

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

**17 May 2018**

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

\*Councillor Peter Metcalfe, Chairman  
Councillor Joss Loader, Vice-Chairman

Councillor Carol Albury	Councillor Lee Cowen
Councillor Carson Albury	Councillor Angus Dunn
Councillor Catherine Arnold	Councillor Emma Evans
Councillor Les Alden	Councillor Paul Graysmark
Councillor David Balfe	Councillor Liz Haywood
Councillor George Barton	Councillor Paul Mansfield
Councillor Pat Beresford	Councillor Andy McGregor
Councillor Brian Boggis	Councillor Barry Mear
Councillor Kevin Boram	Councillor Robin Monk
Councillor Ann Bridges	Councillor Lavinia O'Connor
Councillor Clive Burghard	Councillor Neil Parkin
Councillor Stephen Chipp	Councillor David Simmons
Councillor Dave Collins	Councillor Sami Zeglam
*Councillor Brian Coomber	

\* = Absent

Vice-Chairman in the Chair

**C/001/18-19 Apologies for absence**

No Apologies for absence had been received.

The Monitoring Officer in the Chair.

**C/002/18-19 Election of the Chairman**

The Monitoring Officer informed Council that one nomination had been received for the forthcoming year. Council Neil Parkin seconded by Councillor Angus Dunn nominated Councillor Joss Loader.

No further nominations were received.

On a vote there were For 26, Against 0, Abstention 1

**Resolved** that Councillor Joss Loader be elected as Chairman of the Council until the Annual Meeting of the Council in 2019.

*Councillor Joss Loader made her Declaration of Acceptance of Office and took the Chair.*

The Chairman that those present for the honour to be elected as Chairman of the Council, the first Independent Chairman since Liza McKinney 15 years ago. Rather than choose a number of Charities the Chairman announced that she would encourage a Community Defibrillator Appeal particularly in memory of her late father Brian Hollebhone who had died from a sudden and catastrophic heart attack, aged just 49.

**C/003/18-19 Appointment of the Vice Chairman**

Councillor Carson Albury, seconded by Councillor Boggis nominated Councillor George Barton for the ss Loader to be appointed the Vice Chairman of the Council for the forthcoming year.

No further nomination were received.

On a vote there were For 27, Against 0, Abstention 0

**Resolved** that Councillor George Barton be appointed as Vice-Chairman of the Council until the Annual Meeting of the Council in 2019.

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

**C/004/18-19 Returning officer's return of persons elected**

Council noted the Returning Officer's return of persons elected in the District Elections on 3 May 2018. Copies had been circulated.

**C/005/18-19 Declarations of Interest**

There were no declarations of interest declared.

**C/006/18-19 Confirmation of Minutes**

**Resolved** that the minutes of the meeting held on 26 April 2018 be approved as a correct record and be signed by the Chairman.

**C/007/18-19 Vote of thanks to outgoing chairman and presentation of past chairman's Insignia**

Councillor Metcalfe was not present at the meeting.

**C/008/18-19 Items Raised Under Urgency Provisions**

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

**C/009/18-19 Announcements by the Chairman and / or Head of Paid Service**

The Chairman announced that Adur and Worthing Councils had be commended in the Municipal Journal Awards for Digital Transformation. The Councils demonstrated that a bold, enterprise-wide digital platform strategy is possible to both develop and deliver in a

district council setting. The approach shows the benefits of technology in improving services, increasing flexibility and gaining control while exceeding a £200k savings target each year.

The Chairman presented a framed Certificate to Paul Brewer, the Director for Digital.

There were no announcements from the Chief Executive.

### **C/010/18-19 Appointment of Leader**

Councillor Dunn, seconded by Councillor Evans proposed Councillor Neil Parkin for the position of Leader of the Council to the annual meeting after the end of Councillor Parkin's term of office as Councillor (May 2022).

There were no other nominations.

On a vote there were For 27, Against 0, Abstention 0

**Resolved** that Councillor Parkin be elected as Leader of the Council to the Annual Meeting of the Council following the end of his term of office in May 2022.

### **C/011/18-19 Announcements by the Leader**

The Leader announced that his Cabinet membership was unchanged however he announced the following policy advisors:

To the Leader Portfolio - Councillors Boram and Beresford

To the Resources Portfolio - Councillor Boram

To the Regeneration Portfolio - Councillor Beresford

To Customer Services - Councillor Chipp

To the Health and Wellbeing Portfolio - Councillors Barton and McGregor

To Environment - Councillor Carol Albury

**Resolved** that the Executive Membership and Policy Advisors be noted.

### **C/012/18-19 Making decisions in 2018/19**

Before the Council was a joint report by the Director for Communities and the Solicitor to the Council, 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 12. An amended Annex B had been circulated

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 B had been circulated and is attached to the minutes.

The Leader proposed the recommendations with Councillor Graysmark seonding.

There was no discussion on the item.

On a vote For 27 , Against 0, Abstain 0.

**Resolved that**

- (i) the Council noted the decision making structure of the Council and the political balance of the Council as per paragraphs 3.1 and 3.2 of the report.
- (ii) the Council confirmed 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) the Council confirmed the political groups, the number and proportion of seats as set out in Annex A (a) to the report.
- (iv) the Council appointed to the Committees in accordance with the wishes of the Political Groups on the Council detailed in the amended Annex B.
- (v) the Chairman and Vice-Chairman of Committees indicated on the amended Annex B be appointed until the Annual Meeting of the Council in 2019.
- (vi) the Council noted the Group Leaders and Deputy Leaders as confirmed to the Proper Officer as listed on the amended Annex B.
- (vii) Under Council Procedure Rule 39, Council appointed the Leader of the Labour Group on the Council as the Leader of the Main Opposition.

The Chairman declared the meeting closed at 7.20pm, it having commenced at 7.00pm.

Chairman

