

South Somerset District Council

Draft Minutes of the **Annual Meeting** of the **South Somerset District Council** held on **Thursday 19th May 2011** in the Council Chamber, Council Offices, Brympton Way, Yeovil.

(7.30pm – 8.30pm)

Present:

Members: Councillor Michael Best (Chairman)
Councillor Roy Mills (Vice Chairman)

Cathy Bakewell	Brennie Halse	Shane Pledger
Mike Beech	Henry Hobhouse	Wes Read
Dave Bulmer	Tim Inglefield	David Recardo
John Calvert	Andrew Kendall	John Richardson
Tony Capozzoli	Jenny Kenton	Roslynn Roderigo
Tim Carroll	Michael Lewis	Jo Roundell Greene
John Vincent Chainey	Pauline Lock	Sylvia Seal
Pauline Clarke	Tony Lock	Gina Seaton
Nick Colbert	Ian Martin	Peter Seib
John Dyke	Paul Maxwell	Angie Singleton
Tony Fife	Nigel Mermagen	Sue Steele
Marcus Fysh	Graham Middleton	Paul Thompson
Nigel Gage	Terry Mounter	Kim Turner
Jon Gleeson	David Norris	Andrew Turpin
Carol Goodall	Graham Oakes	Linda Vijeh
Dave Greene	Sue Osborne	Martin Wale
Anna Groskop	Ric Pallister	Colin Winder
Peter Gubbins	Patrick Palmer	Derek Yeomans

Officers:

Mark Williams	Chief Executive
Rina Singh	Strategic Director (Place and Performance)
Vega Sturgess	Strategic Director (Operations and Customer Focus)
Martin Woods	Assistant Director (Economy)
Donna Parham	Assistant Director (Financial and Corporate Services)
Ian Clarke	Assistant Director (Legal and Corporate Services)
Angela Cox	Democratic Services Manager

The Meeting was opened by outgoing Chairman, Councillor Ian Martin, who thanked both Councillors and officers for their support during his time as Chairman of the Council.

1. Election of Chairman (Agenda Item 1)

Councillor Ric Pallister, seconded by Councillor Jo Roundell Greene, nominated Councillor Mike Best as Chairman of the Council.

Councillor Martin Wale, seconded by Councillor Colin Winder, nominated Councillor Linda Vijeh as Chairman of the Council.

A vote was taken and Councillor Mike Best was declared elected as Chairman of the Council (voting: Mike Best: 32, Linda Vijeh: 24). It was therefore:

RESOLVED: that Councillor Mike Best be elected as Chairman of the Council for the Municipal Year 2011/2012.

Following his appointment Councillor Best read and signed the formal declaration of acceptance of office, and thanked Members for their support.

Councillor Mike Best in the Chair

2. Appointment of Vice-Chairman (Agenda Item2)

Councillor Tony Fife, seconded by Councillor Nigel Mermagen, nominated Councillor Roy Mills as Vice Chairman of the Council.

Councillor Martin Wale, seconded by Councillor Colin Winder, nominated Councillor Linda Vijeh as Vice Chairman of the Council.

A vote was taken and Councillor Roy Mills was declared elected as Vice Chairman of the Council (voting: Roy Mills: 32, Linda Vijeh: 24). It was therefore:

RESOLVED: that Councillor Roy Mills be appointed as Vice-Chairman of the Council for the municipal year 2011/2012.

Following his appointment Councillor Roy Mills read and signed the formal declaration of acceptance of office.

3. Apologies for Absence (Agenda Item 3)

Apologies for absence were received from Councillors Barry Walker, Lucy Wallace and William Wallace.

4. Minutes (Agenda Item 4)

The minutes of the meeting held on the 17th March 2011, copies of which had been previously circulated, were approved as a correct record of the meeting and signed by the Chairman.

RESOLVED: that the minutes of the Council meeting held on 17th March 2011 be approved as an accurate record of the meeting.

5. Declarations of Interest (Agenda Item 5)

There were no declarations of interest.

6. Public Question Time (Agenda Item 6)

There were no questions from members of the public present.

7. Chairman's Announcements (Agenda Item 7)

The Chairman welcomed both the re-elected and the newly elected District Councillors to their first Council meeting. He thanked the previous Chairman of Council for his time and dedication to the role.

The Chairman then reminded Members of several training events to be held.

Finally, the Chairman announced that SSDC had been shortlisted for a Municipal Journal Award for Diversity Achievement of the Year; the results would be known on 23rd June 2011. In addition, Councillor Carol Goodall had also been shortlisted by the Centre for Public Scrutiny for the Non-Executive Councillor of the Year award and the results would be known on 2nd June 2011.

8. Chairman's Engagements (Agenda Item 8)

The list of Chairman's Engagements was noted.

9. Changes to the Constitution – New Executive Arrangements (Agenda Item 9)

The Assistant Director (Legal and Corporate Services) reminded Member that the Local Government and Public Involvement in Health Act 2007 required the Council to choose a new form of Executive Arrangement and, following public consultation, they had adopted the Strong Leader and Cabinet model of executive at their meeting of 10th December 2010. As the "new" model differed slightly from the existing arrangements, certain amendments were required to the Council's constitution.

During discussion, it was noted that public consultation had taken place and the majority of responses favoured a Strong Leader and Cabinet model of executive over a directly elected Mayor. It was also noted that the number of executive Councillors appointed to the Cabinet were at the discretion of the Leader of the Council.

The recommendation was proposed and seconded and on being put to the vote, was carried.

RESOLVED: that Council, having regard to the decision of Council of the 9th December 2010 and in order to comply with the requirements of the Local Government and Public Involvement in Health Act 2007 with respect to executive arrangements, agreed that the changes to the Council's constitution identified in the Appendix to the Agenda report be approved and adopted with immediate effect.

(Voting: 56 in favour, 0 against, 0 abstentions)

*Ian Clarke
Assistant Director (Legal and Corporate Services)*

10. Appointment of Member Level Bodies 2011/12 (Agenda item 10)

The Chairman explained the procedure to be followed on this item. He said that he intended to take each of the recommendations in turn. To assist members, each recommendation would be displayed on the screen. Each of the Area Committees appointed their own chairmen and vice-chairmen and he would adjourn the Council meeting to allow the committees to meet and make these appointments. He would open each Area meeting but would not have a vote other than at the appointment of his own Area Chairman.

Each of the recommendations was taken in turn.

Recommendation (1) - Appointment of Leader of the Council

Councillor Ric Pallister was proposed by Councillor Tim Carroll and seconded by Councillor Tony Fife. There being no other nominations it was:

RESOLVED: that Councillor Ric Pallister be appointed as Leader of the Council for a period of four years, starting on the day of his election and ending on the day of the post 4-year Council election annual meeting.

(Voting: unanimous in favour)

Councillor Ric Pallister, Leader of the Council, thanked Council for the appointment and expressed the wish that all Councillors continue to work together in a collaborative and co-operative manner during the forthcoming quadrennium.

Recommendation (2) - Appointment of Deputy Leader of the Council

Councillor Ric Pallister appointed Councillor Tim Carroll as Deputy Leader of the Council It was therefore:

RESOLVED: that Councillor Tim Carroll be appointed as Deputy Leader of the Council to hold office (subject to Article 7.03) until the end of the term of office of the Leader.

Councillor Tim Carroll, Deputy Leader of the Council, thanked the Leader of Council for the appointment.

Recommendation (3) - Appointment of District Executive Committee

The Leader of the Council moved the recommendation that the District Executive Committee be re-established. It was therefore:

RESOLVED: that Council establish the District Executive Committee with the terms of reference as set out in Appendix A and with the powers and functions as set out in Part 3 of the Council's Constitution.

(Voting: unanimous in favour)

Recommendation (4) - Appointment of membership of District Executive Committee

The Leader then appointed a further five strategic Portfolio Holders and allocated their Portfolio responsibilities as indicated.

It was noted that the four Area Committee Chairmen would be appointed by the members of each Area Committee at recommendation 7.

RESOLVED: that the Leader appointed the following Members and Portfolio responsibilities for 2011/12;

Ric Pallister	Lib Dem	Leader: Strategy and Policy (including Housing, LSP, Human Resources, Efficiency agenda, Performance, Area Development and oversight of Civil Contingencies)
Tim Carroll	Lib Dem	Deputy Leader and Vice-Chairman of the Executive: Finance and Spatial Planning (including Finance and Legal Services, Strategic car parks income, Revenues and Benefits, Spatial Planning, Strategic Asset Management, South West Audit Partnership, and, Procurement)
Sylvia Seal	Lib Dem	Leisure and Culture (including Sport, Countryside, Arts, Heritage, Health and Well-Being, Third Sector and Partnerships, and, Member Development)
Jo Roundell Greene	Lib Dem	Environment and Economic Development (including Waste and Recycling, Street Scene, Somerset Waste Board, Economic Development and Regeneration, and, Equalities and Diversity)
Henry Hobhouse	Lib Dem	Property and Climate Change (including Strategic Transport, Engineering and Property Services, Climate Change, ICT & GIS, Civil Contingencies, Business Continuity, Somerset Waste Board)
Peter Seib	Lib Dem	Regulatory and Democratic Services (including Development Management, Environmental Health, Building Control, Licensing, Health and Safety, and, Democratic Services)

Tony Fife	Lib Dem	Area South Chairman with strategic responsibility for Yeovil Vision and Community Safety
Angie Singleton	Lib Dem	Area West Chairman with strategic responsibility for Market Towns
Patrick Palmer	Ind	Area North Chairman with strategic responsibility for Rural Communities
Michael Lewis	Con	Area East Chairman with strategic responsibility for Customer Services

Recommendation (5) – Re-establishment and Appointment other member level bodies for 2011/12

RESOLVED: that the following member-level bodies be re-established for 2011/12:

4 Area Committees (geographical representation)
 Audit Committee (10 members)
 Standards Committee (3 District Council members plus 6 co-optees)
 Regulation Committee (14 members)
 Licensing Committee (15 members)
 Appointments Committee (7 members)
 Scrutiny Committee (14 members)
 Corporate Grants Committee (10 members)

(Voting: unanimous in favour)

Recommendation (6) - Appoint Members To Member-Level Bodies

RESOLVED: that the memberships of the bodies established as in recommendation (5) be approved as follows for 2011/12 having regard to the principles of political balance as set out in the report and giving effect to the wishes of the party political groups:

Area North Committee 13 members (exempt from political balance)

Pauline Clarke	Lib Dem	Vice Chairman
Roy Mills	Lib Dem	
Jo Roundell Greene	Lib Dem	
Sylvia Seal	Lib Dem	
Terry Mounter	Independent	
Patrick Palmer	Independent	Chairman
Graham Middleton	Conservative	
David Norris	Conservative	
Shane Pledger	Conservative	
Sue Steele	Conservative	
Paul Thompson	Conservative	
Barry Walker	Conservative	
Derek Yeomans	Conservative	

Area South Committee 19 members (exempt from political balance)

Cathy Bakewell	Lib Dem	
Tim Carroll	Lib Dem	
John V Chainey	Lib Dem	
Tony Fife	Lib Dem	Chairman
Jon Gleeson	Lib Dem	
Dave Greene	Lib Dem	
Peter Gubbins	Lib Dem	
Andy Kendall	Lib Dem	
Pauline Lock	Lib Dem	
Tony Lock	Lib Dem	
Ian Martin	Lib Dem	
Graham Oakes	Lib Dem	Vice Chairman
Wes Read	Lib Dem	
David Recardo	Lib Dem	
John Richardson	Lib Dem	
Peter Seib	Lib Dem	
Marcus Fysh	Conservative	
Nigel Gage	Conservative	
Gina Seaton	Conservative	

Area East Committee 12 members (exempt from political balance)

Henry Hobhouse	Lib Dem	
Tony Capozzoli	Independent	
Mike Beech	Conservative	
John Calvert	Conservative	
Nick Colbert	Conservative	
Anna Groskop	Conservative	Vice Chairman
Tim Inglefield	Conservative	
Michael Lewis	Conservative	Chairman
Lucy Wallace	Conservative	
William Wallace	Conservative	
Nick Weeks	Conservative	
Colin Winder	Conservative	

Area West Committee 16 members (exempt from political balance)

Mike Best	Lib Dem	
John Dyke	Lib Dem	
Carol Goodall	Lib Dem	
Jenny Kenton	Lib Dem	
Paul Maxwell	Lib Dem	Vice Chairman
Nigel Mermagen	Lib Dem	
Ric Pallister	Lib Dem	
Angie Singleton	Lib Dem	Chairman

Kim Turner	Lib Dem
Andrew Turpin	Lib Dem
Dave Bulmer	Independent
Brennie Halse	Conservative
Sue Osborne	Conservative
Ros Roderigo	Conservative
Linda Vijeh	Conservative
Martin Wale	Conservative

Audit Committee

(10 members,)

LD5, C4, I1*

10 members (political balance)

John Dyke	Lib Dem	
Tony Lock	Lib Dem	
Ian Martin	Lib Dem	Vice Chairman
Roy Mills	Lib Dem	
John Richardson	Lib Dem	
Vacancy	Independent	
John Calvert	Conservative	
Marcus Fysh	Conservative	
Colin Winder	Conservative	
Derek Yeomans	Conservative	Chairman

*no independent Councillor was appointed to the Audit Committee and there remains one independent vacancy on the Committee.

Standards Committee 3 members (exempt from political balance)

Nigel Mermagen	Lib Dem
Patrick Palmer	Independent
Anna Groskop	Conservative

Plus 3 parish representatives and 3 independent representatives:

Philip Horsington	Parish Rep	
Vacancy	Parish Rep	
Elizabeth Glaisher	Parish Rep	
Christopher Borland	Independent	(Chairman)
Carol Lamont	Independent	
Peter Forrester	Independent	(Vice Chairman)

Regulation Committee 14 members (political balance)

LD7, C6, I1

Mike Best (W)	Lib Dem	
Tim Carroll (E)	Lib Dem	Vice Chairman
Peter Gubbins (S)	Lib Dem	Chairman
Tony Fife (S)	Lib Dem	
Ian Martin (S)	Lib Dem	
Sylvia Seal (N)	Lib Dem	
Angie Singleton (W)	Lib Dem	
Patrick Palmer (N)	Independent	

Ros Roderigo (W)	Conservative
Shane Pledger (N)	Conservative
Nick Colbert (E)	Conservative
Linda Vijeh (W)	Conservative
Gina Seaton (S)	Conservative
William Wallace (E)	Conservative

Licensing Committee 15 members (exempt from political balance)

Pauline Clarke	Lib Dem	
John V Chainey	Lib Dem	
Tony Fife	Lib Dem	
Kenny Kenton	Lib Dem	
Tony Lock	Lib Dem	
Paul Maxwell	Lib Dem	
Nigel Mermagen	Lib Dem	Chairman
Roy Mills	Lib Dem	
David Recardo	Lib Dem	
Dave Bulmer	Independent	
Nick Colbert	Conservative	
David Norris	Conservative	
Linda Vijeh	Conservative	
Martin Wale	Conservative	Vice-Chairman
William Wallace	Conservative	

Appointments Committee 8 members (political balance)*

LD4, C3, I1	Tim Carroll	Lib Dem	Vice Chairman
	Jo Roundell Greene	Lib Dem	
	Tony Fife	Lib Dem	
	Ric Pallister	Lib Dem	Chairman
	Patrick Palmer	Independent	
	John Calvert	Conservative	
	Martin Wale	Conservative	
	Colin Winder	Conservative	

*it was agreed to increase the membership of the Appointments Committee by one seat to allow independent representation on the Committee.

Scrutiny Committee 14 members (political balance)

2 Vice-Chairmen	Cathy Bakewell	Lib Dem	
LD7, C6, I1	Carol Goodall	Lib Dem	Vice-Chairman
	Pauline Lock	Lib Dem	
	Tony Lock	Lib Dem	
	Paul Maxwell	Lib Dem	
	Graham Oakes	Lib Dem	
	Wes Read	Lib Dem	

Dave Bulmer	Independent	Vice-Chairman
John Calvert	Conservative	
Tim Inglefield	Conservative	
Sue Steele	Conservative	Chairman
Linda Vijeh	Conservative	
Colin Winder	Conservative	
Martin Wale	Conservative	

Corporate Grants Committee 10 members (exempt from political balance)

Tim Carroll	Lib Dem
Ric Pallister	Lib Dem
Sylvia Seal	Lib Dem
Jo Roundell Greene	Lib Dem
Peter Seib	Lib Dem
Henry Hobhouse	Lib Dem
Tony Fife	Lib Dem
Angie Singleton	Lib Dem
Mike Lewis	Conservative
Patrick Palmer	Independent

(Voting: unanimous in favour)

It was noted that the Chairmen and Vice-Chairmen of the Standards Committee and Corporate Grants Committee would be appointed by the members of each Committee.

Recommendation (7) - Chairmen And Vice-Chairmen Of Member-Level Bodies

(The Council meeting was then adjourned to allow the Area Committees to meet to appoint their own Chairmen, who would then be members of the District Executive as detailed in resolution (4), and Vice-Chairmen).

RESOLVED: that the Chairmen and Vice-Chairmen of the bodies listed under recommendations (6) above be approved for 2011/12 as shown in that resolution.

(Voting: unanimous in favour)

Recommendation (8) - Terms Of Reference

RESOLVED: that the bodies appointed under recommendation (5) above will operate in accordance with their existing terms of reference (as attached at Appendix A to the report) and the scheme of delegation set out in Part 3 of the Constitution.

(Voting: unanimous in favour)

Recommendation (9) - Appointment to Council Wide Panels And Partnerships

RESOLVED: that the following appointments be made to Council wide panels and partnerships as listed in paragraph 3 of the report:

Appeals Panel LD4, C3, I1	8 members (political balance) Cathy Bakewell Peter Gubbins Nigel Mermagen Sylvia Seal Terry Mounter Brennie Halse Anna Groskop Ros Roderigo	Lib Dem Lib Dem Lib Dem Lib Dem Independent Conservative Conservative Conservative	
South Somerset Together (LSP)	Ric Pallister	Lib Dem	(Plus Area Chairmen are automatically members of the LSP)
South West Internal Audit Partnership	Tim Carroll Tim Inglefield	Lib Dem Cons	(Substitute)
Housing and Exceptions Appeals Panel	Jo Roundell Greene Ric Pallister	Lib Dem Lib Dem	

(Voting: unanimous in favour)

Recommendation (10) - Appointment To Outside Bodies

RESOLVED: it was noted that appointments to the Council wide outside bodies would be made at the July meeting of Council and that all other appointments to outside bodies would be made by the Area Committees for area specific issues or Portfolio Holders for issues within their remit.

(Voting: unanimous in favour)

Recommendation (11) – Theme Advisers

RESOLVED: The Council noted that the positions of Theme Advisers would not be appointed and authorised the Assistant Director (Legal and Corporate Services) to make the necessary changes to remove reference to them from the Constitution.

(Voting: unanimous in favour)

Recommendation (12) - Members' Allowances Panel

RESOLVED: to NOTE that the membership of the Council's independent Members' Remuneration Panel which was appointed in September 2009 to serve for 3 years as follows:

Mr John Hawkins, Mrs Gill Spence, Mr Chris Williams, 2 vacancies

(Voting: unanimous in favour)

Recommendation (13) - Meetings Timetable

RESOLVED: that the Council's annual meetings timetable be confirmed as attached at Appendix B, with the amended date of 23rd February 2012 for full Council, and agree that the start time of full Council remain at 7.30p.m for all future Council meetings.

(Voting: unanimous in favour)

*Ian Clarke
Assistant Director (Legal & Corporate Services)*

11. Financial Procedure Rules – Recommendation from Audit Committee (Agenda Item 11)

The Chairman of the Audit Committee advised that the Committee had reviewed every proposed change to the Financial Procedure Rules and agreed that they represented a sound financial basis.

The Assistant Director (Financial and Corporate Services) confirmed that SSDC car loans and leased cars would be administered in line with the most recently agreed policy, taking account of the Motion agreed at Council in February 2011 on vehicle emissions.

Members were unanimous in their support for the recommendations of the report.

RESOLVED: The Council approved the revised Financial Procedure Rules as detailed in the appendices attached to the agenda.

Reason: To amend the Financial Procedure rules to strengthen internal controls following audit recommendations.

(Voting: unanimous in favour)

*Donna Parham
Assistant Director (Financial and Corporate Services)*

12. Report of Executive Decisions (Agenda Item 12)

The report of Executive decisions was noted.

*Councillor Ric Pallister
Leader of the Council*

13. Audit Committee Report (Agenda Item 13)

Councillor Derek Yeomans, Chairman of the Audit Committee presented the report of the Committee and drew Member attention to the provisionally reduced Audit Commission fees for the Council's Annual Audit Plan, due to the sound financial control of the Finance team.

The report was noted.

14. Scrutiny Committee Report (Agenda Item 14)

Councillor Sue Steele, Chairman of the Scrutiny Committee presented the report of the Committee. She advised that there was now a dedicated Scrutiny webpage on the SSDC website and she encouraged all the non-executive Councillors to contribute to and participate in the scrutiny commissions.

The report was noted.

15. Motions (Agenda Item 15)

There were no Motions submitted.

16. Questions under Procedure Rule 10 (Agenda Item 16)

There were no questions submitted under Procedure Rule 10.

17. Date of Next Meeting (Agenda Item 17)

Members noted that the next scheduled meeting of the Full Council would take place on **Thursday, 21st July 2011** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 7.30 p.m.

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Chairman

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Date