Norman N D Spenceley W Stamp, CC M E Thompson
Strategy and Resources	Councillors J R Burrell-Cook J Driver M F L Durham, CC A Fittock K M H Lagan A M Lay R H Siddall P L Spenceley J C Stilts M E Thompson <i>One vacancy</i>
Licensing	Councillors M G Bassenger M F L Durham, CC L J Haywood K Jennings A M Lay S J N Morgan U G C Siddall-Norman N D Spenceley E L Stephens M E Thompson

Committee	Members
Overview and Scrutiny Overview and Scrutiny (meeting as the Crime and Disorder Committee)	Councillors V J Bell J R Burrell-Cook A Fittock L J Haywood A M Lay S J N Morgan C P Morley P L Spenceley E L Stephens N J Swindle
Joint Standards	Councillors M J Bassenger V J Bell S J Burwood M F L Durham, CC S J N Morgan U G C Siddall-Norman J C Stilts M E Thompson <u>Parish Councillors (non-voting):</u> Parish Councillor M J Hall Town Councillor S C Stratton <u>Independent Person:</u> Mr J Mitchel (<i>Reserve: Ms K Payne</i>)
Investigating and Disciplinary	Councillors A M Lay P L Spenceley W Stamp M E Thompson <i>One vacancy</i>
Investigating and Disciplinary Panel	Councillors M G Bassenger J R Burrell-Cook J Driver M F L Durham, CC K M H Lagan S J N Morgan M G Neall R H Siddall U G C Siddall-Norman N D Spenceley <u>Independent Person:</u> Mr J Mitchel (<i>Reserve: Ms K Payne</i>)
District Planning	All Members of the Council

Committee	Members
Central Area Planning	Councillors J R Burrell-Cook S R Burwood J Driver K Jennings K M H Lagan A M Lay N D Spenceley P L Spenceley J C Stilts N J Swindle <i>One vacancy</i>
North Western Area Planning	Councillors M F L Durham, CC J C Hughes S J N Morgan C P Morley R H Siddall E L Stephens M E Thompson S White L L Wiffen
South Eastern Area Planning	Councillors M G Bassenger V J Bell D O Bown A Fittock A S Fluker L J Haywood W J Laybourn M G Neall R G Pratt U G C Siddall-Norman W Stamp, CC

- (iv) That a special allowance of 37.5% for the Chairperson of the District Planning Committee be approved and no payment for the Vice-Chairperson of the District Planning Committee, in line with the 'Area Planning Committees' payment.

15. ADJOURNMENT OF MEETING

RESOLVED that the meeting be adjourned at 7:50pm to allow special meetings to be held as follows:

Performance, Governance and Audit Committee, Strategy and Resources Committee, Licensing Committee, Overview and Scrutiny Committee, Joint Standards Committee, Investigating and Disciplinary Committee, District Planning Committee, Central Area Planning Committee, North Western Area Planning Committee and South Eastern Area Planning Committee.

16. RESUMPTION OF BUSINESS

RESOLVED that the business of the Annual Meeting of the Council be resumed at 8:09pm.

17. **APPOINTMENT TO MEMBERSHIP OF COMMITTEES OF THE COUNCIL - CONTINUED**

Referring back to Agenda Item 14 - Appointment of Membership of Committees of the Council, the Chairperson advised that the Council needed to confirm the membership of the Appointments Board (the Board), now that Committee Chairpersons had been appointed.

The Chief Executive advised the Board membership consisted of six Members politically balanced and therefore a nominee from the Conservative Group along with a non-aligned Member was required. He then asked Councillor J C Stilts, Leader of the Maldon District Support Group to confirm if she would be taking up a place as Opposition Leader or Councillor W Stamp as Chairperson of the Performance, Governance and Audit Committee. Councillor Stilts confirmed that Councillor Stamp would be sitting on the Board.

The Leader of the Council then nominated Councillor A M Lay be appointed to the Board as the non-aligned Member. This was duly seconded and agreed.

Councillor S J N Morgan nominated Councillor M E Thompson be appointed to the Board as the other Conservative Group Member. This was duly agreed.

RESOLVED that the Membership of the Appointments Board for the ensuing Municipal year be agreed as follows:

Leader of the Council (Councillor R H Siddall)

Leader of the Opposition (Councillor S J N Morgan)

Chairperson of the Strategy and Resources Committee (Councillor J Driver)

Chairperson of the Performance, Governance and Audit Committee (Councillor W Stamp, CC)

Councillors A M Lay and M E Thompson

18. **APPOINTMENT OF REPRESENTATIVES TO LOCAL GOVERNMENT AND OUTSIDE BODIES**

The Council considered the report of the Chief Executive, circulated prior to the meeting, seeking Members' consideration of the appointment of representatives to serve on Local Government and Outside Bodies for the ensuing municipal year to May 2026.

The Leader of the Council presented the report and moved the recommendations. These were duly seconded and agreed by assent.

RESOLVED

- (i) That the appointment of representatives to Local Government and Outside Bodies, as detailed in **APPENDIX 1** to these Minutes, nominated by the respective Political Groups, be agreed for the Municipal Year to May 2026;
- (ii) That Members appointed as representatives to Local Government and Outside Bodies are responsible for sharing Minutes of meetings attended, to be stored

centrally on the Modern.Gov library as per the details in section 3.3 of the report.

19. APPOINTMENT OF MEMBERS TO SERVE ON WORKING GROUPS OF THE COUNCIL

The Council considered the report of the Chief Executive, circulated prior to the meeting, seeking Members' agreement to appoint Members to serve on Working Groups of the Council for the municipal year, as set out in Appendix 1 to the report. The report details changes to Working Groups following an annual housekeeping review.

The Leader of the Council presented the report and proposed that recommendations (i), (ii) and (iii) as set out in report be agreed.

Councillor A S Fluker referred to the Planning Policy Working Group (PPWG) advising that traditionally this had been made up of an equal balance of Members from the North and South of the District. As the Southminster Ward had more strategic allocations than any other area of the Council he proposed that membership of the PPWG be increased by one and Councillor R G Pratt join the PPWG. This proposal was duly seconded and agreed.

Councillor E L Stephens referred to the Strategic Housing Group and noted that Appendix 1 also referred to the Housing and Homelessness Reference Group under this Group. She advised that at this time it was just called the Strategic Housing Board. The Chairperson advised that this would be made clear in the Appendix.

The Chairperson advised that recommendations (i) – (iii) had been agreed by assent.

The Leader of the Council moved recommendation (iv) to establish a new Local Government Reorganisation and Devolution Working Group, as set out in the report with Terms of Reference as detailed in Appendix 2. At this point Councillor W Stamp proposed that the Terms of Reference for this Working Group be amended to state that meetings are scheduled on a four-weekly basis with a proviso that an emergency meeting could be called as and when an emergency arose. This proposal was duly seconded and agreed.

In response to a question regarding whether Devolution should be referred to in the title of the Working Group given that the Council didn't have much input into the Devolution agenda, the Chairperson advised that it was important to have the opportunity for a conversation regarding Devolution, if needed. The Chief Executive informed Members that keeping Devolution in the title would allow Members to be kept informed. Whilst Devolution applied to upper tier Authorities, lower and future unitary authorities would have a part to play, and it was important that Members were kept informed on what was going on.

The Leader then put recommendation (iv) to the Council with the revision to the Working Group Terms of Reference as proposed by Councillor Stamp and this was duly agreed.

The Leader put recommendation (v) as set out in the report to the Council. This was duly seconded and agreed.

RESOLVED

- (i) That the appointments to the Working Groups of the Council as set out **APPENDIX 2** to these Minutes be confirmed;
- (ii) That Working Group Terms of Reference are updated as per the details and member seat numbers set out below:
 - **Member and Officer Net Zero Working Group** membership increased in size to eight Members.
 - **Strategic Asset Group and Finance Member Group** membership increased to ten Members.
 - **Strategic Housing Board** membership increased to nine Members and a review of its Terms of Reference is to take place, reporting back to the Council in the coming months.
- (iii) That a new Local Government Reorganisation and Devolution Working Group is established, and the Terms of Reference attached at **APPENDIX 3** to these Minutes be adopted;
- (iv) That the Terms of Reference for the new Leisure Contract Board at **APPENDIX 4** to these Minutes, are adopted.

20. ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

The Council considered the report of the Chief Executive presenting an annual update on the work of the Overview and Scrutiny Committee (the Committee).

The report provided background information relating to the setting up of the Committee, its responsibility to report annually to the Council and the process for consideration of possible scrutiny items by the Committee.

The annual report for 2024 / 25 had been agreed by the Overview and Scrutiny Committee at its meeting on 6 February 2025 and was set out in Appendix 1 to the report. It was noted that the annual reporting arrangements ensured accountability of the Committee to the Council.

Councillor S J N Morgan, as Chairperson of the Committee presented the report to the Council and highlighted that this year there had been three referrals received by the Committee and he encouraged Members to submit any referrals. He advised that representatives from Essex County Council Highways and Anglian Water would be attending the next meeting of the Committee. Councillor Morgan then proposed that the recommendation as set out in the report be approved. This was duly seconded and agreed.

RESOLVED that the annual report of the Overview and Scrutiny Committee for 2024 / 25 be approved by the Council.

21. BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES CONSIDERED BY THE CHAIRPERSON TO BE URGENT

Referring to the work involved in preparing for this meeting, the Chairperson thanked the Assistant Director - Programmes, Performance and Governance along with all Members involved.

There being no other items of business the Chairperson closed the meeting at 8.25 pm.

K M H LAGAN
CHAIRPERSON

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Representatives to Outside Bodies
Appointed by the Council on 15 May 2025

Local Government Bodies:

BODY	LEAD OFFICER	REPRESENTATIVE
Local Government East (previously East of England LGA)	Chief Executive	Leader of the Council
Local Government Association	Chief Executive	Leader of the Council
District Council network	Chief Executive	Leader of the Council

Outside Bodies (not appointed by Maldon District Council but involve Members of the Council):

BODY	LEAD OFFICER	REPRESENTATIVE
Essex Leaders and Chief Executives Group NB currently where Local Government Reorganisation (LGR) work sits	Chief Executive	Leader of the Council
Essex Partnership Board (Mid Essex Representative)	Chief Executive	Leader of the Council

Representatives to Outside Bodies made by the Council:

BODY	LEAD OFFICER	TO BE APPOINTED	2025 / 26 REPRESENTATIVE(S)
A12 Widening Member Group (Essex County Council (ECC))	Assistant Director- Planning and Implementation	One Ward Councillor from Great Totham and Wickham Bishops	J C Hughes (Great Totham) S J N Morgan (Wickham Bishops)
Action for Family Carers Liaison Board	Health Integration and Community Manager	One Member of Council	L J Haywood

BODY	LEAD OFFICER	TO BE APPOINTED	2025 / 26 REPRESENTATIVE(S)
Blackwater Estuary Siltation Steering Group – Annual meeting	Head of Assets, Coast and Countryside	One Member of the Council same Member as Maldon Harbour Improvement Commissioners Representative – Councillor A S Fluker appointed until June 2026	A S Fluker (until June 2026) (see note in Maldon Harbour Improvement Commissioners)
Bradwell Local Community Liaison Council	None	One Member of the Council	M G Neall
Civilian and Military Partnership Board	Thematic Lead, Community	One Member of the Council	S J N Morgan
Crouch Valley Coastal Community (name change 18.03.24)	Lead Specialist, Prosperity	One Member of the Council	D O Bown
Drapers Farm Sports Club Committee	Head of Asset, Coast and Countryside	One Member of the Council <i>Substitute: One Member of the Council</i>	S J Burwood <i>Substitute: N D Spenceley</i>
Essex Coastal Forum	Head of Asset, Coast and Countryside	One Member of the Council <i>Substitute: One Member of the Council</i>	A Fittock <i>Substitute: K M H Lagan</i>
Essex Countywide Traveller Unit Joint Committee	Head of Environment /Head of community safety and customers	One Member of the Council	S J N Morgan
Essex Future of Leisure Board	Commercial Manager / Community Health and Wellbeing Officer	One Member of the Council	L J Haywood
Essex County Council (ECC twice yearly Climate Summits)	Head of Environmental Health, Waste and Climate Action	Leader of the Council	Leader of the council
Essex Flood Partnership Board	Head of Environmental Health, Waste and Climate Action	One Member of the Council <i>Substitute: One Member of the Council</i>	P L Spenceley <i>Substitute: A Fittock</i>

BODY	LEAD OFFICER	TO BE APPOINTED	2025 / 26 REPRESENTATIVE(S)
Essex Planning Portfolio Holders Group	Assistant Director: Planning and Implementation	Chairperson of the Strategy and Resources Committee <i>Substitute: Vice-Chairperson of the Strategy and Resources Committee</i>	Chairperson of the Strategy and Resources Committee (J Driver) <i>Substitute: Vice-Chairperson Strategy and Resources Committee (J C Stilts)</i>
Essex Police Fire and Crime Panel <i>(The Substitute must be from the same Political Group)</i>	Deputy Chief Executive	One Member of the Council <i>Substitute: One Member of the Council</i>	J C Stilts <i>Substitute: W Stamp</i>
Essex Waste Member Partnership Board	Waste Commissioning and Contracts Manager	Chairperson of the Strategy and Resources Committee <i>Substitute: Vice-Chairperson Strategy and Resources Committee</i>	Chairperson of the Strategy and Resources Committee (J Driver) <i>Substitute: Vice-Chairperson Strategy and Resources Committee (J C Stilts)</i>
Livewell Partnership Group	Health Integration and Community Manager	Six Members of the Council	M G Bassenger L J Haywood A M Lay S J N Morgan P L Spenceley M E Thompson
Dementia Friendly Community	Strategy Theme Lead - Community	One Member of the Council	L J Haywood
Digital Essex steering group	Assistant Director- Strategy, Partnerships and Communications	Chairperson of the Strategy and Resources Committee	Chairperson of the Strategy and Resources Committee (J Driver)

BODY	LEAD OFFICER	TO BE APPOINTED	2025 / 26 REPRESENTATIVE(S)
Maldon Coastal and Flooding Meeting	Deputy Chief Executive	Leader of the Council <i>And One Member of the Council</i>	Leader of the Council (R H Siddall) P L Spenceley
Maldon District Tourism Group	Lead Specialist Prosperity	One Member of the Council <i>Substitute: One Member of the Council</i>	J C Stilts <i>Substitute: K Jennings</i>
Maldon Harbour Improvement Commissioners <i>This position is an appointment as a Commissioner for a minimum period of three years (appointment will continue even if Member leaves the Council)</i>	Head of Assets, Coast and Countryside	One member of Council - same as Blackwater Estuary representative	A S Fluker (until June 2026)
Maldon High Street Focus Group (Council 16 July 2020)	Lead Specialist Prosperity	Two Members of the Council	J R Burrell-Cook K Jennings
NHS Mid and South Essex Alliance (NEW)	Assistant Director- Strategy, Partnerships and Communications	Leader of the Council	Leader of the Council (R H Siddall)
North Essex Economic Board (NEEB)	Assistant Director- Strategy, Partnerships and Communications	Leader of the Council	Leader of the Council (R H Siddall)
One Maldon District	Assistant Director- Strategy, Partnerships and Communications	Leader of the Council One Opposition Leader	Leader of the Council (R H Siddall) J Driver (<i>Substitute: J C Stilts</i>)
PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee (annual meeting)	None	One Member of the Council	S J N Morgan

BODY	LEAD OFFICER	TO BE APPOINTED	2025 / 26 REPRESENTATIVE(S)
Plume Educational Trust (Four yearly appointment)	None	Two Members of the Council	N D Spenceley (from 15 June 2025) K Jennings (from 15 June 2023 until 14 June 2027)
Responsible Authorities Group (RAG) (Community Safety)	Head of Customer and Community Safety / Assistant Director Service Delivery	One Member of the Council <i>Substitute: One Member of the Council</i>	N D Spenceley J C Stilts
Safer Essex Group	Assistant Director Service Delivery	One Member of the Council	J C Stilts
South Essex Parking Partnership – Joint Committee	Head of Customer and Community Safety / Assistant Director Service Delivery	One Member of the Council <i>Substitute: One Member of the Council</i>	S J N Morgan <i>Substitute: R G Pratt</i>
Southend Airport Consultative Committee	Strategy Theme Lead– Prosperity	One Member of the Council	D O Bown
Stow Maries Aerodrome Consultative Committee (Appointed 20/12/18)	Director of Resources	Two Members of the Council	D O Bown A Fittock
The Thomas Plume Library Charitable Incorporated Organisation	None	One Member of Council	N D Spenceley

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Member Working Groups**Appointed by the Council (15 May 2025)**

Member Working Group	2025 / 26 Appointments
Finance Member Group	<p><i>Ten Members:</i></p> <p>Political Group Leaders Chairperson of the Strategy and Resources Committee (S&R) Vice-Chairperson of the S&R Chairperson of the Performance, Governance and Audit Committee (PGA) Vice-Chairperson of the PGA</p> <p>Plus Councillors: M G Bassenger A Fittock P L Spenceley M E Thompson</p>
Leisure Contract Partnership Board	<p><i>Eight Members:</i></p> <p>M F L Durham, CC L J Haywood K M H Lagan A M Lay S J N Morgan R H Siddall P L Spenceley E L Stephens</p>
Member and Officer Net Zero Working Group	<p><i>Eight Members:</i></p> <p>D O Bown L J Haywood R H Siddall U G C Siddall-Norman N D Spenceley P L Spenceley E L Stephens J C Stilts</p>
Member Training and Development Member Working Group	<p><i>Eight Members:</i></p> <p>L J Haywood S J N Morgan R H Siddall N D Spenceley P L Spenceley E L Stephens J C Stilts M E Thompson</p>
Planning Policy Working Group	<p><i>Nine Members:</i></p> <p>M G Bassenger J Driver A Fittock S J N Morgan R G Pratt R H Siddall P L Spenceley W Stamp, CC M E Thompson</p>

Member Working Group	2025 / 26 Appointments
Strategic Asset Group (NEW)	<i>Ten Members:</i> J Driver M F L Durham, CC A Fittock K M H Lagan A M Lay S J N Morgan R H Siddall P L Spenceley W Stamp, CC M E Thomson
Strategic Housing Board (Housing and Homelessness Reference Group)	<i>Nine Members:</i> A Fittock L J Haywood K Jennings S J N Morgan R H Siddall P L Spenceley E L Stephens J C Stilts M E Thompson
Local Government Reorganisation and Devolution Working Group	<i>Ten Members:</i> <u>Leader of the Council</u> R H Siddall <u>Opposition Leaders:</u> J Driver S J N Morgan J C Stilts <u>Members:</u> M G Bassenger A Fittock K M H Lagan P L Spenceley W Stamp, CC M E Thompson

Local Government Reorganisation (LGR) and Devolution Working Group (the Group)

Terms of Reference

Membership (to be appointed at each Statutory Annual meeting of the Council)

Ten members of the Council, inclusive of:

- Leader of the Council
- Opposition Leader(s)

The Group will be attended by the Chief executive, Deputy Chief Executive, and senior officers of the Council where relevant.

Background

Following the publication of the government's English Devolution White Paper on 16 December 2024, there was a full Council discussion of a Devolution and Local Government Reorganisation paper on 25 February 2025

<https://democracy.maldon.gov.uk/documents/s37962/Devolution.pdf> the outcome of the Council meeting provided a steer and informed Chief Executive and Leader for further discussions as part of the wider Essex LGR initial response submitted late March 2025. This Group is now established to receive information from the wider LGR Greater Essex Working Groups and to feed into further business case work and submissions and keep members updated on the progress of LGR and Devolution.

Purpose

The Working Group will:

- receive updates and provide a Maldon member voice and steer for the Chief Executive and Leader to take back to the wider Greater Essex LGR and Devolution groups.
- provide cross-party member engagement and discussion with officers on documentation and strategic options as these emerge
- provide regular updates to the Council on the progress of LGR and Devolution
- nominate members to attend meetings and feed into the business case workstreams where appropriate

Scheduling

The meetings will be scheduled for a regular four-weekly slot (or sooner if an emergency arose), with agendas provided by the Chief Executive.

A Chairperson will be confirmed at the first meeting of the Group.

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MALDON
DISTRICT COUNCIL

Maldon District Council (MDC) & Places Leisure Partnership Board Terms of Reference

PURPOSE

For the duration of the Partnership, Places Leisure will be required to work cooperatively with the Council to discharge its responsibilities in relation to the delivery of services and outcomes identified within the contract. Places Leisure are to apply its specialist knowledge, skill and expertise to ensure the best possible service is delivered at all times.

The parties shall work together under this Agreement through the Partnership Board to provide strategic direction of the Partnership, in accordance with the provisions set out within the contract.

The Partnership Board shall meet quarterly and is responsible for the overall development and strategic management of the contract.

STRUCTURE

The Partnership Board will be composed of representatives from Places Leisure, Councillors and officers of the Council. The Council will appoint a Councillor to act as chairperson at the first meeting following Statutory Annual Council.

The Partnership Board shall consist of the following members:

The Council's representatives are to include:

- Contract Manager (Commercial Manager)
- Corporate Leadership Team (CLT) member (Chief Executive, Deputy Chief Executive or Section 151 Officer)
- Lead Asset Officer
- Lead Health and Wellbeing Officer
- 8 Maldon District Councillors (nominated at the Statutory Annual Council)

Places Leisure representatives are to include:

- Contract Manager
- Area Manager
- Specialist staff as and when required (e.g. site manager, healthy communities lead)

QUORUM

The Quorum for the meeting to go ahead is five and must have in attendance, three Maldon Councillors, a Management representative from Places Leisure, and a Management representative from Maldon Council.

DECISIONS

The Partnership Board provides a strategic steer on the contract for consideration of all parties. The Group is able to inform officer decisions on any operational contract changes (which may subject to a change control process set out within the contract) which will report back to Council annually.

GENERAL TERMS

1. The Partnership Board will receive, on behalf of each of the parties, quarterly and annual management information of the Contract. This will be supplied by both the Council and Places Leisure contract manager's and circulated prior to the scheduled meeting.
2. The Partnership Board meetings may be attended by persons who are not members of the Partnership Board, at the invitation of the Partnership Board.
3. The Partnership Board meetings will be supported by the Contract manager from both Places leisure and the Council.
4. **The functions of the Partnership Board are:**
 - 4.1 To set and agree targets for the Contract. Establish and agree appropriate targets on at least an annual basis in accordance with the Strategic Direction and Priorities of the Council. In particular establishing and agreeing procedures for self-monitoring and reporting through the use of a performance dashboard and Key Performance Indicators.
 - 4.2 To Monitor Service Performance - ensure the Services are delivered to a high standard in accordance with the contract. In particular by when required, commissioning qualitative and quantitative reports on performance and implementing / reviewing procedures for self-monitoring and reporting through the use of the pre-agreed Key Performance Indicators.
 - 4.3 To monitor financial performance – both parties to operate under 'open-book accounting' processes and provide quarterly reports on financial performance, including an outturn forecast, financial risks and profit share.
 - 4.3 Both Parties shall hold monthly Partnership Review Meetings to discuss all matters relating to the contract and to monitor performance. These meetings will help inform this quarterly Partnership Board with the board providing strategic direction.
 - 4.5 To oversee and review the Risk and Project Register - establish a joint approach to risk and project management by creating and regularly reviewing a register of the risks and projects associated with the implementation and ongoing service delivery of the agreement and determining which of the parties should assume responsibility for the risk(s) and project actions.
 - 4.6 To be Innovative - develop and/or consider proposals for continuous service improvement to the offer for users and for greater cost-effectiveness in the delivery of the Services on a whole life cycle costs basis. This is to be undertaken by studying examples of best practice elsewhere, implementing studies, reports and projects managed by the Council and Places Leisure.
 - 4.7 To be Proactive - anticipate and consider proposals for any change in the Services that may be required, for example, by any change in law or policy, or by any change in economic or social circumstances or expectations. To implement studies, reports and projects managed by the Council and Places Leisure.

- 4.8 To Ensure Partnership Working - consider any representations that may be made by either party concerning any matter that appears to be inconsistent with the parties' commitment to work cooperatively.
- 4.9 To Resolve Differences - seek the rapid and fair resolution of any differences between the parties. The parties commit to discuss problems as soon as they arise and to work together in a no blame culture. To put in place procedures for referring disputes to the Partnership Board if they cannot be resolved at contract Level.
- 4.10 To Review Contract Performance - receive quarterly and annual reports prepared jointly by each of the parties setting out an open account of the Contractors' opinion of the state of the Partnership, successes and shortcomings over the year, and proposals for improvement in the Contract in the future.

PARTNERSHIP DUTIES

The Council's Representative and Places Leisure Representative will meet weekly to ensure that the day-to-day operational requirements of the Contract are being met. The dates for these meetings will be agreed between the parties and will vary according to operational requirements. In addition to the weekly operational meetings contract meetings will be held on a monthly basis. The progress of these meetings will inform the quarterly partnership board reports. These meetings will be attended by a Council representative and a senior Manager of the Places Leisure.

Places Leisure will administer all minutes, agendas and documents relating to this process for the weekly operational meetings and monthly contract meetings. Both contract managers (from Places Leisure and MDC) will work collaboratively to prepare the management information for the board.

Annex A: Contract principles

As part of the contract and these terms of reference each party accept a duty to:

- Make a sincere effort to understand the other party's obligations, goals, expectations, duties, and objectives in performing their obligations under the contract.
- Operate in good faith in all dealings relating to the Partnership and to the contract, and to give a true account of such dealings.
- Work at all times within a spirit of co-operation to ensure the delivery of the services to a high standard.
- Resolve differences that may arise in relation to the contract by discussion and negotiation wherever possible.
- Communicate clearly and effectively, and in a timely manner, on all matters relating to the contract.
- Make the most efficient use of resources and seek to achieve cost effective savings to the benefit of both parties.
- Make every endeavour to ensure that all persons engaged on the Contract diligently and faithfully employ themselves to bring about its performance to a high standard.
- Give an early warning to the other party of any mistake discrepancy or omission of which either party becomes aware within the Contract and offer fair and reasonable solutions where practicable.
- Give an early warning to the other part of any matter that they become aware of that could affect the achievement of any objective, obligation, or the like contained in the Contract.

This Agreement shall commence on the Effective Date and continue for the same period. as the Leisure Partnership Contract.