



**Council**

Members of the **Council of Gravesham Borough Council** are summoned to attend a meeting to be held at the The Woodville, Civic Centre, Windmill Street, Gravesend, Kent on **Thursday, 16 May 2019 at 7.00 pm** when the business specified in the following agenda is proposed to be transacted.

A handwritten signature in black ink, appearing to read 'S Walsh'.

S Walsh  
Service Manager (Communities)

**Agenda**

**Part A**

**Items likely to be considered in Public**

**Note: Before the start of formal business, the Mayor will present awards to the Gravesham Community 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 together 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 David Hurley 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 the Past Mayor's Badge

- 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. Mayoress / Mayor's Escort

The Mayor will announce the Mayoress / Mayor's Escort for the ensuing municipal year.

#### 6. Appointment of the Civic Chaplain

The Mayor will announce the Civic Chaplain and invest the incumbent with the Civic Cross.

## 7. Election of the 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 and 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 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 Mayoress / Deputy Mayor's Escort

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

## 9. Presentation of Bouquets

## 10. Minutes of the meeting of Council held on Tuesday, 16 April 2019

(Pages 7 - 10)

The Mayor, having received the approval of the Council, will sign the minutes of the meeting of Council held on Tuesday, 16 April 2019.

## 11. To elect a Leader

To elect a Leader for a four year term of office which ends on the day of the next post-election Annual meeting of Council (under whole Council elections) subject to article 7 (Leader and Cabinet Executive) Within the Articles of the Constitution.

Note:

- (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.
- (2) The Leader will appoint the Deputy Leader from among the Cabinet members.
- (3) The Leader will confirm the arrangements in respect of the executive delegations.

## 12. Representation on Political Groups on Committees - report to follow

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
- Appeals Sub-Committee
- Appointments Panel
- Hackney Carriage Sub-Committee
- Licensing Panel

12.2 Subject to the review, to determine the allocations of seats thereon to the Political Groups.

12.3 Subject to the Service Manager (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. Appointment of Members to Committee and Boards - report to follow

To appoint Members 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
- Appeals Sub-Committee
- Appointments Panel
- Hackney Carriage Sub-Committee
- Licensing Panel

Joint arrangements with other local authorities:-

Joint Transportation Board

South Thames Gateway Building Control Joint Committee

14. Appointment of representatives to Outside Bodies - report to follow

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://democracy.gravesham.gov.uk/ecSDDisplay.aspx?NAME=Annex%201%20-%20Responsibility%20of%20Functions&ID=2380&RPID=12826180>

16. Timetable of meetings for the forthcoming municipal year - report to follow

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

17. Questions

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

18. Admittance of Honorary Freemen

At an Extraordinary meeting of the Council held on 26 February 2019, it was agreed that, in recognition of their eminent service to the Borough of Gravesham, the following persons be admitted as an Honorary Freemen of the Borough pursuant to Section 249 (5) of the Local Government Act 1972:-

John Patrick Burden  
Colin William Caller  
Robin Neville Theobald  
Michael Wenban, JP

The Chief Executive will present the scrolls to each in turn.

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**Council****Tuesday, 16 April 2019****7.30 pm****Present:**

The Worshipful the Mayor, Cllr David Hurley

<b>Councillors:</b>	Valerie Ashenden	Sara Langdale
	Gurjit Kaur Bains	John Loughlin
	Conrad Broadley	Lyn Milner
	Gurdip Ram Bungar	Shane Mochrie-Cox
	John Burden	Leslie Pearton
	Julia Burgoyne	Anthony Pritchard
	Colin Caller	Peter Rayner
	John Caller	Alan Ridgers
	Harold Craske	Lenny Rolles
	Lee Croxton	Brian Sangha
	Brian Francis	Peter Scollard
	Sandra Garside	Derek Shelbrooke
	Greta Goatley	Makhan Singh
	Rob Halpin	Narinder Singh Thandi
	Gary Harding	Robin Theobald
	Leslie Hills	Steve Thompson
	Karen Hurdle	David Turner
	Samir Jassal	Jenny Wallace
	John Knight	Michael Wenban

David Hughes	Chief Executive
Stuart Bobby	Director (Corporate Services)
Nick Brown	Director (Environment & Operations)
Melanie Norris	Director (Communities)
Jan Guyler	Head of Legal Services, Medway Council
Simon Walsh	Service Manager (Communities)
Carlie Simmonds	Committee Services Manager (Minutes)

**57. Graham Cole**

Those present stood in silence in memory of Graham Cole, former Communications Manager of the Council, who had recently passed away.

**58. Presentation of certificates to retiring Members of the Council**

Framed certificates were presented to the following Members who were not seeking re-election to the Council and had served two or more terms since April 1974. The certificates celebrated their outstanding contribution to the Council, its Members and its Residents over the years served as a Member of the Council:-

*Councillors Valerie Ashenden, Greta Goatley, David Hurley, Sara Langdale, John Loughlin, Derek Shelbrooke, Makhan Singh and David Turner.*

**59. Apologies for absence**

Apologies for absence were received from Councillors Lesley Boycott, William Lambert, Bronwen McGarrity, Jordan Meade and Lauren Sullivan.

**60. Minutes**

The Minutes of the extraordinary and scheduled meeting of the Council held on 26 February 2019 were signed by the Mayor.

**61. Declaration of Interest**

No declarations of interest were made.

**62. To answer any questions received from members of the public of which notice has been given under Council Procedure Rule 13**

No questions had been received.

**63. 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 Cabinet held on Monday, 25 February 2019

Minutes of the Regulatory Board (Planning) held on Wednesday, 6 March 2019

Minutes of the meeting of the Finance and Audit Committee held on Tuesday, 12 March 2019

Minutes of the Cabinet held on Monday, 25 March 2019

Minutes of the Overview Scrutiny Committee held on Thursday, 4 April 2019

**64. Reserved Minutes**

There were no reserved minutes.

**65. Representation of Political Groups on Committees/Appointments to Committees**

The Council reviewed the representation of political groups on Committees as a result of Councillor Les Pearton moving from the Conservative Group to the Gravesham Independent Conservative Group and appointed Councillors to those seats accordingly.

**Resolved that:-**

- the size of each Committee as set out within the report be agreed;
- the allocation of seats on Committees to each of the Council's political groups, as set out within the report, be agreed; and
- the appointment of Councillors to sit on the Committees, as set out in appendix two of the report, be agreed.



**66. Risk Management Strategy and Corporate Risk Register for 2019-2020**

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 2019-2020 which included seven risks; and
- detailed the updates to be made to the Corporate Risk Management Strategy to reflect the recommendations made by Members and Internal Audit.

**Resolved** that the Risk Management Strategy and the Corporate Risk Register 2019-2020 be approved and published on the Council's website.

**67. Working in Partnership Framework – April 2019**

The Council was presented with an updated "Working in Partnership Framework" for Gravesham Borough Council following a comprehensive review.

**Resolved** that the "Working in Partnership Framework", attached at appendix two of the report, be adopted for incorporation into the Council's Policy Framework.

**68. Proposed amendments to the Constitution – Summary & Explanation and The Articles**

Further to minute 52 (26.02.2019), the Council was presented with the proposed amendments to The Articles of the Constitution to bring it up to date with legislative changes and to reflect changing roles and responsibilities.

The Council was reminded that this item, together with the following item, was being presented to the Council for a second time in order to comply with the two stage requirement contained within Constitution which would cease following approval of this item.

**Resolved** that the proposed amendments to the Articles, as laid out in the report, be approved.

**69. Proposed amendments to the Constitution – Standards Committee**

Further to minute 53 (26.02.2019), the Council was presented with the proposed amendments to Articles 3, 7, 9 and 15 of the Constitution relating to the Standards Committee.

**Resolved** that the proposed amendments to Articles 3, 7, 9 and 15, as laid out in the report, be approved.

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

No questions had been received.

**71. To receive the Mayor's Announcements**

The Mayor:-

- invited the Chief Executive to read a letter which had been received from the High Commissioner of New Zealand thanking the Council and the citizens of the Borough for the letter of condolence;
- invited Councillor Valerie Ashenden to address the Council. Councillor Valerie Ashenden advised that this would be her last meeting of the Council as she was not seeking re-election in May 2019. Councillor Ashenden thanked Members and Officers for their support;
- stated that this would be his last ordinary meeting of the Council and thanked Members, Officers and the citizens of our Borough for the honour and privilege. The Mayor, on behalf of the Council, also paid tribute to all Officers of the Council for their exemplary service to Members and to the public during the past four-year term; and
- invited those present to join him in the Parlour for refreshments.

**Close of Meeting**

The meeting ended at 7.53pm.