

Public Document Pack

TENDRING DISTRICT COUNCIL

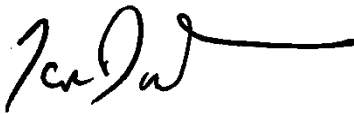
Committee Services
Room 33
Town Hall
Station Road
Clacton-on-Sea
Essex
CO15 1SE

14 April 2022

Dear Councillor

I HEREBY SUMMON YOU to attend the Annual Meeting of the Tendring District Council to be held at 7.30 p.m. on Tuesday 26 April 2022 when the business specified in the accompanying Agenda is proposed to be transacted. The meeting will be held in the Princes Theatre, Town Hall, Station Road, Clacton-on-Sea.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ian Davidson', followed by a horizontal line extending to the right.

Ian Davidson
Chief Executive

To: All members of the
Tendring District Council

TENDRING DISTRICT COUNCIL

AGENDA

For the Annual Meeting to be held on Tuesday, 26 April 2022

Prayers

1 Apologies for Absence

The Council is asked to note any apologies for absence received from Members.

2 Retiring Chairman's Announcements

The Council is asked to note any announcements made by the retiring Chairman of the Council.

3 Election of the Chairman of the Council for the 2022/2023 Municipal Year

Pursuant to the provisions of Sections 3 and 4 of the Local Government Act 1972 the Council will elect its Chairman for the 2022/2023 Municipal Year.

4 Appointment of the Vice-Chairman of the Council for the 2022/2023 Municipal Year

Pursuant to the provisions of Section 5 of the Local Government Act 1972 the Council will appoint its Vice-Chairman for the 2022/2023 Municipal Year.

5 Announcements by the Chairman of the Council

The Council is asked to note any announcements made by the newly elected Chairman of the Council.

6 Announcements by the Chief Executive

The Council is asked to note any announcements made by the Chief Executive.

7 Size of membership of Committees etc.

The Council will formally note the size of membership of the Council's Committees and Sub-Committees as follows:-

<u>Committee/Sub-Committee</u>	<u>No. of Members</u>
Audit	(5)
Community Leadership Overview & Scrutiny	(9)
Human Resources & Council Tax	(7)
Licensing and Registration	(10)
Planning	(9)
Planning Policy & Local Plan	(9)
Resources and Services Overview & Scrutiny	(9)
Standards	(7)
Miscellaneous Licensing Sub-Committee	(5)
Town & Parish Councils Standards Sub-Committee	(3)

NOTE: With the exception of the Town and Parish Councils Standards Sub-Committee, the membership of the above Committees and Sub-Committees are subject to the Rules of Political Proportionality (Section 15 of the Local Government and Housing Act 1989).

8 Allocation of seats on Committees and Sub-Committees to the Political Groups formed on Tendring District Council

Council will formally note the allocation to the political groups formed on Tendring District Council of seats on those bodies that are subject to the Rules of Political Proportionality (Section 15 of the Local Government and Housing Act 1989).

9 Appointment of the Membership of Committees etc. for the 2022/2023 Municipal Year

In accordance with the wishes expressed by Group Leaders, Council will formally appoint Members to serve on those bodies that are subject to the Rules of Political Proportionality (Section 15 of the Local Government and Housing Act 1989).

10 Appointment of the Town and Parish Councils Standards Sub-Committee for the 2022/2023 Municipal Year

Council will formally note that the appointment of Members to serve on the Town and Parish Councils Standards Sub-Committee will take place at the next meeting of the Standards Committee.

NOTE: The Town and Parish Councils Standards Sub-Committee's membership **must** be chosen from the membership of the Standards Committee.

11 Election of Chairmen and Vice-Chairmen of Committees etc. for the 2022/2023 Municipal Year

With the exception of the Town and Parish Councils Standards Sub-Committee, Council will formally elect the Chairmen and Vice-Chairmen of the bodies listed under Agenda Item 7 above.

NOTE: Article 6.02 of the Council's Constitution states, inter alia, that the elected Chairman and Vice-Chairman of the Resources and Services Overview & Scrutiny Committee must be Members appointed to that Committee who, normally, are also members of a Political Group that is not represented on the Council's Cabinet.

12 Report of the Monitoring Officer - A.1 - The Council's Constitution (Pages 1 - 2)

In accordance with Council Procedure Rule 1.1 (xi), to formally reaffirm the Council's current Constitution.

13 Reference from Cabinet - A.2 - Programme of Meetings: 2022/2023 Municipal Year (Pages 3 - 10)

The Council will consider the proposed programme of meetings for the 2022/2023 Municipal Year.

14 Appointment of Member Authority Representatives to serve on/at the General Assembly of the Local Government Association

In accordance with Council Procedure Rule 1.1 (xiii) the Council will appoint up to four Members, with each Member being a Member Authority Representative to serve on/at the General Assembly of the Local Government Association.

NOTE: Two of the Members appointed must be the Leader of the Council and the Deputy Leader of the Council. Up to two further names can be put forward to Council by the Leader of the Council and/or by other Group Leaders.

Date of the Next Scheduled Meeting of the Council

Tuesday, 17 May 2022 at 7.30 pm - Princes Theatre - Town Hall, Station Road, Clacton-on-Sea, CO15 1SE

INFORMATION FOR VISITORS

PRINCES THEATRE FIRE EVACUATION PROCEDURE

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the four fire exits in the auditorium and follow the exit signs out of the building.

Please follow the instructions given by any member of staff and they will assist in leaving the building.

Please do not re-enter the building until you are advised it is safe to do so by the relevant member of staff.

The assembly point for the Princes Theatre is in the car park to the left of the front of the building as you are facing it. Your calmness and assistance is greatly appreciated.

PUBLIC ATTENDANCE AT TENDRING DISTRICT COUNCIL MEETINGS

Welcome to this evening's meeting of Tendring District Council.

This is an open meeting which members of the public can attend to see Councillors debating and transacting the business of the Council. However, please be aware that, unless you are included on the agenda to ask a public question, members of the public are not entitled to make any comment or take part in the meeting. You are also asked to behave in a respectful manner at all times during these meetings.

Members of the public do have the right to film or record council meetings subject to the provisions set out below:-

Rights of members of the public to film and record meetings

Under The Openness of Local Government Bodies Regulations 2014, which came into effect on 6 August 2014, any person is permitted to film or record any meeting of the Council, a Committee, Sub-Committee or the Cabinet, unless the public have been excluded from the meeting for the consideration of exempt or confidential business.

Members of the public also have the right to report meetings using social media (including blogging or tweeting).

The Council will provide reasonable facilities to facilitate reporting.

Public Behaviour

Any person exercising the rights set out above must not disrupt proceedings. Examples of what will be regarded as disruptive, include, but are not limited to:

- (1) Moving outside the area designated for the public;
- (2) Making excessive noise;
- (3) Intrusive lighting/flash; or
- (4) Asking a Councillor to repeat a statement.

In addition, members of the public or the public gallery should **not** be filmed as this could infringe on an individual's right to privacy, if their prior permission had not been obtained.

Any person considered being disruptive or filming the public will be requested to cease doing so by the Chairman of the meeting and may be asked to leave the meeting. A refusal by the member of the public concerned will lead to the Police being called to intervene.

This page is intentionally left blank

ANNUAL MEETING OF THE COUNCIL

26 APRIL 2022

REPORT OF THE MONITORING OFFICER

A.1 **THE COUNCIL'S CONSTITUTION**

(Report prepared by Ian Ford)

Members are reminded that, in accordance with Council Procedure Rule 1.1 (xi), it is normal practice at the annual meeting of the Council to formally reaffirm the Council's current Constitution.

The Council's Constitution has been amended to reflect the changes approved by Council at its meeting held on 29 March 2022 and the full text of the Constitution can be found on the Council's website.

Members will shortly be provided with an updated booklet containing those sections of the Constitution most relevant to the work of Councillors.

RECOMMENDED – That the Council's Constitution be reaffirmed.

This page is intentionally left blank

ANNUAL MEETING OF THE COUNCIL

26 APRIL 2022

REFERENCE FROM CABINET

A.2 PROGRAMME OF MEETINGS: 2022/2023 MUNICIPAL YEAR

(Report prepared by Ian Ford)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To enable Council to give consideration to the programme of meetings for the 2022/2023 municipal year.

EXECUTIVE SUMMARY

This report will enable Council, as required by the Constitution (Council Procedure Rule 1.1(xii)), to agree a programme of meetings for the 2022/2023 Municipal Year.

RECOMMENDATION(S)

- (a) That the programme of meetings for the Council and Committees, as set out in the Appendix to this report, be approved; and**
- (b) That the proposed dates for All Member Briefings and Councillor Development sessions be noted.**

PART 2 – SUPPORTING INFORMATION

BACKGROUND

Further to minute 152 of the meeting of the Cabinet held on 25 March 2022 a proposed programme of meetings is set out as an Appendix to this report. At that meeting Cabinet decided that:-

- (a) the programme of meetings for the Council and Committees, as set out in the Appendix to item A.1 of the Report of the Corporate Finance & Governance Portfolio Holder, be agreed, in principle, and be submitted to the Annual Meeting of the Council for formal approval; and*
- (b) the proposed dates for All Members Briefings and Councillor Development Sessions be noted.*

The meetings of the Full Council, the Community Leadership Overview and Scrutiny Committee, the Human Resources and Council Tax Committee, the Licensing and Registration Committee and the Resources and Services Overview and Scrutiny Committee will normally commence at 7.30 p.m.

Meetings of the Planning Committee, the Planning Policy and Local Plan Committee and the Tendring Colchester Garden Community Joint Committee will normally commence at 6.00 p.m.

Meetings of the Planning Policy and Local Plan Committee (other than the meeting arranged for 11 May 2022), the Licensing & Registration Committee and the Tendring Colchester Border Garden Community Joint Committee will be arranged as and when required.

Meetings of the Standards Committee will normally commence at 10.00 a.m.

Meetings of the Audit Committee will normally commence at 10.30 a.m.

Cabinet meetings are fixed by the Leader of the Council in accordance with Article 7.08 Cabinet Procedures Rule sub-section 1.1 of the Council's Constitution and therefore the scheduling et cetera may change. The public meetings of the Cabinet listed will normally commence at 10.30 a.m.

The programme does not show meetings of the Sub-Committees, which are arranged either at meetings of the relevant Sub-Committee or from time to time when required.

Dates for All Member Briefings and Councillor Development sessions have been included in order to assist Members in keeping their diaries up-to-date. These will normally be held online via Microsoft Teams.

Wednesday evenings have been avoided, whenever possible, for meetings of Committees et cetera as the Princes Theatre is used in term time for the Princes Theatre Youth Group and it is felt that to have a publicly accessible meeting on the same night will raise significant safeguarding issues. In addition, Monday evenings have been avoided, whenever possible, to avoid clashing with meetings of the Arts & Literature Society in the Princes Theatre for similar reasons.

Venues for Meetings of the Council, Cabinet and Committees Et cetera.

Meetings of the full Council will normally be held in the Princes Theatre in the Town Hall, Clacton-on-Sea.

Meetings of the Cabinet and Committees will normally be held in the Committee Room in the Town Hall.

Council will be aware that, as part of the "Transforming Tendring" project, the Council Offices at Weeley have been closed with the site to be disposed of. The departments based at Weeley have been moved to Clacton-on-Sea. This means that the Council Chamber at Weeley is no longer available for Committee etc. meetings.

In preparation for this disposal a phased programme of office accommodation works has been undertaken and completed at the Town Hall, Clacton-on-Sea. Included within those works was the provision of a new Committee Room within the Town Hall in Clacton which has been operationally available and used since late December 2021.

BACKGROUND PAPERS FOR THE DECISION

Published Minutes of the meeting of the Cabinet held on 25 March 2022.

APPENDICES

Proposed Programme of Council and Committee Meetings for the 2022/2023 Municipal Year.

REPORT CONTACT OFFICER(S)

Name	Ian Ford
Job Title	Committee Services Manager
Email/Telephone	iford@tendringdc.gov.uk (01255) 686 584

This page is intentionally left blank

A.2 APPENDIX

PROGRAMME OF MEETINGS – 2022/2023 MUNICIPAL YEAR (& BEYOND)

2022

Body	Time	Day	Date	Notes
ANNUAL COUNCIL (Already agreed)	7.30 p.m.	Tuesday	26 April	
Planning Committee	6.00 p.m.	Tuesday	10 May	
Planning Policy & Local Plan Committee	6.00 p.m.	Wednesday	11 May	
ALL MEMBERS' BRIEFING	6.00 p.m.	Thursday	12 May	
COUNCIL	7.30 p.m.	Tuesday	17 May	
Cabinet	10.30 a.m.	Friday	20 May	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	24 May	
COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	25 May	
Planning Committee	6.00 p.m.	Tuesday	7 June	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	15 June	
Cabinet	10.30 a.m.	Friday	17 June	
Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Tuesday	28 June	
Audit Committee	10.30 a.m.	Thursday	30 June	
Planning Committee	6.00 p.m.	Tuesday	5 July	
Human Resources & Council Tax Committee	7.30 p.m.	Thursday	7 July	
COUNCIL	7.30 p.m.	Tuesday	12 July	
Cabinet	10.30 a.m.	Friday	15 July	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	20 July	
Standards Committee	10.00 a.m.	Wednesday	27 July	
COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	27 July	
Planning Committee	6.00 p.m.	Tuesday	2 August	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	17 August	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	23 August	
Planning Committee	6.00 p.m.	Thursday	1 September	Note 1
ALL MEMBERS' BRIEFING	6.00 p.m.	Thursday	8 September	
Cabinet	10.30 a.m.	Friday	16 September	
COUNCIL	7.30 p.m.	Tuesday	20 September	
Planning Committee	6.00 p.m.	Tuesday	27 September	
COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	28 September	
Audit Committee	10.30 a.m.	Thursday	29 September	
Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Tuesday	4 October	
Cabinet	10.30 a.m.	Friday	7 October	
Human Resources & Council Tax Committee	7.30 p.m.	Tuesday	11 October	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	19 October	
Planning Committee	6.00 p.m.	Tuesday	25 October	
Standards Committee	10.00 a.m.	Wednesday	26 October	
Cabinet	10.30 a.m.	Friday	4 November	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	15 November	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	16 November	
COUNCIL	7.30 p.m.	Tuesday	22 November	

Planning Committee	6.00 p.m.	Thursday	24 November	Note 2
COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	30 November	
Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Tuesday	13 December	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	14 December	
Cabinet	10.30 a.m.	Friday	16 December	
Planning Committee	6.00 p.m.	Tuesday	20 December	

2023

Resources and Services Overview & Scrutiny Committee (INFORMAL)	9.30 a.m.	Wednesday	4 January	Note 11
Resources and Services Overview & Scrutiny Committee	9.30 a.m.	Wednesday	11 January	Note 3
Planning Committee	6.00 p.m.	Tuesday	17 January	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	18 January	
COUNCIL	7.30 p.m.	Tuesday	24 January	

COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	25 January	
Audit Committee	10.30 a.m.	Thursday	26 January	
Cabinet	10.30 a.m.	Friday	27 January	Note 4
Standards Committee	10.00 a.m.	Wednesday	1 February	
COUNCIL	7.30 p.m.	Tuesday	14 February	Note 5

Planning Committee	6.00 p.m.	Thursday	16 February	Note 2
Cabinet	10.30 a.m.	Friday	17 February	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	21 February	
Cabinet (PROVISIONAL)	10.30 a.m.	Wednesday	22 February	Note 6
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	22 February	
Human Resources & Council Tax Committee	7.30 p.m.	Thursday	23 February	Note 7
COUNCIL (PROVISIONAL)	7.30 p.m.	Thursday	2 March	Note 8

Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Tuesday	7 March	
Planning Committee	6.00 p.m.	Tuesday	14 March	
Standards Committee	10.00 a.m.	Wednesday	15 March	
COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	15 March	
Cabinet	10.30 a.m.	Friday	17 March	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	22 March	
COUNCIL	7.30 p.m.	Tuesday	28 March	

Audit Committee	10.30 a.m.	Thursday	30 March	
Planning Committee	6.00 p.m.	Thursday	13 April	Note 9
ANNUAL MEETING OF THE COUNCIL	7.30 p.m.	Tuesday	23 May	Note 10

2023/2024 MUNICIPAL YEAR

(Provisional dates for early cycles of meetings in 2023/2024 – for information only, subject to change)

ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	24 May	
Planning Committee	6.00 p.m.	Tuesday	6 June	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	13 June	
COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	21 June	
Cabinet	10.30 a.m.	Friday	23 June	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	28 June	
Audit Committee	10.30 a.m.	Thursday	29 June	

Planning Committee	6.00 p.m.	Tuesday	4 July	
Human Resources & Council Tax Committee	7.30 p.m.	Thursday	6 July	
COUNCIL	7.30 p.m.	Tuesday	11 July	

Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Tuesday	18 July	
Standards Committee	10.00 a.m.	Wednesday	19 July	
Cabinet	10.30 a.m.	Friday	21 July	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	26 July	
Planning Committee	6.00 p.m.	Tuesday	1 August	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	23 August	
COUNCILLOR DEVELOPMENT SESSION	6.00 p.m.	Wednesday	30 August	
Planning Committee	6.00 p.m.	Thursday	31 August	Note 1
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	12 September	
Cabinet	10.30 a.m.	Friday	15 September	
COUNCIL	7.30 p.m.	Tuesday	26 September	

ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	27 September	
Audit Committee	10.30 a.m.	Thursday	28 September	
Planning Committee	6.00 p.m.	Thursday	28 September	Note 2
Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Tuesday	17 October	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	25 October	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	22 November	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Tuesday	12 December	
ALL MEMBERS' BRIEFING	6.00 p.m.	Wednesday	13 December	

Notes

1. Meeting scheduled to be held on the Thursday as the Monday of that week is a Bank Holiday.
2. Meeting scheduled to be held on the Thursday due to the Full Council meeting on the Tuesday.
3. Extra Meeting arranged to allow the Overview & Scrutiny Committee to consider and then formally comment on the Cabinet's Financial Forecast and initial budget and special expenses proposals. Also, to allow the Committee to discuss those proposals with Portfolio Holders. Portfolio Holders are requested to reserve this date in their diaries in the likelihood that the meeting will take place.
4. At this meeting Cabinet will approve its final proposals in relation to the Council's Budget and Council Tax precept for 2023/24 for submission to Full Council.
5. Meeting of the Council to approve the Cabinet's budget proposals and set the Council Tax for Tendring but excluding County, Fire and Police Council Tax calculations.
6. Provisional extra meeting of the Cabinet arranged in order to allow the Cabinet to meet and consider the Council's objections/amendments to the Budget (which may arise following the Council meeting referred to in note 5 above.)
7. Meeting to formally confirm the County, Fire and Police precepts on the Council's Collection Fund and for each Council Tax band in the parished and unparished areas of the District.
8. Provisional extra meeting of the Council arranged in order to allow the Council to meet and consider the Cabinet's revised budget proposals or the Cabinet's disagreement with the Council's budget objections (which may arise following the meetings referred to in notes 5 and 6 above.)

9. Meeting scheduled to be held on the Thursday due to the Easter Bank Holidays (Good Friday on 7 April and Easter Monday on 10 April).
10. Annual Meeting of the Council later than usual due to the Tendring District Council Elections on 4 May 2023 (Council Procedure Rule 1.1).
11. Informal Meeting arranged to allow the Overview & Scrutiny Committee to conduct pre-scrutiny on the Cabinet's Financial Forecast and initial budget and special expenses proposals.