

DARTFORD

BOROUGH COUNCIL



Summons and Agenda

Wednesday 11 May 2022

S. Martin

Chief Officer & Director of Corporate Services
Tuesday 3 May 2022

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DARTFORD

BOROUGH COUNCIL

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

To: All Members of the Dartford Borough Council

The Annual Council meeting will be held on:

Date: Wednesday 11 May 2022
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 AND ANNOUNCEMENT OF THE MAYORESS AND THE MAYOR'S CHAPLAIN**
- 2. PRAYERS - MAYOR'S CHAPLAIN**
- 3. APPOINTMENT OF DEPUTY MAYOR FOR THE ENSUING YEAR AND ANNOUNCEMENT OF THE DEPUTY MAYOR'S ESCORT**
- 4. VOTE OF THANKS TO THE RETIRING MAYOR IN RESPECT OF SERVICES RENDERED DURING THE PAST YEAR**
- 5. PRESENTATION OF A BAR FOR THE PAST MAYOR'S BADGE**

The outgoing Mayor will receive a bar for 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 the Chief Officer & Director of Corporate Services.

- 7. TO RECEIVE APOLOGIES FOR ABSENCE**

8. CONFIRMATION OF MINUTES

(Pages 1 - 30)

To confirm the minutes of the meeting of the General Assembly of the Council held on 13th December 2021 and of the General Assembly of the Council (Budget) meeting held on 28th February 2022 as accurate records.

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

To note the ongoing appointment of Councillor J A Kite MBE as the Leader of the Council until the May 2023 Annual Meeting and the appointment of Councillor C J Shippam as Deputy Leader of the Council until the end of the term of office of the Leader of the Council.

10. TO NOTE THE ANNOUNCEMENT OF THE SHADOW LEADER OF THE COUNCIL, GROUP LEADERS AND THEIR DEPUTIES

To note the announcement that Councillor K J Grehan will be the Shadow Leader of the Council and Councillor A Gaskin the Shadow Deputy Leader of the Council from the Labour and Co-Operative Party Group and that Councillor L H K Edie and Councillor P M Harman, respectively, will be the Leader and Deputy Leader of The Alliance Group.

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 AND TO ALLOCATE ALL EXECUTIVE FUNCTIONS TO THE CABINET AND DETERMINE THE TERMS OF REFERENCE OF THE CABINET (APPENDIX A)

(Pages 31 - 38)

12. TO RECEIVE AND NOTE THE APPOINTMENT OF MEMBERS TO THE CABINET (APPENDIX B)

(Pages 39 - 40)

13. TO RECEIVE AND NOTE THE ESTABLISHMENT OF THE DEED, TRUST AND OBLIGATIONS COMMITTEE UNDER THE LOCAL GOVERNMENT ACT 2000, ITS MEMBERSHIP, FUNCTIONS AND TERMS OF REFERENCE (APPENDIX C)

(Pages 41 - 44)

14. TO NOTE THE APPOINTMENT OF THE HEAD OF PAID SERVICE, CHIEF FINANCE OFFICER AND THE MONITORING OFFICER

To note the appointment of Mrs Sarah Jane Martin as the Head of Paid Service (pursuant to Section 4 of the Local Government and Housing Act 1989), Mr Tim Sams as the Chief Finance Officer (pursuant to

Section 151 of the Local Government Act 1972) and Mrs Marie Kelly-Stone as the Monitoring Officer (pursuant to Section 5 of the Local Government and Housing Act 1989).

15. MAYOR'S ANNOUNCEMENTS

16. TO CONFIRM THE SIZE AND MEMBERSHIP OF THE POLITICAL GROUPS ON THE COUNCIL (APPENDIX D) (Pages 45 - 46)

17. TO ADOPT THE RULES FOR SUBSTITUTION FOR COMMITTEES, SUB-COMMITTEES, BOARDS AND PANELS (APPENDIX E) (Pages 47 - 48)

18. TO ANNOUNCE THE STRUCTURE OF THE OTHER GROUPS ON THE COUNCIL AND THE ALLOCATIONS/DISTRIBUTION OF RESPONSIBILITIES (APPENDIX F) (Pages 49 - 50)

19. TO CONSIDER AND AGREE THE TERMS OF REFERENCE FOR THE GENERAL ASSEMBLY OF THE COUNCIL (APPENDIX G) (Pages 51 - 60)

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, AS SET OUT IN THE RELEVANT APPENDICES (APPENDICES H(I) TO U) (Pages 61 - 114)

(a) To note 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 as set out in Appendix H(i) in accordance with the principles detailed in Appendix H(ii).

(b) To adopt the Licensing Committee and its Sub-committee respectively under Section 102(1)(a) of the Local Government Act 1972 and the Licensing Act 2003, to adopt 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 to note the appointments to membership made in accordance with the wishes of the political groups on the Council, as set out in the relevant Appendices or subsequently notified to the Proper Officer, and the appointments of Chairmen and Vice-Chairmen, as set out in the relevant Appendices.

- (c) To adopt the Cabinet Advisory Panels and note the appointments to membership made in accordance with the wishes of the political groups on the Council, as set out in the relevant Appendices.
- (d) To adopt the Joint Transportation Board as a non-statutory forum and note the appointments to membership made in accordance with the wishes of the political groups on the Council, as set out in the relevant Appendices.
- (e) To agree the Terms of Reference and Delegations for Committees, Sub-committees, Boards and Panels as set out in the relevant Appendices.

- 21. TO AGREE THE CALENDAR OF COUNCIL AND COMMITTEE MEETINGS FOR 2022/23 AND TO NOTE THE PROVISIONAL CALENDAR FOR 2023/24 (APPENDIX V)** (Pages 115 - 118)
- 22. TO NOTE THE APPOINTMENTS OF COUNCILLOR REPRESENTATIVES BY EXTERNAL BODIES, AND TO OUTSIDE BODIES WHERE THE TERM OF OFFICE EXCEEDS ONE YEAR (APPENDIX W)** (Pages 119 - 120)
- 23. TO APPOINT COUNCILLORS TO OUTSIDE BODIES AND TO LIAISON GROUPS (APPENDICES X AND Y)** (Pages 121 - 126)

Sarah Martin
Chief Officer &
Director of Corporate Services