

**Minutes of the Annual Meeting of
Adur District Council**

12 June 2014

Civic Centre, Ham Road, Shoreham-by-Sea

Councillor Carol Albury	Councillor Liz Haywood
Councillor Carson Albury	*Councillor Emily Hilditch
*Councillor Pat Beresford	Councillor Rod Hotton
Councillor Ken Bishop	Councillor Debbie Kennard
Councillor Brian Boggis	Councillor David Lambourne
Councillor Ann Bridges	Councillor Fred Lewis
Councillor James Butcher	Councillor Liza McKinney
Councillor Brian Coomber	*Councillor Barry Mear
Councillor Keith Dollemore	Councillor Mike Mendoza
Councillor Dave Donaldson	Councillor Peter Metcalfe
Councillor Angus Dunn	Councillor Neil Parkin
Councillor Emma Evans	Councillor Geoff Patmore
Councillor Jim Funnell	Councillor Lyn Phillips
Councillor Paul Graysmark	Councillor David Simmons
	Councillor Ben Stride

* = Absent

Councillor Mike Mendoza (Chairman) in the Chair

Councillor Mendoza made a presentation of a cheque for £5,534 to Chestnut Tree House which was the amount raised through his Charity activities for his year as Chairman.

C/001/14-15 Election of the Chairperson

The outgoing Chairman informed Council that one nomination had been received for the position of Chairperson of the Council, namely for Councillor Fred Lewis. Further nominations were invited but none were submitted.

Resolved that Councillor Fred Lewis be appointed as Chairperson of the Council until the Annual Meeting of the Council in 2014.

Councillor Lewis made his Declaration of Acceptance of Office and took the Chair.

C/002/14-15 Appointment of the Vice Chairperson

The Chairman informed Council that one nomination had been received for the position of Vice Chairperson of the Council, namely for Councillor Carson Albury. Further nominations were invited but none were submitted.

Resolved that Councillor Carson Albury be appointed as Vice Chairperson of the Council until the Annual Meeting of the Council in 2015.

Councillor Albury made his Declaration of Acceptance of Office.

C/003/14-15 Declarations of Interest

No declarations of interest were declared.

C/004/14-15 Confirmation of Minutes

Resolved that the Minutes of the meeting of the Council held on 10 April 2014 be approved as a correct record and be signed by the Chairman.

C/005/14-15 Vote of thanks to outgoing chairman and presentation of past chairman's Insignia

The Leader of the Council proposed a vote of thanks to Councillor Mendoza mentioning highlights of his Chairmanship.

The Chairman presented Councillor Mendoza with his past Chairman's Insignia.

Resolved that a vote of thanks be recorded to Councillor Mendoza for his chairmanship of Adur District Council during 2013/14.

C/006/14-15 Apologies for absence

Apologies were submitted for Councillor Emily Hilditch and Pat Beresford.

C/007/14-15 Returning Officer's Return of Persons Elected

Council had before it a copy of the Returning Officer's Return of Persons Elected at the recent district elections on 22 May 2014.

Resolved that the Returning Officer's Return of Person elected be noted.

C/008/14-15 Items Raised Under Urgency Provisions

The Chairman informed the Council that there were no matters of urgency to be considered.

C/009/14-15 Announcements by the Chairman and / or Head of Paid Service

The Chairman announced that he would be supporting the Electric Storm Youth and the Dogs Trust.

Members were reminded to return their requests for IT equipment and Register of Interest forms to Democratic Services.

The Chief Executive introduced to Council the new members of his management team, Paul Brewer (Director for Digital and Resources) and Scott Marshall (Director for the Economy), along with John Mitchell, Director for Communities. The Director for Customer Services, Jane Eckford would be arriving in the first week of July.

C/10/14-15 Election of the Leader of the Council

The Chairman requested nominations for the position of Leader of the Council for the four year term to the Annual Meeting of the Council in 2018.

Councillor Dunn proposed Councillor Neil Parkin for the position, Councillor Dollemore seconded the nomination.

On a vote, it was

Resolved that Councillor Neil Parkin be appointed Leader of the Council until the Annual Meeting of the Council in 2018.

C/011/14-15 Structure of the Council

Before the Council was a report by the Director for Communities, copies of which had been distributed to all Members and a copy of which is attached to the signed copy of these minutes as item 11. Two errors in the report were noted, in the tabulation on page 10, reference to the Liberal Democrats should be deleted and on page 11, second bullet point, it should read 12 seats, not 13.

Resolved that Council confirmed

- i. the Committee structure and numbers of seats applicable to each, in accordance with the Constitution as set out in paragraph (a) of Annex A to this report;
- ii. the Terms of Reference of the Council, Cabinet, Committees and Sub Committees as outlined in the Constitution;
- iii. the political groups and the number and proportion of seats held as set out in paragraph (b) of Annex A to the revised report;

C/012/14-15 Announcements by the Leader

The Leader informed Council that he would be making the following appointments as his Cabinet: his Deputy Leader – Angus Dunn

Portfolios were as follows:

Resources: Angus Dunn
Health and Wellbeing – Dave Simmons
Environment – Keith Dollemore
Regeneration – Pat Beresford
Customer Services – Jim Funnell

He was also tidying up some of the portfolios as follows:

Environment
Environmental protection goes to Wellbeing
(except land drainage which goes with flooding to Regeneration).

Regeneration
Housing Strategy and housing enabling, also Housing non HRA including homelessness, goes to Customer services.

Add a new section Flood prevention, including Coastal protection , land drainage and flood protection - anything to do with flooding.

Customer services

Efficiency agenda and transformation goes to Resources.

Public consultation community engagement etc goes to the Leader.

Client for culture goes to Environment

Health and Wellbeing

Foreshore management including beach huts etc goes to Environment.

Coastal protection goes to Regeneration

The Leader encouraged members present to sponsor Councillor Donaldson who was to skydive from 12,000 ft on Saturday 14th June.

C/013/14-15 Appointments 2014/15, Appointment of Leader of the Main Opposition, Members to Non-Executive Committees and Sub Committees, and Representation on Outside Bodies

Before the Council was a report by the Director of Communities, copies of which had been distributed to all Members and a copy of which is attached to the signed copy of these minutes as item 13. The report asked Council to agree various appointments for 2014/15.

An amendment was made to the membership of the Licensing Committee to include Councillor Coomber deleting Councillor Donaldson.

The Leader announced a new outside bodies appointment, that of a position on the Southwick Community Association. This followed a recent meeting with the Association, Councillor Dunn had agreed to be the Council's representative.

There being no questions on the item from Council, Councillor Parkin proposed the recommendations, which were then seconded and agreed.

The Chairman invited nominations for the position of Leader of the Main Opposition, Councillor Graysmark was nominated by Councillor Haywood and Councillor Lambourne seconded the nomination.

Resolved:

- i. That Councillor Graysmark be the Leader of the Main Opposition for 2014/15;
- ii. That the Council agree the membership, as amended, of the Council's Non-Executive Committees, and appointment of Chairpersons and Vice Chairpersons as appropriate, for 2014/15 as set out in the Annex A of this report;
- iii. That the Council note the Substitute Members List for 2014/15 as included in Annex A of this report;
- iv. That the Council note the co-opted and independent appointments to various committees as set out in Annex A of this report.

- v. That the Council note the Group Leaders as identified to the Proper Officer, included in Annex A of this report
- vi. That the Council approve the recommendations, as amended, from the Leader to appoint Members to serve as representatives of the Council on Outside Bodies as set out in the recommendations in the Leader's decision notice of LDR/029/13-14 of 10 June 2014 attached to this report as Annex B.

C/014/14-15 Calendar of meetings- Adur Local Plan timetable

The Council was informed that with a slippage to the timetable of the Adur Local Plan some revised meeting dates had been proposed including an extra-ordinary meeting of Council on 9 October 2014.

Resolved that Council

- i. agrees that the consideration of matters relating to the Adur Local Plan should be reserved to the Adur Cabinet, save for any minor amendments or updates, which may be considered by the Joint Strategic Committee.
- ii. notes the change of date of the Cabinet meeting from 2 July to 30 September 2014
- iii. agrees to hold an extra-ordinary meeting of full Council on 9 October 2014 to consider the draft Adur Local Plan.

C/015/14-15 Recommendation from the Executive

Before Council was a recommendation from the Joint Strategic Committee of 6 May 2014, extracts from the minutes of the meeting of the Committee had been circulated to Members of the Council and were available on the website. They were also attached to the signed copy of these minutes as item 15.

Resolved that the Council

- i. approves additional funding of £679,000 for the Adur Civic Presence;
- ii. approves the release of £5,090 from the Capacity Issues Reserve to fund the additional revenue costs in 2014/15.

The Chairman declared the meeting closed at 7.42, it having commenced at 7.00pm.

Chairman

**JOINT COMMITTEE MEMBERSHIP / APPOINTMENTS
2014-2015**

Joint Strategic Committee Membership is the Leader and their Cabinet <i>(no requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1	Chair:	
2	Vice-Chair:	
3		
4		
5		
6		
Adur District Council		
1	Chair: Neil Parkin	Conservative
2	Vice-Chair: Angus Dunn	Conservative
3	Pat Beresford	Conservative
4	Jim Funnell	Conservative
5	Keith Dollemore	Conservative
6	Dave Simmons	Conservative

Joint Standards Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1		
2		
3		
Adur District Council		
1	Carson Albury	Conservative
2	Mike Mendoza	Conservative
3	Paul Graysmark	UKIP
Independent Members		
1	Tony Case	-
2	John Todd	-
3	Susan Clark	-
Parish Council Representatives		
1	TBA	Sompting Parish Councillor
2	TBA	Lancing Parish Councillor

Joint Governance and Audit Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1	Chair:	
2	Vice-Chair:	
3		
4		
5		
6		
Adur District Council		
1	Chair: Rod Hotton	Conservative
2	Vice-Chair: Ann Bridges	Conservative
3	Carson Albury	Conservative
4	Emily Hilditch	Conservative
5	Paul Graysmark	UKIP
6	Barry Mear	Labour

Note:

Not more than one member to be an Executive Member

Joint Staff Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1	Chair:	
2	Vice-Chair:	
3		
Adur District Council		
1	Chair: Keith Dollemore	Conservative
2	Vice-Chair: Mike Mendoza	Conservative
3	Barry Mear	Labour

Joint Senior Staff Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1	Chair:	
2	Vice-Chair:	
3		
Adur District Council		
1	Chair: Neil Parkin	Conservative
2	Vice-Chair: Angus Dunn	Conservative
3	Paul Graysmark	UKIP

Note: *Each Council must have one Executive member*

Joint Overview & Scrutiny Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1	Chair:	
2	Vice-Chair:	
3		
4		
5		
6		
7		
8		
Adur District Council		
1	Chair: Liza McKinney	SBRA
2	Vice-Chair: Rod Hotton	Conservative
3	Brian Coomber	Conservative
4	James Butcher	Conservative
5	Emily Hilditch	Conservative
6	Ann Bridges	Conservative
7	Ken Bishop	UKIP
8	Liz Haywood	UKIP

Joint Member Appointments Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1	Chair:	
2	Vice-Chair:	
3		
Adur District Council		
1	Chair: Emma Evans	Conservative
2	Vice-Chair: Neil Parkin	Conservative
3	Paul Graysmark	UKIP

Note:

One Member to be an Executive Member

One Member to be a non-Executive Member

Joint Planning Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1	Chair:	
2	Vice-Chair:	
3		
4		
5		
6		
7		
8		
Substitute Member Nomination		
1		
2		
3		
4		
Adur District Council		
1	Chair: Brian Boggis	Conservative
2	Vice-Chair: Mike Mendoza	Conservative
3	Peter Metcalfe	Conservative
4	Emma Evans	Conservative
5	Carol Albury	Conservative
6	David Donaldson	Conservative
7	Geoff Patmore	UKIP
8	Ben Stride	SBRA
Substitute Member Nomination		
1	Liza McKinney	SBRA
2	Brian Coomber	Conservative
3	Carson Albury	Conservative
4	Keith Dollemore	Conservative
5	David Simmons	Conservative
6	Angus Dunn	Conservative
7	Pat Beresford	Conservative

**CABINET/ COMMITTEE MEMBERSHIP / APPOINTMENTS
2014-2015**

Cabinet, appointed by the Leader		
No	Councillor	Title
1	Neil Parkin	Leader
	Angus Dunn	Deputy Leader
2	Jim Funnell	Cabinet Member for Customer Services
3	Pat Beresford	Cabinet Member for Regeneration
4	Keith Dollemore	Cabinet Member for Environment
5	Angus Dunn	Cabinet Member for Resources
6	Dave Simmons	Cabinet Member for Health and Wellbeing
Policy Advisors to Cabinet Members		
1	Emma Evans	To Leader
2	Dave Donaldson	To Cabinet Member for Customer Services (Adur Homes)
	Ann Bridges	To Cabinet Member for Customer Services (Homelessness)
3	James Butcher	To Cabinet Member for Regeneration
4	Emma Evans	To Cabinet Member for Environment
5		To Cabinet Member for Resources
6	Emma Evans	To Cabinet Member for Health and Wellbeing

CenSus Committee (With Worthing Borough Council, Mid Sussex District Council and Horsham District Council (membership is from the Cabinet)	
Councillor	
Jim Funnell	Cabinet Member for Customer Services
Neil Parkin	Cabinet Member

Adur Planning Committee (requirement for political balance)		
No	Councillor	Political Group
1	Chair: Brian Boggis	Conservative
2	Vice-Chair: Mike Mendoza	Conservative
3	Peter Metcalfe	Conservative
4	Emma Evans	Conservative
5	Carol Albury	Conservative
6	David Donaldson	Conservative
7	Geoff Patmore	UKIP
8	Ben Stride	SBRA
	Substitute Members List	
	Lisa McKinney	SBRA
	Brian Coomber	Conservative
	Carson Albury	Conservative
	Keith Dollemore	Conservative
	David Simmons	Conservative
	Angus Dunn	Conservative
	Pat Beresford	Conservative

It is a requirement that Members of this Committee must receive appropriate training.

Licensing Committee (requirement for political balance)		
No	Councillor	Political Group
1	Chair: Carson Albury	Conservative
2	Vice-Chair: Peter Metcalfe	Conservative
3	Emma Evans	Conservative
4	Brian Coomber	Conservative
5	Mike Mendoza	Conservative
6	Debbie Kennard	Conservative
7	Ann Bridges	Conservative
8	Lyn Phillips	UKIP
9	David Lambourne	UKIP
10	Ben Stride	SBRA

It is a requirement that Members of this Committee must receive appropriate training.

Overview and Scrutiny Committee
(requirement for political balance)

No	Councillor	Political Group
1	Chair: Liza McKinney	Conservative
2	Vice-Chair: Rod Hotton	Conservative
3	Brian Coomber	Conservative
4	James Butcher	Conservative
5	Emily Hilditch	Conservative
6	Ann Bridges	Conservative
7	Ken Bishop	UKIP
8	Liz Haywood	UKIP

Appointment of Co-Optees to

- (i) Joint Standards Committee
3 independent co-opted members and one co-opted member from each of the parish councils:
Mr Anthony Case (Independent Member)
Mr John Todd (Independent Member)
Mrs Susan Clarke (Independent Member)
One representative from Lancing Parish Council
One representative from Sompting Parish Council

- (ii) Cabinet Member for Improved Customer Services
1 co-opted advisor representing Adur Consultative Forum (ACF) on matters relating to the Housing Revenue Account and / or Leaseholder properties:

Wendy Farmer - Chairman of ACF

Substitute – not yet advised

- (iii) Overview and Scrutiny Committee
1 co-opted advisor representing Adur Consultative Forum (ACF) on matters relating to housing:

Paul Francis

- (iv) Joint Independent Remuneration Panel
As appointments to this Panel have now ended, a recruitment process will take place.

Group Leaders as Notified to the Proper Officer:

	Leader	Deputy Leader
Conservative Group	Neil Parkin	Angus Dunn
Shoreham Beach Residents Association	Liza McKinney	Ben Stride
UKIP	Paul Graysmark	Liz Haywood

Representation on Outside Bodies – Council decision

	OUTSIDE BODY	Appointment
1.	4 Sight	Cllr Brian Coomber
		Cllr Ann Bridges
2.	Adur and Worthing Health and Wellbeing Partnership	Cabinet Member for Health and Wellbeing
3.	Adur and Worthing Homelessness Forum	Cabinet Member for Customer Services
4.	Adur and Worthing Safer Communities Partnership	Cabinet Member for Health and Wellbeing
5.	Adur Community Leisure: Board of Trustees	Cllr Carson Albury Cllr Fred Lewis
6.	Adur and Worthing Business Partnership	Cabinet Member for Regeneration
7.	Waves Ahead Local Strategic Partnership	Cabinet Member for Health and Wellbeing
		Sub:
8.	Adur Voluntary Action	Cllr Ann Bridges
9.	Coastal West Sussex Partnership Board	Cllr Pat Beresford
		Cllr Carol Albury
10.	Heritage Champion Member	Cllr Liza McKinney
11.	Local Government Association Coastal Issues Special Interest Group	Cllr Angus Dunn
12.	Local Government Association General Assembly	Leader
13.	Marlipins Museum	Cllr Brian Coomber
14.	Quayside Youth Centre: Management Committee	Cllr Angus Dunn
15.	Ropetackle Centre: Board of Trustees	Cllr Pat Beresford

	OUTSIDE BODY	Appointment
16.	Safeguarding Children Champion Member	Cllr David Simmons
17.	Shoreham and District Mental Health Association	Await further information
18.	Shoreham Airport Consultative Committee	Cllr Keith Dollemore
		Cllr Mike Mendoza
19.	Shoreham Airport Regeneration Committee	Awaiting further information on future of this Committee
20.	Shoreham Port Local Authority Liaison Committee	Cllr Angus Dunn
		Cllr Mike Mendoza
21.	South Downs National Park Authority (decision on position delegated to Joint Strategic Committee)	Joint Strategic Committee appointment
22.	Local Democracy Network (South East Employers)	Cllr Rod Hotton
		Sub: Cllr Liza McKinney
23.	South East Employers	Cllr Rod Hotton
24.	West Sussex Health and Adult Social Care Select Committee	Cllr Rod Hotton
25.	West Sussex Joint Planning Board	Cllr Brian Boggis
26.	Adur Fairtrade Group	
27.	Sussex Police and Crime Panel	Cllr David Simmons
		Cllr Emma Evans
28.	PATROL Adjudication Joint Committee	Cabinet Member for Environment
29.	Armed Forces Champion	Cllr Peter Metcalfe
30.	Discretionary Housing Payments Board	Cllr David Donaldson
		Cllr Carson Albury

	OUTSIDE BODY	Appointment
		Cllr Brian Boggis
		Cllr Liza McKinney
		Cllr Paul Graysmark
31.	Tenants Complaints Panel	Cllr David Donaldson
		Cllr Carson Albury
32.	Court of the University of Sussex	Cabinet Member for Regeneration
33.	Greater Brighton Economic Board – call –in Panel	Chairman and Vice-Chairman of the Overview and Scrutiny Committee
New	Southwick Community Association	Councillor Angus Dunn