

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

**21 May 2015**

**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 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

**Councillor Fred Lewis (Chairman) in the Chair**

Councillor Lewis made a presentation of a cheque for £840 to Electric Storm Youth which was the amount raised through his Charity activities for his year as Chairman.

**C/001/15-16 Apologies for absence**

Apologies were submitted for Councillor Brian Boggis, Keith Dollemore and Pat Beresford.

**C/002/15-16 Election of the Chairman**

The outgoing Chairman invited Council to nominate the Chairman for the forthcoming year. Council Neil Parkin seconded by Councillor Paul Graysmark nominated Councillor Carson Albury.

**Resolved** that Councillor Carson Albury be appointed as Chairman of the Council until the Annual Meeting of the Council in 2016.

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

**C/003/15-16 Appointment of the Vice Chairman**

The Chairman nominated Councillor Ann Bridges the Vice Chairman of the Council for the forthcoming year. Councillor Dunn seconded the nomination.

**Resolved** that Councillor Ann Bridges be appointed as Vice-Chairman of the Council until the Annual Meeting of the Council in 2016.

*Councillor Bridges made her Declaration of Acceptance of Office.*

**C/004/15-16      Declarations of Interest**

No declarations of interest were declared.

**C/005/15-16      Confirmation of Minutes**

**Resolved** that the Minutes of the meeting of the Council held on 16 April 2015 be approved as a correct record and be signed by the Chairman.

**C/006/15-16      Vote of thanks to outgoing chairman and presentation of past chairman's Insignia**

The Chairman of the Council proposed a vote of thanks to Councillor Lewis mentioning highlights of his Chairmanship. This was seconded by Councillor Bridges.

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

**Resolved** that a vote of thanks be recorded to Councillor Lewis for his chairmanship of Adur District Council during 2014/15.

**C/007/15-16      Items Raised Under Urgency Provisions**

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

**C/008/15-16      Announcements by the Chairman and / or Head of Paid Service**

The Chairman thanked the Council for the opportunity to represent it for the forthcoming year. In his address he mentioned that his Charities would be Electric Storm Youth and Friends of Sussex Hospices.

There were no announcements from the Chief Executive.

**C/009/15-16      Appointments 2015/16, Appointment of Leader of the Main Opposition, Members to Non-Executive Committees and Sub Committees,**

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 9. The report asked Council to agree various appointments for 2015/16.

The Leader of the UKIP group confirmed that there were no changes by his group to the current committee memberships.

The Leader nominated Councillors Butcher and Chipp to the Chairmanship and Vice-chairmanship of the Overview and Scrutiny Committee respectively, and Councillor Rod Hotton as the representative for the West Sussex Health and Adult Social Care committee.

The proposal was seconded by Councillor Dunn.

## **Resolved**

6.1 That in accordance with Council Procedure Rule 39, the Leader of the Main Opposition for 2015/16, be the Leader of the UKIP group, Councillor Paul Graysmark;

6.2 That the membership of the Council's Non-Executive Committees and appointment of Chairman and Vice Chairman, for 2015/16 be as set out in Annex A to these minutes;

6.3 That the Substitute Members for 2015/16 be as included in the Annex A of these minutes;

6.4 That the Council's representative on the West Sussex Health and Adult Social Care Committee, be Councillor Rod Hotton.

The Chairman declared the meeting closed at 7.35, it having commenced at 7.00pm.

Chairman

## JOINT COMMITTEE MEMBERSHIP / APPOINTMENTS 2015-2016

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

<b>Joint Governance Committee</b> <i>(requirement for political balance)</i>		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
Worthing Borough Council		
1	<b>Chair:</b>	
2	<b>Vice-Chair:</b>	
3		
4		
5		
6		
7		
8		
Adur District Council		
1	<b>Chair:</b> Rod Hotton	Conservative
2	<b>Vice-Chair:</b> Fred Lewis	Conservative
3	Ann Bridges	Conservative
4	Emily Hilditch	Conservative
5	Dave Donaldson	Conservative
6	James Butcher	Conservative
7	Paul Graysmark	UKIP
8	Barry Mear	Labour

**Note:** *Not more than one member to be an Executive Member*

**For Standards matters:**

**Independent Members:** *Tony Case, John Todd, Susan Clarke*

**Parish representatives: Lancing Parish Council (1) – Sompting Parish Council (1)**

<b>Joint Staff Committee</b> <i>(requirement for political balance)</i>		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
Worthing Borough Council		
<b>1</b>	<b>Chair:</b>	
<b>2</b>	<b>Vice-Chair:</b>	
<b>3</b>		
Adur District Council		
<b>1</b>	<b>Chair:</b> Keith Dollemore	Conservative
<b>2</b>	<b>Vice-Chair:</b> Brian Boggis	Conservative
<b>3</b>	Paul Graysmark	UKIP

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

**Note:** Each Council must have one Executive member

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

**Note:**  
Each Council must have one Executive Member  
Each Council must have one non-Executive Member

<b>Joint Overview &amp; Scrutiny Committee</b> <i>(requirement for political balance)</i>		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
Worthing Borough Council		
<b>1</b>	<b>Chair:</b>	
<b>2</b>	<b>Vice-Chair:</b>	
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
Adur District Council		
<b>1</b>	<b>Chair:</b> James Butcher	Conservative
<b>2</b>	<b>Vice-chair:</b> Stephen Chipp	Conservative
<b>3</b>	Ann Bridges	Conservative
<b>4</b>	Rod Hotton	Conservative
<b>5</b>	Emily Hilditch	Conservative
<b>6</b>	Liza McKinney	Shoreham Beach Residents' Association
<b>7</b>	Liz Haywood	UKIP
<b>8</b>	Ken Bishop	UKIP

**Chair and Vice-Chair to be appointed at Council**

## EXECUTIVE / NON-EXECUTIVE COMMITTEE MEMBERSHIPS 2015-2016

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

**These are not Council appointments; these are made by the individual Executive Member, advised to the Director of Communities.**

<b>CenSus Committee (With Worthing Borough Council, Mid Sussex District Council and Horsham District Council (membership is from the Executive))</b>	
<b>Councillor</b>	
Jim Funnell	Executive Member for Customer Services
Neil Parkin	Leader

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

*It is a requirement that Members and Substitute members of this Committee must receive appropriate training.*

<b>Licensing Committee</b> (requirement for political balance)		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
1	<b>Chair:</b> Emma Evans	Conservative
2	<b>Vice-Chair:</b> Brian Coomber	Conservative
3	Ann Bridges	Conservative
4	Fred Lewis	Conservative
5	Debbie Kennard	Conservative
6	Peter Metcalfe	Conservative
7	David Simmons	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)

<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
<b>1</b>	James Butcher	Conservative
<b>2</b>	Stephen Chipp	Conservative
<b>3</b>	Rod Hotton	Conservative
<b>4</b>	Ann Bridges	Conservative
<b>5</b>	Emily Hilditch	Conservative
<b>6</b>	Liz Haywood	UKIP
<b>7</b>	Ken Bishop	UKIP
<b>8</b>	Liza McKinney	SBRA

**This membership becomes the Adur membership on the Joint Overview and Scrutiny Committee**

**Chair and Vice-Chair appointed by Council**

**Adur representative on the West Sussex Adult and Social Care Select Committee  
(membership is from the Scrutiny Committee)**

<b>Councillor Rod Hotton</b>	<b>Conservative</b>
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