

**TENDRING DISTRICT COUNCIL**

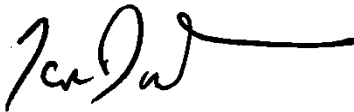
Committee Services  
Room 29  
Town Hall  
Station Road  
Clacton-on-Sea  
Essex  
CO15 1SE

22 April 2024

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 30 April 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', with a long horizontal flourish 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, 30 April 2024

#### **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 2024/2025 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 2024/2025 Municipal Year.

#### **4 Appointment of the Vice-Chairman of the Council for the 2024/2025 Municipal Year**

Pursuant to the provisions of Section 5 of the Local Government Act 1972, the Council will appoint its Vice-Chairman for the 2024/2025 Municipal Year.

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

The Council is asked to note any announcements made by the 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 et cetera**

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>
<b>Audit</b>	<b>(5)</b>
<b>Community Leadership Overview &amp; Scrutiny</b>	<b>(9)</b>
<b>Human Resources &amp; Council Tax</b>	<b>(7)</b>
<b>Licensing and Registration</b>	<b>(10)</b>
<b>Planning</b>	<b>(9)</b>
<b>Planning Policy &amp; Local Plan</b>	<b>(9)</b>
<b>Resources and Services Overview &amp; Scrutiny</b>	<b>(9)</b>
<b>Standards</b>	<b>(7)</b>
<b>Miscellaneous Licensing Sub-Committee</b>	<b>(5)</b>
<b>Town &amp; Parish Councils Standards Sub-Committee</b>	<b>(3)</b>

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** **Report of the Chief Executive - A.1 - Allocation of seats on Committees and Sub-Committees to the Political Groups formed on Tendring District Council and the Appointment of the Membership of Committees et cetera for the 2024/2025 Municipal Year (Pages 7 - 16)**

Following a meeting of Group Leaders held to discuss and decide the matter, Council is requested to approve 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).

In accordance with the wishes expressed by Group Leaders, Council will also 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).

**9** **Appointment of the Town and Parish Councils Standards Sub-Committee for the 2024/2025 Municipal Year**

Council will 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.

**10** **Election of Chairmen and Vice-Chairmen of Committees et cetera for the 2024/2025 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(ii) 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 unrepresented on the Council's Cabinet.

**11 Report of the Monitoring Officer - A.2 - The Council's Constitution (Pages 17 - 18)**

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

**12 Reference from Cabinet - A.3 - Timetable of Meetings: 2024/2025 Municipal Year (Pages 19 - 26)**

Council will consider the proposed timetable of meetings for the 2024/25 Municipal Year.

**13 Report of the Assistant Director (Governance) & Monitoring Officer - A.4 - Independent Remuneration Panel and Independent Persons' Recruitment (Pages 27 - 32)**

Council will consider the recommendation submitted to it by the Standards Committee in relation to the Independent Remuneration Panel's and Independent Persons' term of office, exploring alternative options and future recruitment.

**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, 21 May 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 four years (the Council retains three full years 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.