

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

**18 May 2017**

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

Councillor Ann Bridges, Chairman  
Councillor James Butcher, Vice-Chairman

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 Clive Burghard	Councillor Robin Monk
Councillor Stephen Chipp	Councillor Neil Parkin
Councillor Brian Coomber	*Councillor Geoff Patmore
Councillor Angus Dunn	Councillor Lyn Phillips
Councillor Emma Evans	Councillor David Simmons
Councillor Jim Funnell	Councillor Ben Stride
	Councillor Sami Zeglam

\* = Absent

*(Councillor Ann Bridges (Chairman) in the Chair) Councillor Bridges presented cheques to her Charities , Wadurs and Friends of Sussex Hospices.*

**C/001/17-18 Apologies for absence**

Apologies for absence had been received from Councillor Lambourne, Graysmark and Bishop.

**C/002/17-18 Election of the Chairman**

The outgoing Chairman invited Council to nominate the Chairman for the forthcoming year. Council Neil Parkin seconded by Councillor Carol Albury nominated Councillor Peter Metcalfe.

On a vote there were For 24, Against 0 Abstention 0

**Resolved** that Councillor Peter Metcalfe be appointed as Chairman of the Council until the Annual Meeting of the Council in 2018.

*There was an adjournment from 19:10 to 19:15 whilst the newly elected Chairman received the Insignia.*

*Councillor Peter Metcalfe returned to the Chamber and made his Declaration of Acceptance of Office and took the Chair.*

**C/003/17-18 Appointment of the Vice Chairman**

The Chairman proposed that Councillor Joss Loader to be appointed the Vice Chairman of the Council for the forthcoming year. Councillor Carson Albury seconded the nomination.

On a vote there were For 24, Against 0 Abstention 0

**Resolved** that Councillor Joss Loader be appointed as Vice-Chairman of the Council until the Annual Meeting of the Council in 2018.

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

**C/004/17-18 Declarations of Interest**

There were no declarations of interest declared.

**C/005/17-18 Confirmation of Minutes**

**Resolved** that the minutes of the meeting held on 27 April 2017 be approved as a correct record and be signed by the Chairman.

**C/006/17-18 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 Ann Bridges mentioning highlights of her Chairmanship. This was seconded by Councillor Patmore.

The Chairman presented Councillor Bridges with her past Chairman's Insignia.

**Resolved** that a vote of thanks be recorded to Councillor Bridges for her chairmanship of Adur District Council during 2016/17.

**C/007/17-18 Items Raised Under Urgency Provisions**

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

**C/008/17-18 Announcements by the Chairman and / or Head of Paid Service**

The Chairman thanked the Council for the opportunity to be Chairman for the second time; he reminded councillors about the pin fine which would be a modest £2 for 'no show' at full council meetings.

The Chairman's Charities for the his year would be Building Heroes, St Barnabas House, Macmillan Nurses and Citizen's Advice.

Congratulations were extended to Brighton and Hove Albion Football Club on its promotion to the Premiership.

There were no announcements from the Chief Executive.

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 note the political balance on the Council, agree some constitutional matters required to be considered at the Annual Meeting and approve the appointments to the committees and chairmanships for the coming year. The names nominated for the committee seats were the wishes of the various groups on the Council. An updated Annex A had been circulated and is attached to the minutes.

In proposing the recommendations the Leader of the Council mentioned an error on the policy advisors, Cllr Chipp was to be the policy advisor to the Regeneration Portfolio, Councillor Carol Albury to the Environment Portfolio.

The recommendations were seconded by Councillor Patmore.

On a vote For 25, Against 0 abstain 0.

**Resolved that**

- i) Council notes the decision making structure of the Council and the political balance of the Council as paragraphs 3.1 and 3.2 of the report;
- ii) Council confirms the Terms of Reference of the Council, Executive, Committees and Sub-Committees as outlined in Part 3 of the Constitution including those relating to Joint Committee Agreements;
- iii) Council appoints to the Committees in accordance with the wishes of the Political Groups on the Council detailed in the revised Annex A and attached to these minutes;
- iv) the Chairman and Vice-Chairman indicated on the revised Annex A be appointed until the Annual Meeting of the Council in 2018.
- v) Council notes the change of Leader of the UKIP group on the Council.
- vi) Under Council Procedure Rule 39, Council appoints the Leader of the UKIP Group on the Council as the Leader of the Main Opposition.

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

Chairman