

DARTFORD

BOROUGH COUNCIL



Summons and Agenda

Wednesday 8 May 2013

DARTFORD

BOROUGH COUNCIL

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 8 May 2013
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 Mrs P A Thurlow 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 retiring Mayor of Dartford, Councillor Mrs A D Allen, will then declare the successful nominee to be duly elected The Worshipful The Mayor of the Borough of Dartford for the ensuing year.

The newly elected 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 Father Zammit process out of the Chamber.

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

The Mayor thanks the Council for her election and:

- (a) informs Members that Mr Denzil Reynolds will be appointed as her Escort for the ensuing year and invites him to the front of the dais and invests him with the badge of office and he takes his seat on the dais.
- (b) advises Members on the appointment of her personal Chaplain. The Mayor invites the new Chaplain, Reverend Nick Williams, to come to the front of the dais where Father Zammit invests him with the Chaplain's Cross. The Mayor invites the new Chaplain to take a seat on the dais. Father Zammit takes the seat vacated on the floor of the Chamber.

2. PRAYERS

The Mayor will call upon the new Chaplain to say prayers.

3. APPOINTMENT OF DEPUTY MAYOR FOR THE ENSUING YEAR

The Mayor announces that Councillor A S Sandhu MBE will be Deputy Mayor of the Borough.

The Mayor invites the Deputy Mayor Elect 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 who will be his Deputy Mayoress for the ensuing year, whereupon the Deputy Mayoress Elect proceeds to the front of the dais and is invested with the chain of office and 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 MBE 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 Mrs A D Allen to reply to the vote of thanks.

5. PRESENTATION OF A BAR FOR THE PAST MAYOR'S BADGE

The Mayor invites Councillor Mrs A D Allen to the front of the dais where she is presented with a bar to her Past Mayor's badge.

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

To receive declarations of interest from Members including the term(s) of the Grant of Dispensation (if any) by the Audit Board or Managing Director.

7. TO RECEIVE APOLOGIES FOR ABSENCE

The Mayor asks for any apologies for absence.

8. CONFIRMATION OF MINUTES

(Pages 1 - 12)

To confirm the minutes of the meeting of the General Assembly of the Council held on 18 March 2013 as an accurate record.

9. TO NOTE THE ON-GOING APPOINTMENT OF THE LEADER AND DEPUTY LEADER OF THE COUNCIL

The Mayor asks that it be noted that Councillor J A Kite MBE has been elected for a 4 year term until the May 2015 (Annual Meeting) and that Councillor A R Martin will hold office until the end of the term of office of the 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 of the Labour Group will hold the offices of Shadow Leader and the Shadow Deputy Leader of the Council respectively.

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

11. TO RECEIVE AND NOTE THE SIZE OF THE CABINET AND TO ALLOCATE ALL EXECUTIVE FUNCTIONS TO THE CABINET AND DETERMINE THE TERMS OF REFERENCE OF THE CABINET

(Pages 13 - 20)

Appendix A

The Mayor calls upon the Leader to announce the size of the Cabinet.

The Mayor calls upon the Leader to move that all functions be allocated to the Cabinet as a body within the Terms of Reference as set out in Appendix A

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

12. TO RECEIVE AND NOTE THE APPOINTMENT OF MEMBERS TO THE CABINET

(Pages 21 - 22)

Appendix B

The Mayor calls upon the Leader to announce who will form the Cabinet for the ensuing year and that portfolios (with no decision making) will be held by Cabinet members and the Lead Members as set out in Appendix B.

13. ESTABLISHMENT OF THE DEED, TRUST AND OBLIGATIONS COMMITTEE

(Pages 23 - 26)

Appendix C

Announcement of the establishment of the Deed, Trust and Obligations Committee under the Local Government Act 2000 and the appointments as to membership and appointments to Chairman and Vice-Chairman made in accordance with the wishes of the Cabinet and to move that the Deed, Trust and Obligations Committee has the Terms of Reference as set out in Appendix C.

14. ANNOUNCEMENT OF THE HEAD OF PAID SERVICE, CHIEF FINANCE OFFICER AND THE MONITORING OFFICER

The Mayor advises Members that Mr Graham John Harris will be appointed as the 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 appointed as Monitoring Officer (pursuant to Section 5 of the Local Government and Housing Act 1989).

15. MAYOR'S ANNOUNCEMENTS

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

16. CONFIRMATION OF POLITICAL GROUPS

(Pages 27 - 28)

Appendix D

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 D.

17. ADOPTION OF RULES FOR SUBSTITUTION

(Pages 29 - 30)

Appendix E

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 E.

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

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

(Pages 31 - 32)

Appendix F

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

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

(Pages 33 - 40)

Appendix G

The Mayor calls upon the Leader to move Terms of Reference as set out in Appendix G.

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

20. TO CONSIDER AND ESTABLISH 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

Appendices H(i) to V

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 H(i) in accordance with the principles contained in the 1989 Act and 1990 Regulations. These principles are set out in Appendix H(ii).
- (b) the adoption of the Licensing Committee and its Sub-committee respectively under Section 102(1)(a) of the Local Government Act 1972 and the Licensing Act 2003 and the adoption of other Committees, Sub-committees, Boards and Panels under Section 102(1)(a) of the Local Government Act 1972 and as applicable the Local Government Act 2000 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 I to U.
- (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 V(i).
- (d) the adoption of the Dartford Locality Board and the appointments to membership made as set out in Appendix V(ii).
- (e) 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 V(iii).

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

After establishing the 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 I to U.

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

After establishing the Cabinet Advisory Panels, Dartford Locality Board and the Joint Transportation Board the Mayor calls upon the Leader to move the Terms of Reference as set out in Appendices V(i), (ii) and (iii).

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 2013/14

(Pages 99 - 102)

Appendix W

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

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 103 - 104)

Appendix X

The Mayor calls upon Members to note the appointments set out in Appendix X.

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

(Pages 105 - 110)

Appendices Y and Z

The Mayor calls upon the Leader to move the adoption of the nominations for new appointments for 2013/2014 as set out in Appendices Y and Z.

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

Graham Harris, Managing Director