

**Minutes of the Meeting of the Council held at the  
Civic Centre Ham Road Shoreham-by-Sea**

**16 April 2015**

Councillor Fred Lewis, Chairman  
Councillor Carson Albury, Vice-Chairman

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

\* = Absent

**C/058/14-15 Apologies for absence**

Apologies for absence were received from Councillors Carol Albury and Councillor Debbie Kennard.

**C/059/14-15 Declarations of Interest**

Councillor Neil Parkin declared a pecuniary interest as a Director IESE (IESE was referred to in the Leaders report on page 12 of the agenda)

**C/060/14-15 Questions and Statements by the Public**

The Chairman invited questions and statement from members of the public present, none were submitted.

**C/061/14-15 Confirmation of Minutes**

**Resolved** that the minutes of the meeting of the Council on 19 February 2015 be approved as a correct record and they be signed by the Chairman.

## **C/062/14-15 Announcements by the Chairperson, Leader, Executive Members and / or Head of Paid Service**

The Chairman made the following announcements:

I recently attended the Shoreham Wordfest event on the 27th of March with about 400 young students who had been involved with a poetry competition with 4 winners. It went very well and the children were brilliant at writing poetry.

The day before that I attended an event at Worthing Town Hall with the Mayor to present 25 years service awards to members of staff from Adur and Worthing.

Another recent highlight was the pleasure of attending the raising of the Commonwealth Flag outside Worthing Town Hall with the Mayor and the Chief Executive in attendance to celebrate Commonwealth Day.

Though my year as Chairman is soon coming to a close I am looking forward to a few more events which are coming up including a visit to the Buckingham Palace Garden Party and other local Adur events.

The Leader made the following announcements

I visited the new Civic Presence on the 1<sup>st</sup> April. Work is progressing well on the new offices for the Council and the CAB, the Council is also refurbishing some areas of the Centre at the same time. I was the first member of the public to walk across the new Footbridge, now I can say I am the first Councillor to stand in the new Chamber and I look forward to holding council meetings there later this year. There is a photo of this on my Facebook page.

There is an Outside Body appointment I wish to make – Councillor Donaldson to be on the Shoreham Port Local Authority Liaison Committee

The Executive Member for the Environment made the following announcements

The Executive Member stated that a review of Car Boot Sales was in the process of being carried out.

## **C/063/14-15 Items Raised Under Urgency Provisions**

There were no items under the urgency provisions.

## **C/064/14-15 Recommendations from the Executive and Committees to Council**

### **(A) Joint Overview and Scrutiny Committee**

The Joint Chairman of the Committee presented the recommendations from the meeting of 12 March 2015, a copy of items 7A (i) are attached to the minutes.

**(i) Adur and Worthing Joint Overview and Scrutiny Committee Work Programme – 2014/15 and 2015/16**

Councillor Bridges seconded the proposal.

On a vote For 24 Against 0 Abstain 1

**Resolved:** that the Joint Overview and Scrutiny Committee Work Programme for 2015/16 be endorsed

**C/065/14-15 Recommendations from the Executive and Committees to Council**

The Joint Chairman of the Committee presented the recommendations from the meeting of 12 March 2015, a copy of items 7B (i) are attached to the minutes.

**(i) Constitution Review – Part 5**

Councillor Dollemore moved an amendment to the recommendation that the Council should amend the scheme of delegations to officers at 3.3.8 to include consultation with the Executive Member of the Environment and the Executive Member for Resources

Councillor Graysmark seconded the proposal as amended

On a vote the proposal as amended For 23 Against 0 Abstain 2

**Resolved:**

- i) that the following documents as set out in the Appendix to this report, be adopted, to be effective from 1st May 2015:
  - Code of Conduct for Members – subject to an amendment by the Monitoring Officer to include provision for registering Gifts and Hospitality.
  - Code of Conduct for Officers
  - Protocol relating to the Relationship between Members and Officers
  - The Monitoring Officer Protocol
  - The Protocol relating to Officer Decision Making
  - The Council Call for Action Protocol
  - The Protocol Relating to the Pre-Election Period
  - The Protocol Relating to the Recording of Public Meetings
  - The Scheme of Delegations to Officers with the exception of paragraphs 1.2.1, 1.2.2 and 1.2.5 and an amendment to 3.3.8, should remain as worded in the current scheme.
- ii) that the following document be deleted from the Constitution with immediate effect  
Members Code of Good Practice;
- iii) that the Monitoring Officer be authorised to make minor amendments to the Constitution as required;
- iv) that the Monitoring Officer be authorised to make consequential changes to the Joint Committee agreement.

### **C/066/14-15 Report of the Leader on decisions taken by the Executive**

The Leader's report is attached to the minutes as item 8.

Executive Members made no statements on their decisions.

Executive Members were asked about the Solar PV report, and the Legal Services Review.

*Having earlier declared a pecuniary interest the Leader of the Council left the Chamber during a question asked about the Legal Services Review, he returned when the matter had been responded to.*

### **C/067/14-15 Schedule of Meeting 2015/16**

The Schedule of meetings for 2015/16 was proposed by Councillor Evans and seconded by Councillor Beresford

On a vote the proposal was carried, 23 for 0 against and 2 abstained.

**Resolved:** That the schedule of meetings for 2015/16 be approved in relation to Adur District council and Joint Committee meetings.

### **C/065/14-15 Members Questions under Council Procedure Rule 12**

No questions had been received under Council Procedure Rule 12

The Chairman declared the meeting closed at 7.32pm, it having commenced at 7pm

Chairman