



Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR

To: All Members of the Dartford Borough Council

A meeting of the Council will be held on:

Date: Wednesday 7 May 2008  
Time: 7.00 pm  
Venue: Civic Centre, Dartford

The Agenda is set out below:

## **A G E N D A**

### **1. ELECTION OF THE WORSHIPFUL THE MAYOR OF DARTFORD FOR THE ENSUING YEAR**

The Mayor asks for nominations for the election of the Mayor of the Borough for the ensuing year.

Councillor I D Armitt will be nominated and seconded.

The Mayor will ask if there are any further nominations.

If there is more than one nomination, the Mayor will conduct an election by a show of hands in the order in which the persons have been nominated.

The Mayor will then declare the successful nominee to be duly elected The Worshipful The Mayor of the Borough of Dartford for the ensuing year.

The Mayor reads aloud and signs the Declaration of Acceptance of Office, which is then handed to the Managing Director for his signature.

The newly elected Mayor preceded by the Serjeant and followed by the Managing Director, the retiring Mayor and the Reverend Richard Barron process out of the Chamber.

The newly elected Mayor preceded by the Serjeant and followed by the Managing Director and the Reverend Richard Barron return to the Chamber and take their places on the dais.

The Mayor thanks the Council for his election and announces:

- (a) that Mrs Lynne Armitt will be his Mayoress for the ensuing year, whereupon she proceeds to the front of the dais and he invests her with the Chain and badge and she takes her seat on the dais.
- (b) that he has appointed the Reverend Jan Dash as his personal Chaplain. The Mayor invites the Reverend Jan Dash to come to the front of the dais where the Reverend Richard Barron invests the new Chaplain with the Chaplain's Cross. The Mayor invites the Reverend Jan Dash to take a seat on the dais. The Reverend Richard Barron takes the seat vacated on the floor of the Chamber.

## **2. PRAYERS**

The Mayor will call upon the Reverend Jan Dash to say prayers.

## **3. APPOINTMENT OF DEPUTY MAYOR FOR THE ENSUING YEAR**

The Mayor announces that Councillor Mrs J A Rickwood will be Deputy Mayor of the Borough.

The Mayor invites Councillor Mrs J A Rickwood to the front of the dais where the Managing Director will ask for the Declaration of Acceptance of Office to be signed. The Deputy Mayor reads aloud and signs the Declaration of Acceptance of Office, which is then handed to the Managing Director for his signature. At this point the Deputy Mayor is robed by the Sergeant whereupon the Mayor will invest the Insignia of Office, assisted as necessary by the Sergeant and then proceeds to the dais. The Deputy Mayor then takes the Deputy's chair.

The Deputy Mayor announces that Councillor Mrs M I Peters will be her Escort for the ensuing year, whereupon she proceeds to the front of the dais and she invests her with the Chain and badge and Councillor M I Peters takes her seat on the dais.

## **4. VOTE OF THANKS TO THE RETIRING MAYOR IN RESPECT OF SERVICES RENDERED DURING THE PAST YEAR**

The Mayor calls upon Councillor J A Kite to propose a vote of thanks to the retiring Mayor.

The Mayor calls for the motion to be seconded and invites other Members of the Council to speak.

The Mayor puts the motion.

The Mayor invites Councillor S East to reply to the vote of thanks.

#### **5. PRESENTATION OF PAST MAYOR'S BADGE**

The Mayor invites Councillor S East to the front of the dais where she is presented with the Past Mayor's badge.

#### **6. TO RECEIVE ANY DECLARATIONS OF INTEREST MEMBERS MAY WISH TO MAKE**

To receive any declarations of interest Members may wish to make including the term(s) of the Grant of Dispensation(s) by the Standards Committee.

#### **7. TO RECEIVE APOLOGIES FOR ABSENCE**

The Mayor asks for any apologies for absence.

#### **8. ELECTION OF LEADER OF THE COUNCIL**

The Mayor asks for nominations for the election of the Leader of the Council, pursuant to Section 11(3)(a) of the Local Government Act 2000.

Councillor J A Kite will be nominated and seconded.

The Mayor will ask if there are any further nominations.

If there is more than one nomination, the Mayor will conduct an election by a show of hands in the order in which the persons have been nominated.

The Mayor will then declare the successful nominee to be duly elected the Leader of the Council for the ensuing municipal year.

#### **9. ANNOUNCEMENT OF DEPUTY LEADER OF THE COUNCIL**

The Mayor announces that Councillor A R Martin will be Deputy Leader of the Council.

#### **10. ANNOUNCEMENT OF SHADOW LEADER OF THE COUNCIL, GROUP LEADERS AND THEIR DEPUTIES**

The Mayor announces that Councillors G T Prout and M J Bryant will hold the offices of Shadow Leader and the Shadow Deputy Leader of

the Council respectively.

The Mayor announces that Councillor B E Read and Councillor L J Bobby will be the Leader and Deputy Leader of the Swanscombe and Greenhithe Residents' Association.

#### **11. ANNOUNCEMENT OF HEAD OF PAID SERVICE, CHIEF FINANCE OFFICER, MONITORING OFFICER AND DEPUTY MONITORING OFFICER**

The Mayor advises Members that Mr Graham John Harris will be Head of Paid Service (pursuant to Section 4 of the Local Government and Housing Act 1989) and Chief Finance Officer (pursuant to Section 151 of the Local Government Act 1972) and Mr Christopher Gordon Oliver will be Monitoring Officer (pursuant to Section 5 of the Local Government and Housing Act 1989) and Mrs Marie Kelly-Stone will be Deputy Monitoring Officer.

#### **12. MAYOR'S ANNOUNCEMENTS**

The Mayor deals with any communications, which he may desire to lay before the Council.

#### **13. APPOINTMENT OF INDEPENDENT PERSON TO THE STANDARDS COMMITTEE**

##### ***To Follow***

To agree the recommendation of the Selection Panel for the appointment of an Independent Member/Person to the Standards Committee.

#### **14. CONFIRMATION OF POLITICAL GROUPS**

(Pages 1 - 2)

##### **Appendix A**

The Mayor calls upon the Managing Director in his capacity as Proper Officer to give details of the size and membership of political groups formed by Members of the Council, as set out in Appendix A.

#### **15. ADOPTION OF RULES FOR SUBSTITUTION**

(Pages 3 - 4)

##### **Appendix B**

The Mayor calls upon the Leader to move the adoption of the Rules for

Substitution on Standing Committees, Boards and Panels, as set out in Appendix B.

**16. TO CONSIDER AND AGREE THE SIZE OF THE CABINET AND TO ALLOCATE ALL EXECUTIVE FUNCTIONS TO THE CABINET AND DETERMINE THE TERMS OF REFERENCE OF THE CABINET**

(Pages 5 - 12)

**Appendix C(i)**

The Mayor calls upon the Leader to move that;

- (a) pursuant to Section 11(8) of the Local Government Act 2000 the size of the Cabinet be six;
- (b) pursuant to Section 15(2) of the Local Government Act 2000 all functions be allocated to the Cabinet as a body with the Terms of Reference as set out in Appendix C(i);

The Mayor calls for the motion to be seconded and put to the meeting for approval.

**17. ANNOUNCEMENT OF APPOINTMENTS AS TO MEMBERSHIP MADE TO THE CABINET BY THE LEADER OF THE COUNCIL (SECTION 11(3) (B) OF THE LOCAL GOVERNMENT ACT 2000) (WITH NO DECISION MAKING), ALLOCATION/DISTRIBUTION OF PORTFOLIOS WITHIN THE CABINET, THE APPOINTMENT OF JUNIOR MINISTERS AND THE ALLOCATION/DISTRIBUTION OF AREAS OF RESPONSIBILITY**

(Pages 13 - 14)

**Appendix C(ii)**

The Mayor advises that for the ensuing year the Cabinet Members will be Councillors Mrs A D Allen, P F Coleman, J A Kite, A R Martin, B E Read and Mrs P A Thurlow. The portfolios (with no decision making) will be held by the Cabinet Members as set out in Appendix C(ii). Councillors J A Kite and A R Martin will be the Chairman and Vice-Chairman respectively.

The Cabinet will be supported by Councillors A Bardoe, S H Brown, D A Hammock, D E Hunnisett, E J Lampkin, A R Lloyd, A E Peters, M I Peters, Ms R L Shanks and C J Shippam, the Junior Ministers, with areas of responsibility as set out in Appendix C(ii).

**18. ANNOUNCEMENT OF THE STRUCTURE OF THE LABOUR GROUP AND THE ALLOCATIONS/DISTRIBUTION OF RESPONSIBILITIES**

(Pages 15 - 16)

**Appendix D**

The Mayor announces that the structure of the Labour Group and the allocation/distribution of responsibilities are as set out in Appendix D.

**19. TO CONSIDER AND AGREE THE TERMS OF REFERENCE FOR GENERAL ASSEMBLY OF THE COUNCIL**

(Pages 17 - 18)

**Appendix E**

The Mayor calls upon the Leader to move that Council has the Terms of Reference as set out in Appendix E.

The Mayor then calls for the motion to be seconded and put to the meeting for approval.

**20. TO CONSIDER AND ESTABLISH THE QUALITY SERVICES AND SCRUTINY COMMITTEES, THE STANDARDS COMMITTEE AND OTHER STANDING COMMITTEES, SUB-COMMITTEES, BOARDS, PANELS AND OTHER BODIES, APPOINT REPRESENTATIVES TO OTHER BODIES AND DETERMINE THE TERMS OF REFERENCE OF AND DELEGATIONS TO SUCH COMMITTEES, BOARDS, PANELS AND OTHER BODIES**

(Pages 19 - 66)

**Appendices F to W**

The Mayor calls upon the Leader to move the following:

- (a) the review of the representation of the political groups on Standing Committees, Boards and Panels (as it affects the Council) and other “bodies” within the meaning of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990. Details of the entitlement of each political group to representation on each of these “bodies” are set out in Appendix F in accordance with the principles contained in the 1989 Act and 1990 Regulations. These principles are set out in Appendix G.
- (b) the adoption of the Quality Services and Scrutiny Committees, the Standards Committee and other Standing Committees, Sub-committees, Boards and Panels and the appointments to membership made in accordance with the wishes of the political groups on the Council and the appointments of Chairmen and Vice-Chairmen, as set out in Appendices H to S.

(NB: The Sub-committees, Boards and Panels referred to above shall be deemed to be “Committees” for the purposes of Section 102(1) (a) of the Local Government Act 1972).

- (c) the adoption of the Cabinet Advisory Panels and the

appointments to membership made in accordance with the wishes of the political groups on the Council, as set out in Appendix T.

- (d) the adoption of the Joint Transportation Board as a non-statutory forum and the appointments to membership made in accordance with the wishes of the political groups on the Council, as set out in Appendix U.
- (e) the adoption of the Deed, Trust and Obligations Committee and the appointments to membership made in accordance with the wishes of the political groups on the Council, as set out in Appendix V.
- (f) the adoption of the Review of Polling Places, Polling Districts and Access Arrangements Sub-committee and the appointments to membership made in accordance with the wishes of the political groups on the Council, as set out in Appendix W.

The Mayor then calls for the motion to be seconded and puts it to the meeting for approval.

After establishing the Quality Services and Scrutiny Committees, the Standards Committee, other Standing Committees, Sub-committees, Boards and Panels, the Mayor calls upon the Leader to move that the Committees, Sub-committees, Boards and Panels have the Terms of Reference and Delegations as set out in Appendices H to S.

The Mayor then calls for the motion to be seconded and puts it to the meeting for approval.

After establishing the Cabinet Advisory Panels, Joint Transportation Board and Deed, Trust and Obligations Committee and the Review of Polling Places, Polling Districts and Access Arrangements Sub-committee the Mayor calls upon the Leader to move that the said Panels, Board and Committee and Sub-committees have the Terms of Reference as set out in Appendix S to W.

The Mayor then calls for the motion to be seconded and puts it to the meeting for approval.

**21. TO APPOINT THE DAYS AND HOUR OF THE MEETINGS OF THE COUNCIL AND OF ITS STANDING COMMITTEES, SUB-COMMITTEES, BOARDS, PANELS AND OTHER BODIES/FORUMS DURING THE ENSUING YEAR 2008/09 AND PROVISIONALLY APPOINT THE DAYS AND HOUR OF THE MEETINGS FOR THE YEAR 2009/2010**

## **Appendix X**

The Mayor calls upon the Leader to move the adoption of the dates and times shown as set out in Appendix X.

The Mayor calls for the motion to be seconded and puts it to the meeting for approval.

## **22.TO NOTE THE APPOINTMENTS OF COUNCILLOR REPRESENTATIVES BY EXTERNAL BODIES, AND TO OUTSIDE BODIES WHERE THE TERM OF OFFICE EXCEEDS ONE YEAR**

(Pages 71 - 74)

### **Appendices Y(i) and Y(ii)**

The Mayor calls upon Members to note the continuing appointments set out in Appendices Y(i) and Y(ii).

## **23.TO APPOINT COUNCILLORS TO OUTSIDE BODIES AND TO LIAISON GROUPS**

(Pages 75 - 84)

### **Appendices Z(i) and Z(ii)**

The Mayor calls upon the Leader to move the adoption of the nominations for new appointments for 2008/2009 as set out in Appendices Z(i) and Z(ii).

The Mayor calls for the motion to be seconded and puts it to the meeting for approval.

Graham Harris  
Managing Director