



Council

Members of the **Council of Gravesham Borough Council** are summoned to attend a meeting to be held at the Civic Centre, Windmill Street, Gravesend, Kent on **Tuesday, 8 May 2018 at 7.00 pm** when the business specified in the following agenda is proposed to be transacted.

S Kilkie
Assistant Director (Communities)

Agenda

Part A

Items likely to be considered in Public

Before the start of formal business, the Mayor will present awards to the Gravesham Community/Civic Award Winners.

1. Apologies for absence
2. To declare any interests members may have in the items contained on this agenda. When declaring an interest a member must state what their interest is
3. Election of Mayor for the ensuing municipal year
 - 3.1 The Mayor will call for nominations.
 - 3.2 Members will vote by a show of hands on nominations. (**Note:** Candidates may vote.)
 - 3.3 The incoming Mayor will come forward and stand to the right of the Mayor.
 - 3.4 The incoming Mayor will be asked by the Chief Executive to read aloud the Declaration of Acceptance of Office required by Section 83 of the Local Government Act 1972. The Mayor will then sign the declaration and the Chief Executive will announce the fact to the Council.

- 3.5 The outgoing Mayor will shake the hand of the incoming Mayor and vacate the Mayoral Chair.
- 3.6 The entire company will rise and the National Anthem will be played.
- 3.7 The company remain standing; the incoming Mayor will retire with the outgoing Mayor and the platform party.
- 3.8 There will be an interval during the robing of the new Mayor.
- 3.9 The Mayor's return will be announced and the company asked to rise. The Mayor will return. The company will remain standing while the outgoing Mayor is conducted to his seat.
- 3.10 The Mayor's installation speech.
- 3.11 At the conclusion, the Mayor will move "that the best thanks of the Council be accorded to Harold Craske for the manner in which he has carried out the office of Mayor during the past municipal year".
- 3.12 The Leader of the Executive will second the motion.
- 3.13 The outgoing Mayor will reply.

4. Presentation of Past Mayor's Badges

- 4.1 The Mayor will announce that a past Mayor's Badge will be presented to the outgoing Mayor.
- 4.2 The Mayor will then present the past Mayor's Badge to the outgoing Mayor.

5. Presentation of Past Mayoress's Badge

- 5.1 The Mayor will announce that a past Mayoress's badge will be presented to the outgoing Mayoress.
- 5.2 The Mayor will then present the past Mayoress's Badge to the outgoing Mayoress.

6. Appointment of Civic Chaplain

The Mayor will announce the name of the Civic Chaplain.

7. Election of Deputy Mayor for the ensuing municipal year

- 7.1 The Mayor will call for nominations.
- 7.2 Members will vote by a show of hands on nominations. (**Note:** Candidates may vote.)
- 7.3 The incoming Deputy Mayor will come forward to stand to the right of the Mayor.

7.4 The incoming Deputy Mayor will be asked by the Chief Executive to read aloud the Declaration of Acceptance of Office required by the Section 83 of the Local Government Act 1972. The Deputy Mayor will then sign the declaration and the Chief Executive will announce the fact to the Council.

7.5 The Mayor will place the Chain of Office on the incoming Deputy Mayor and shake his/her hand.

8. Deputy Mayor's Escort

8.1 The Deputy Mayor will announce the Deputy Mayor's Escort for the ensuing municipal year.

8.2 The Deputy Mayor will present the Deputy Mayor's Escort with the Escort's Chain of Office.

9. Presentation of Bouquets

The incoming Deputy Mayor and outgoing Mayoress will be presented with bouquets.

10. Minutes of the meeting of Council held on Tuesday, 17 April 2018

(Pages 7 - 10)

The Mayor, having received the approval of the Council, will sign the minutes of the meeting of Council held on 17 April 2018.

11. Confirmation of the arrangements in respect of the Cabinet - for information - details to be circulated separately

11.1 The Leader will decide upon the size of the Cabinet (subject to a maximum of ten, including the Leader and Deputy Leader) and will appoint Cabinet members from among the serving Councillors;

11.2 The Leader will appoint the Deputy Leader from among the Cabinet members.

12. Representation of Political Groups on Committees - details to be circulated separately

12.1 To review the representation of the political groups on the following:

- Regulatory Board (Planning)
- Licensing Committee
- Finance and Audit Committee
- Overview Scrutiny Committee
- Crime and Disorder Scrutiny Committee
- Appointments Board
- Standards Committee

- 12.2 Subject to the review, to determine the allocation of seat thereon to the Political Groups.
- 12.3 Subject to the Assistant Director (Communities) receiving notification of each group's wishes in relation to the appointment of members to those seats, to appoint the Council's Committees as identified in 12.1 above.

13. Appointments of Members to Committees and Boards - details to be circulated separately

To appoint Members and Substitutes together with the Chairs and Vice-Chairs (where required) to the following Committees and Boards:-

Regulatory Board (Planning)
Licensing Committee
Finance and Audit Committee
Overview Scrutiny Committee
Crime and Disorder Scrutiny Committee
Appointments Board
Standards Committee

Joint Arrangement with other Local Authorities:-

Joint Transportation Board
(**Note:** the Chair of the Board will be appointed by Kent County Council.)

South Thames Gateway (STG) Building Control Joint Committee

Dartford, Gravesham & Swanley Health & Wellbeing Board

14. Appointment of representatives to Outside Bodies - details to be circulated separately

To make appointments to outside bodies.

15. Scheme of Delegation

To re-affirm the scheme of delegation relating to the Council's functions other than Cabinet functions.

An electronic link to Annex 1 of the Constitution herewith:-
<http://bit.ly/1hrKDpd>

16. Timetable of meetings for the forthcoming municipal year - details to be circulated separately (Pages 11 - 12)

To approve the timetable of meetings for the forthcoming municipal year.

17. Questions

To consider any questions submitted under Council procedure Rules from members of the public (rule 13) or Members of the Council (rule 14).

Public Document Pack

Gravesham Borough Council

Council

Tuesday, 17 April 2018

7.30 pm

Present:

The Worshipful the Mayor, Cllr Harold Craske
The Deputy Mayor, Cllr David Hurley

Councillors:	Valerie Ashenden	John Loughlin
	Gurjit Kaur Bains	Bronwen McGarrity
	Lesley Boycott	Jordan Meade
	Conrad Broadley	Lyn Milner
	Gurdip Ram Bungar	Shane Mochrie-Cox
	John Burden	Leslie Pearton
	Julia Burgoyne	Anthony Pritchard
	Colin Caller	Alan Ridgers
	John Caller	Lenny Rolles
	Lee Croxton	Brian Sangha
	Brian Francis	Peter Scollard
	Greta Goatley	Derek Shelbrooke
	Rob Halpin	Makhan Singh
	Gary Harding	Lauren Sullivan
	Leslie Hills	Narinder Singh Thandi
	Karen Hurdle	Robin Theobald
	Samir Jassal	Steve Thompson
	John Knight	David Turner
	William Lambert	Jenny Wallace
	Sara Langdale	Michael Wenban

Stuart Bobby	Director (Corporate Services)
Kevin Burbidge	Director (Housing & Regeneration)
Sarah Kilkie	Assistant Director (Communities)
Jan Guyler	Head of Legal Services, Medway Council
Carlie Simmonds	Committee Services Manager

73. Mr Leslie Glanfield

The meeting observed a minutes silence as a mark of respect for Mr Leslie J Glanfield who had passed away.

74. Apologies for Absence

Apologies for absence were received from Cllrs Sandra Garside and Peter Rayner.

75. Minutes

The Minutes of the Council held on 6 March 2018 were signed by the Mayor.

76. Declaration of Interest

No declarations of interest were made.

77. Minutes of Committees

Motions that proceedings, reports and recommendations of Committees, except those reserved under Council Procedure 5.2(6) as referred to below be received and adopted and where applicable the Orders made by them be ratified and confirmed were duly proposed, seconded and resolved in each case.

Minutes of the meeting of the Cabinet held on Monday, 26 February 2018

Minutes of the meeting of the Regulatory Board (Planning) held on Wednesday, 7 March 2018

Minutes of the meeting of the Overview Scrutiny Committee held on Thursday, 8 March 2018

Minutes of the meeting of the Finance and Audit Committee held on Tuesday, 13 March 2018

Minutes of the meeting of the Cabinet held on Monday, 26 March 2018

Minutes of the meeting of the Overview Scrutiny Committee held on Thursday, 5 April 2018

Minutes of the meeting of the Regulatory Board (Planning) held on Wednesday, 11 April 2018

78. Reserved Minutes

There were no reserved minutes.

79. Pay Policy Statement 2018-19

Section 38(1) of the Localism Act 2011, which came into force on 15 January 2012, requires all English and Welsh local authorities to produce a pay policy statement for each financial year.

The Act requires the pay policy statement to include the following aspects of the Council's remuneration policy:-

- the level and elements of remuneration for each chief officer;
- a definition of 'lowest-paid employees' and the remuneration of the authority's lowest-paid employees;
- the policy on the relationship between the remuneration of the council's chief officers and other officers;
- the policy on specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency; and
- the reference to 'chief officer' refers to the Head of Paid Service, Directors, Monitoring Officer, Section 151 Officer and their deputies which in Gravesham Borough Council will include all at Service Manager grade and above.

Resolved that the 2018-19 Pay Policy Statement be agreed.

80. Proposed amendments to the Constitution

The Council was presented with proposed amendments to the Financial Procedure Rules, Annex 2.6 of the Constitution.

Resolved that all proposed amendments to Annex 2.6, as laid out in the report, be approved.

81. Risk Management Strategy and Corporate Risk Register for 2018-2019

The Council received a report which:-

- detailed the outcome of Gravesham Borough Council's annual risk identification and analysis exercise;
- presented the Corporate Risk Register for 2018- 2019 which included seven risks (four existing risks and three new risks); and
- confirmed that no material changes were required to the Corporate Risk Management Strategy.

Resolved that the Corporate Risk Register for 2018- 2019, presented at Appendix 2 to the report, be approved.

82. To consider questions from Members of the Council of which notice has been given under Council Procedure Rule 14.

No questions have been received.

83. To receive the Mayor's Announcements

The Mayor made the following announcements:-

- it was his last ordinary meeting of Full Council as Mayor and thanked Members and officers for their support throughout the year;
- there will be a St Georges Day Scouts Parade on Sunday 22 April 2018 and the Council will be celebrating St George's Day on Monday 23 April 2018;
- he had been presented with an almost life size oil painting of himself at the Higham Parish meeting which he will re-donate to the Memorial Hall; and
- his last charity event of the year will be held on Friday 27 April in The Woodville at 7.30pm. The event will be a musical one with entertainers from various parts of the Borough. Ticket sales to date had been disappointing so the Mayor encouraged those Members that wish to attend to book their tickets by Wednesday 18 April 2018 in order for the event to proceed.

Close of meeting

The meeting ended at 7.44pm

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Gravesham Borough Council - DRAFT Schedule of Meetings 2018 - 2019 (V11)

Cycle 1	
May	
Tues 08	ANNUAL COUNCIL
Wed 16	Regulatory Board (Planning)
Mon 21	CE's Briefing
Wed 23	Joint Finance & Audit Cttee (i)
Wed 30	Parish Chairs Meeting
Wed 30	Labour Group Meeting
Thurs 31	Conservative Group Meeting
June	
Mon 04	Cabinet
Tues 05	CS Cabinet Cttee
Wed 06	DGS Health & Wellbeing Board
Wed 06	Gravesham JTB
Mon 11	CE's Briefing *
Tues 12	Finance & Audit Cttee
Wed 13	Regulatory Board (Planning)
Thurs 14	Overview Scrutiny Cttee
Tues 19	STGBC Joint Cttee
Tues 19	Labour Group Meeting
Wed 20	PR&BD Cabinet Cttee
Thurs 21	Conservative Group Meeting
Tues 26	COUNCIL

Cycle 2	
June	
Mon 25	Cabinet
July	
Wed 04	H Cabinet Cttee
Thurs 05	PA Cabinet Cttee
Thurs 12	Overview Scrutiny Cttee
Tues 17	ES Cabinet Cttee
Wed 18	Regulatory Board (Planning)
Tues 24	Finance & Audit Cttee
Wed 25	DGS HWB
August	
Mon 20	CE's Briefing
Wed 29	Labour Group Meeting
Thurs 30	Conservative Group Meeting
September	
Mon 03	Cabinet
Tues 04	Licensing Cttee
Wed 05	Regulatory Board (Planning)
Thurs 06	PA Cabinet Cttee
Mon 10	ES Cabinet Cttee
Tues 11	Finance & Audit Cttee
Wed 12	Gravesham JTB
Thurs 13	Overview Scrutiny Cttee
Tues 18	PR&BD Cabinet Cttee
Wed 19	Parish Chairs Meeting
Thurs 20	STGBC Joint Cttee
Mon 24	CE's Briefing
Wed 26	H Cabinet Cttee
Thurs 27	CS Cabinet Cttee
October	
Tues 02	Labour Group Meeting
Wed 03	DGS Health & Wellbeing Board
Wed 03	Regulatory Board (Planning)
Thurs 04	Conservative Group Meeting
Tues 09	COUNCIL

Cycle 3	
October	
Mon 08	Cabinet
Thurs 11	Crime & Disorder Scrutiny Cttee
Thurs 18	Overview Scrutiny Cttee
Mon 29	CE's Briefing
Tues 30	Labour Group Meeting
Wed 31	Regulatory Board (Planning)
November	
Thurs 01	Conservative Group Meeting
Tues 06	Licensing Cttee
Mon 12	Cabinet
Tues 13	H Cabinet Cttee
Wed 14	Finance & Audit Cttee
Thurs 15	PA Cabinet Cttee
Mon 19	ES Cabinet Cttee
Tues 20	PR&BD Cabinet Cttee
Wed 21	Parish Chairs Meeting
Thurs 22	Overview Scrutiny Cttee
Mon 26	CS Cabinet Cttee
Tues 27	Labour Group Meeting
Wed 28	Regulatory Board (Planning)
Thurs 29	Conservative Group Meeting
December	
Tues 04	COUNCIL

Cycle 4	
December	
Wed 05	DGS Health & Wellbeing Board
Wed 05	Gravesham JTB
Thurs 06	STGBC Joint Cttee
Mon 17	CE's Briefing
January	
Wed 02	Labour Group Meeting
Thurs 03	Conservative Group Meeting
Mon 07	Cabinet
Wed 09	Regulatory Board (Planning)
Thurs 17	Overview Scrutiny Cttee
Mon 21	CE's Briefing
Wed 23	Parish Chairs Meeting
Wed 30	Labour Group Meeting
Thurs 31	Conservative Group Meeting
February	
Mon 04	Cabinet
Tues 05	PR&BD Cabinet Cttee
Wed 06	Regulatory Board (Planning)
Thurs 07	CS Cabinet Cttee
Mon 11	CE's Briefing
Tues 12	ES Cabinet Cttee
Wed 13	H Cabinet Cttee
Thurs 14	Overview Scrutiny Cttee
Mon 18	Finance & Audit Cttee
Tues 19	PA Cabinet Cttee
Wed 20	DGS Health & Wellbeing Board
Wed 20	Labour Group Meeting
Thurs 21	Conservative Group Meeting
Tues 26	COUNCIL

Cycle 5	
February	
Mon 25	Cabinet
March	
Mon 04	Licensing Cttee
Tues 05	CS Cabinet Cttee
Wed 06	Regulatory Board (Planning)
Thurs 07	Overview Scrutiny Cttee
Mon 11	CE's Briefing
Tues 12	Finance & Audit Cttee
Wed 13	Gravesham JTB
Thurs 14	STGBC Joint Cttee
Mon 18	ES Cabinet Cttee
Tues 19	Crime & Disorder Scrutiny Cttee
Wed 20	Parish Chairs Meeting
Wed 20	Labour Group Meeting
Thurs 21	Conservative Group Meeting
Mon 25	Cabinet
Tues 26	PA Cabinet Cttee
Wed 27	H Cabinet Cttee
Thurs 28	PR&BD Cabinet Cttee
April	
Thurs 04	Overview Scrutiny Cttee
Tues 09	Labour Group Meeting
Wed 10	DGS Health & Wellbeing Board
Wed 10	Regulatory Board (Planning)
Thurs 11	Conservative Group Meeting
Tues 16	COUNCIL

Annual Council	08 May 2018
Bank Holidays 2018	07 May 2018 28 May 2018 27 August 2018 25-26 Dec 2018
Bank Holidays 2019	01 January 2019 19 April 2019 22 April 2019 06 May 2019

KCC School Holidays (May 2018 - April 2019)
26/05/2018 to 03/06/2018
25/07/2018 to 02/09/2018
23/10/2018 to 28/10/2018
20/12/2018 to 02/01/2019
16/02/2019 to 24/02/2019
06/04/2019 to 22/04/2019
Conferences 2018
Conservative - 30 Sept to 3 Oct 2018
Labour - 23 Sept to 26 Sept 2018

Notes:	Meeting not open to the public
(C)	Meeting cancelled
	10am start - date highlighted
	3pm start - date highlighted
	6.30pm start - date highlighted
	7pm start - date highlighted
All other meetings start at 7.30pm.	
STG & HWB subject to change due to joint arrangement.	

Abbreviations:	
Cttee	Committee
CS	Community Services
ES	Environmental Services
PA	Performance / Administration
PR&BD	Planning, Regeneration and Business Development
H	Housing
JTB	Joint Transportation Board
STGBC	South Thames Gateway Building Control
CE's	Chief Executive's
DGS	Dartford, Gravesham and Swanley Health & Wellbeing Board
*	Meeting will be held in Civic Suite 4
(i)	Informal Joint meeting of the Finance & Audit Committee with Medway Council

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