

**TENDRING DISTRICT COUNCIL**

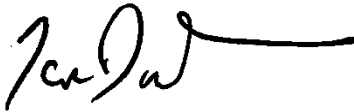
Committee Services  
Room 29  
Town Hall  
Station Road  
Clacton-on-Sea  
Essex  
CO15 1SE

11 March 2024

Dear Councillor

I HEREBY SUMMON YOU to attend the meeting of the Tendring District Council to be held at 7.30 p.m. on Tuesday 19 March 2024 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, CO15 1SE.

Yours faithfully

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

Ian Davidson  
Chief Executive

To: All members of the  
Tendring District Council

# TENDRING DISTRICT COUNCIL

## AGENDA

For the ordinary meeting to be held on Tuesday, 19 March 2024

### **Prayers**

#### **1 Apologies for Absence**

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

#### **2 Minutes of the Last Meeting of the Council (Pages 1 - 14)**

The Council is asked to approve, as a correct record, the minutes of the Budget and Council Tax setting meeting of the Council held on 13 February 2024.

#### **3 Declarations of Interest**

Councillors are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests, and the nature of it, in relation to any item on the agenda.

#### **4 Announcements by the Chairman of the Council**

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

#### **5 Announcements by the Chief Executive**

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

#### **6 Statements by the Leader of the Council**

The Council is asked to note any statements made by the Leader of the Council.

*Councillors may then ask questions of the Leader on his statements.*

#### **7 Statements by Members of the Cabinet**

The Council is asked to note any statements made by Members of the Cabinet (Portfolio Holders).

*Councillors may then ask questions of the Portfolio Holders on their statements.*

#### **8 Annual State of the Tendring District Statement by the Leader of the Council**

The Council will receive the annual State of the Tendring District Statement from the Leader of the Council.

#### **9 Petitions to Council**

The Council will consider any petition(s) received in accordance with the Scheme approved by the Council.

**10     Questions Pursuant to Council Procedure Rule 10.1**

Subject to the required notice being given, members of the public can ask questions of the Leader of the Council, Portfolio Holders or Chairmen of Committees.

The Chairman shall determine the number of questions to be tabled at a particular meeting in order to limit the time for questions and answers to 21 minutes.

**11     Report of the Leader of the Council - Urgent Cabinet or Portfolio Holder Decisions**

The Council will receive a report on any Cabinet or Portfolio Holder Decisions taken as a matter of urgency in accordance with Access to Information Procedure Rule 16.2, Budget and Policy Framework Procedure Rule 6(b) and/or Overview and Scrutiny Procedure Rule 18(i).

**12     Minutes of Committees (Pages 15 - 32)**

Council will receive the minutes of the following Committees:

- (a) Human Resources & Council Tax of Monday 26 February 2024; and
- (b) Planning Policy & Local Plan of Tuesday 27 February 2024.

**NOTES:**

- (1) The above minutes are presented to Council **for information only**. Members can ask questions on their contents to the relevant Chairman but questions as to the accuracy of the minutes **must** be asked at the meeting of the Committee when the relevant minutes are approved as a correct record; and
- (2) If any recommendations to Council have been made by those Committees, these are included within separate reports for Council to decide upon (i.e. by noting the minutes those recommendations are not approved at this stage of the proceedings).

**13     Motions to Council**

Council will consider any motions on notice that have been submitted in accordance with the provisions of Council Procedure Rule 12.

**14     Reference from the Cabinet - A.1 - Annual Capital and Treasury Strategy for 2024/25 (including Prudential and Treasury Indicators)**

To enable the Council to consider the recommendation of the Cabinet in relation to the adoption of the Annual Capital and Treasury Strategy for 2024/25.

**(THIS REPORT IS "TO FOLLOW")**

**15     Reference from the Cabinet - A.2 - Request to change the commencement time of Meetings of the Planning Committee (Pages 33 - 36)**

To enable full Council to decide whether to permanently change the commencement time of meetings of the Planning Committee from 6.00 p.m. to 5.00 p.m.

**16     Joint Report of the Monitoring Officer and the Cabinet - A.3 - Annual Review of the Council's Constitution (Pages 37 - 86)**

In accordance with the provisions of Article 15.02 (a) and (c) of the Council's Constitution, to approve the recommended changes to the Constitution put forward by the Monitoring Officer and the Cabinet following a review undertaken by the Corporate Finance and Governance Portfolio Holder through a Working Party constituted for this purpose.

**17     Reports Submitted to the Council by an Overview and Scrutiny Committee**

The Council is asked to consider any reports submitted to it by an Overview and Scrutiny Committee.

**18     Report of the Chief Executive - A.4 - Membership of Committees (Pages 87 - 88)**

To inform Council of changes in the membership of Committees that have occurred since the last Ordinary Meeting of the Council on 30 January 2024.

**19     Report of the Chief Executive - A.5 - Change in Membership of Political Groups (Pages 89 - 90)**

To inform Council of changes in the membership of political groups on the Council that have occurred since the last Ordinary Meeting of the Council on 30 January 2024.

**20     Report of the Chief Executive - A.6 - Review of the Allocation of Seats to Political Groups on the Council (Pages 91 - 100)**

To inform Council of the outcome of a review of the allocation of seats to political groups carried out in accordance with Section 15(1) (e) of the Local Government and Housing Act 1989 and Regulation 17(b) and (d) of the Local Government (Committees and Political Groups) Regulations 1990.

**21     Report of the Assistant Director (Partnerships) - A.7 - Pay Policy Statement 2024/25 (Pages 101 - 122)**

To present the Council's draft Pay Policy Statement for 2024/25 for approval and adoption.

**22     Report of the Monitoring Officer - A.8 - Local Government and Social Care Ombudsman Finding (Pages 123 - 124)**

To report the finding by the Local Government and Social Care Ombudsman on a complaint determined by them in respect of a non-executive matter.

**23     Questions Pursuant to Council Procedure Rule 11.2**

Subject to the required notice being given, Members of the Council can ask questions of the Chairman of the Council, the Leader of the Council, Portfolio Holders or Chairmen of Committees.

The time allocated for receiving and disposing of questions shall be a maximum of 30 minutes. Any question not disposed of at the end of this time shall be the subject of a written response, copied to all Members the following working day unless withdrawn by the questioner.

**24     Seating Plan for meetings of the Full Council in the 2023/2024 Municipal Year (Pages 125 - 126)**

To enable Full Council to approve the seating plan for its meetings to be held during the remainder of the 2023/2024 Municipal Year. The seating plan has been amended to reflect the formation of the Tendring Residents' Alliance political group and the result of the Bluehouse Ward by-election in January 2024.

## **25 Urgent Matters for Debate**

The Council will consider any urgent matters submitted in accordance with Council Procedure Rules 3(xv), 11.3(b) and/or 13(p).

### **Date of the Next Scheduled Meeting of the Council**

Annual Meeting - Tuesday, 30 April 2024 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.

### **Filming by the Council**

This meeting will be filmed by the Council for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be filmed, except where there are confidential or exempt items, and the footage will be on the website for up to 24 months (the Council retains one full year of recordings and the relevant proportion of the current Municipal Year). The Council will seek to avoid/minimise footage of members of the public in attendance at, or participating in, the meeting.