

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

**19 May 2016**

**Queen Elizabeth II Room  
Shoreham Centre, Pond Road, Shoreham-by-Sea**

Councillor Carol Albury	Councillor Paul Graysmark
Councillor Carson Albury	Councillor Liz Haywood
Councillor Les Alden	*Councillor Emily Hilditch
*Councillor George Barton	Councillor David Lambourne
Councillor Ken Bishop	Councillor Joss Loader
Councillor Brian Boggis	Councillor Barry Mear
Councillor Kevin Boram	*Councillor Peter Metcalfe
Councillor Ann Bridges	Councillor Robin Monk
Councillor Clive Burghard	Councillor Neil Parkin
Councillor James Butcher	Councillor Geoff Patmore
Councillor Stephen Chipp	Councillor Lyn Phillips
*Councillor Brian Coomber	Councillor David Simmons
Councillor Angus Dunn	Councillor Ben Stride
*Councillor Emma Evans	Councillor Sami Seglam
Councillor Jim Funnell	

\* = Absent

*(Councillor Carson Albury (Chairman) in the Chair)*

Councillor Albury made presentations of a cheques for £400.81 to Electric Storm Youth and £400.81 to Friends of Sussex Hospice which was raised through his Charity activities for his year as Chairman, interim payments had been made during the year.

**C/001/16-17      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 Ann Bridges.

**Resolved** that Councillor Ann Bridges be appointed as Chairman of the Council until the Annual Meeting of the Council in 2017.

*Councillor Ann Bridges made her Declaration of Acceptance of Office and took the Chair.*

**C/002/16-17 Appointment of the Vice Chairman**

The Chairman proposed that Councillor James Butcher to be appointed the Vice Chairman of the Council for the forthcoming year. Councillor Parkin seconded the nomination.

**Resolved** that Councillor James Butcher be appointed as Vice-Chairman of the Council until the Annual Meeting of the Council in 2017.

*Councillor Butcher made his Declaration of Acceptance of Office.*

**C/003/16-17 Declarations of Interest**

There were no declarations of interest declared.

**C/004/16-17 Confirmation of Minutes**

**Resolved** that the minutes of the meeting held on 21 April 2016 be approved as a correct record and be signed by the Chairman.

**C/005/16-17 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 Carson Albury mentioning highlights of his Chairmanship. This was seconded by Councillor Dunn.

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

**Resolved** that a vote of thanks be recorded to Councillor Albury for his chairmanship of Adur District Council during 2015/16.

**C/006/16-17 Returning Officers Return of Persons Elected**

Council noted the Return of Persons Elected as Councillors for the District of Adur held on 5 May 2016, copies had been circulated as item 7.

**C/007/16-17 Items Raised Under Urgency Provisions**

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

**C/008/16-17 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 her address she mentioned that her Charities would be Wadars and Friends of Sussex Hospices.

There were no announcements from the Chief Executive.

**C/009/16-17 Political Balance on the Council**

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 10. The report asked Council to note the political balance on the Council

following the recent Elections.

It was proposed by the Chairman, seconded by the Leader, On a vote For 20, Against 3 abstain 1.

### **Resolved**

- i That the Council noted the Committee structure and numbers of seats applicable to each, in accordance with the Constitution as set out in paragraph (a) of revised Annex A to the report;
- ii That the Council confirmed the political groups and the number and proportion of seats held as set out in paragraph (b) of revised Annex A to the report;

### **C/010/16-17 Appointments 2016/17, Appointment of Leader of the Main Opposition, Members to Non-Executive Committees and Sub Committees, Notification of Group Leaders**

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 11. The report asked Council to agree various appointments for 2016/17, these were the wishes of each of the Groups on the council having been notified by each of the Group Leaders, this information was contained within Annex A circulated prior to the meeting.

In proposing the recommendations in the report the Leader amended the Vice-chairmanship of the Overview and Scrutiny Committee; due to his office as Vice-Chairman of the Council, Councillor Butcher whilst remaining a member of the committee would not be Vice-Chairman, Councillor Joss Loader was recommended for this position. The amendment and original proposal were seconded by Councillor Dunn.

On a vote this amendment was accepted - For 23, Against 1 Abstain 1

The amended proposed was put to the Council - For 19 Against 0 Abstain 1

### **Resolved**

- 1) That in accordance with Council Procedure Rule 39, the Leader of the Main Opposition for 2016/17, be the Leader of the UKIP group, Councillor Paul Graysmark;
- 2) That the membership of the Council's Non-Executive Committees and appointment of Chairman and Vice Chairman (as amended), for 2016/17 be as set out in Annex A to these minutes,;
- 3) That the Substitute Members for 2016/17 be as included in the Annex A of these minutes;
- 4) That the Council's representative on the West Sussex Health and Adult Social Care Committee, be Councillor George Barton.

**C/012/16-17      Change of date of the October Council meeting**

**Resolved** that the meeting of the October Council be changed to Monday 24 October

The Chairman declared the meeting closed at 7.25, it having commenced at 7.00pm.

Chairman

**JOINT COMMITTEE MEMBERSHIP / APPOINTMENTS  
2016-2017**

<b>Joint Strategic Committee</b> <b>Membership is the Leader and their Executive</b> <i>(no requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1		Conservative
2		Conservative
3		Conservative
4		Conservative
5		Conservative
6		Conservative
Adur District Council		
1	<b>Chair: Neil Parkin</b>	Conservative
2	<b>Vice-Chair: Angus Dunn</b>	Conservative
3	Carson Albury	Conservative
4	Emma Evans	Conservative
5	Brian Boggis	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		
<b>1</b>		Conservative
<b>2</b>		Conservative
<b>3</b>		Conservative
<b>4</b>		Conservative
<b>5</b>		Conservative
<b>6</b>		Conservative
<b>7</b>		Conservative
<b>8</b>		Lib Dem
Adur District Council		
<b>1</b>	<b>Chair: George Barton</b>	Conservative
<b>2</b>	<b>Vice-Chair: Jim Funnell</b>	Conservative
<b>3</b>	Kevin Boram	Conservative
<b>4</b>	Emily Hilditch	Conservative
<b>5</b>	Carol Albury	Conservative
<b>6</b>	Ken Bishop	UKIP
<b>7</b>	Paul Graysmark	UKIP
<b>8</b>	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 (to October 2016)

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>		Conservative
<b>2</b>		Conservative
<b>3</b>		Green
Adur District Council		
<b>1</b>	<b>Chair: Brian Boggis</b>	Conservative
<b>2</b>	<b>Vice-Chair: Peter Metcalfe</b>	Conservative
<b>3</b>	Sami Zeglam	Labour

<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>		Conservative
<b>2</b>		Conservative
<b>3</b>		Lib Dem
Adur District Council		
<b>1</b>	<b>Chair: Neil Parkin</b>	Conservative
<b>2</b>	<b>Vice-Chair: Angus Dunn</b>	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>		Conservative
<b>2</b>		Conservative
<b>3</b>		Lib Dem/UKIP/Green?
Adur District Council		
<b>1</b>	<b>Chair: Neil Parkin</b>	Conservative
<b>2</b>	<b>Vice-Chair: Angus Dunn</b>	Conservative
<b>3</b>	Geoff Patmore	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>		Conservative
<b>2</b>		Conservative
<b>3</b>		Conservative
<b>4</b>		Conservative
<b>5</b>		Conservative
<b>6</b>		Conservative
<b>7</b>		Conservative
<b>8</b>		Lib Dem
Adur District Council		
<b>1</b>	<b>Chair: Stephen Chipp</b>	Conservative
<b>2</b>	<b>Vice-Chair: James Butcher</b>	Conservative
<b>3</b>	Carol Albury	Conservative
<b>4</b>	George Barton	Conservative
<b>5</b>	Kevin Boram	Conservative
<b>6</b>	Robin Monk	UKIP
<b>7</b>	Clive Burghard	UKIP
<b>8</b>	Joss Loader	Shoreham Beach Residents' Association



**EXECUTIVE / NON-EXECUTIVE COMMITTEE  
MEMBERSHIPS  
2016-2017**

<b>Executive, appointed by the Leader (13.5.2016)</b>		
<b>No</b>	<b>Councillor</b>	<b>Title</b>
1	Neil Parkin	Leader (to 2018)
2	Angus Dunn	Deputy Leader Executive Member for Resources
3	Brian Boggis	Executive Member for Regeneration
4	Carson Albury	Executive Member for Customer Services (from 20.5.2016)
5	Emma Evans	Executive Member for the Environment
6	David Simmons	Executive Member for Health & Wellbeing
<b>Policy Advisors to Executive Members</b>		
<small>These are not Council appointments; these are made by the individual Executive Member, advised to the Director of Communities.</small>		
1		To Leader
2		To Executive Member for Customer Services (Homelessness)
3		To Executive Member for Regeneration
4	Carol Albury	To Executive Member for Customer Services (Adur Homes)
5		Executive Member for Health & Wellbeing
6		Executive Member for Environment

<b>CenSus Committee (With Worthing Borough Council, Mid Sussex District Council and Horsham District Council (membership is from the Executive))</b>	
Carson Albury	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>
<b>1</b>	<b>Chair: Peter Metcalfe</b>	Conservative
<b>2</b>	<b>Vice-Chair: Carol Albury</b>	Conservative
<b>3</b>	Stephen Chipp	Conservative
<b>4</b>	Brian Coomber	Conservative
<b>5</b>	George Barton	Conservative
<b>6</b>	Ken Bishop	UKIP
<b>7</b>	Geoff Patmore	UKIP
<b>8</b>	Les Alden	Labour
	<b><i>Substitute Members List</i></b>	
<b>1</b>	Brian Boggis	Conservative
<b>2</b>	Emma Evans	Conservative
<b>3</b>	Angus Dunn	Conservative
<b>4</b>	David Simmons	Conservative
<b>5</b>	David Lambourne	UKIP
<b>6</b>	Sami Zeglam	Labour
<b>7</b>	Barry Mear	Labour

*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>
<b>1</b>	<b>Chair: Brian Coomber</b>	Conservative
<b>2</b>	<b>Vice-Chair: David Simmons</b>	Conservative
<b>3</b>	Emma Evans	Conservative
<b>4</b>	Stephen Chipp	Conservative
<b>5</b>	James Butcher	Conservative
<b>6</b>	Peter Metcalfe	Conservative
<b>7</b>	Lyn Phillips	UKIP
<b>8</b>	David Lambourne	UKIP
<b>9</b>	Liz Haywood	UKIP
<b>10</b>	Ben Stride	SBRA

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

<b>Overview and Scrutiny Committee</b> (requirement for political balance)		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
<b>1</b>	<b>Chair: Stephen Chipp</b>	Conservative
<b>2</b>	<b>Vice-Chairman: James Butcher</b>	Conservative
<b>3</b>	Kevin Boram	Conservative
<b>4</b>	Carol Albury	Conservative
<b>5</b>	George Barton	Conservative
<b>6</b>	Clive Burghard	UKIP
<b>7</b>	Robin Monk	UKIP
<b>8</b>	Joss Loader	SBRA

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

<b>Adur representative on the West Sussex Adult and Social Care Select Committee</b> (membership is from the Scrutiny Committee)	
<b>Councillor George Barton</b>	<b>Conservative</b>

**Notified Group Leaders (Regulation 8(3))**

<b>Conservative Group - Cllr Parkin (Leader)</b>	<b>Cllr Dunn (Deputy)</b>
<b>UKIP</b>	<b>- Cllr Graysmark (Leader) Cllr Patmore (Deputy)</b>
<b>Labour</b>	<b>- Cllr Les Alden (Leader) Cllr Barry Mear (Deputy)</b>
<b>SBRA</b>	<b>- Cllr Joss Loader (Leader) Cllr Ben Stride (Deputy)</b>