

Minutes of the Annual meeting of the **Council** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 15 May 2018** at **7.00pm** when there were present:

Mr D C Ward – Chairman

Mr A D Adams	Mr R F Grady	Mr G Peck
Mrs C H Bannock	Mrs S C Gurney	Mr A J Proctor
Mr D Buck	Mrs L H Hemsall	Mr S Riley
Mr P H Carrick	Mr R J Knowles	Mrs B H Rix
Mr S M Clancy	Miss S Lawn	Mr D Roper
Mrs J K Copplestone	Mrs J Leggett	Mr N C Shaw
Mr S Dunn	Mr I J Mackie	Mr M D Snowling MBE
Mr J J Emsell	Mrs T M Mancini-Boyle	Mrs K A Vincent
Mr G Everett	Mr I N Moncur	Mr S A Vincent
Mr J F Fisher	Mr G K Nurden	Mr J M Ward
Mr R R Foulger		

Mr J Prosser from Age UK Norfolk, Mrs Ward, Mr B Leggett and Mr H Leggett attended the meeting.

In attendance were the Chief Executive, the Deputy Chief Executive, the Head of Democratic Services & Monitoring Officer, the Senior Committee Officer and the Committee Officer (DM).

1 APPOINTMENT OF CHAIRMAN

The Chairman invited nominations for the position of Chairman of the Council for 2018/19. Mrs J Leggett was proposed and seconded and, on being put to the vote, it was

RESOLVED

to appoint Mrs J Leggett as Chairman of the Council for 2018/19.

Mrs Leggett was then invested with the chain of office and signed the declaration of acceptance of office.

[Mrs Leggett in the Chair]

2 VOTE OF THANKS AND PRESENTATION TO THE RETIRING CHAIRMAN

The Chairman thanked Council for the honour of electing her as Chairman and looked forward to an interesting, challenging and enjoyable year

attending different events and learning more about Broadland. Her chosen charity for the year was Leeway, in particular their work on domestic abuse and she hoped to raise funds to help support young people affected by domestic violence. Where possible she hoped to link this work with her role on the Youth Advisory Board.

She wished to record a vote of thanks to Mr D Ward for his commitment to the role of Chairman last year and his fundraising efforts and to his wife for supporting him in his role. The Chairman presented Mr D Ward with a past Chairman's badge.

The past Chairman responded that it had been a privilege and an honour to serve and to represent Broadland and its residents. He thanked the Chairman for the support she had given him during the year. He thanked his wife and his family for their support and presented his wife with a bouquet of flowers. He also thanked all the staff who had supported him in his role, in particular, Sara Utting to whom he also presented a bouquet of flowers.

3 PRESENTATION OF CHEQUE BY THE OUTGOING CHAIRMAN TO HIS CHOSEN CHARITY – AGE CONCERN NORFOLK

The outgoing Chairman, Mr D Ward, presented a cheque to Mr J Prosser from Age UK Norfolk for £1,500 raised from events held throughout the year. He hoped the funds would help with work on dementia care in Broadland.

Mr Prosser thanked Mr Ward for such a generous donation stating that the charity was very dependent on fundraising to support its work and the donation would go a long way to help them with their activities. He appreciated the efforts of the Chairman throughout the year to raise the funds. He was also very grateful that the Council had recognised the value of the work undertaken by Age UK Norfolk.

4 APPOINTMENT OF VICE CHAIRMAN

The Chairman invited nominations for the position of Vice-Chairman of the Council for 2018/19. Mrs K Vincent was proposed and seconded and, on being put to the vote, it was

RESOLVED

to appoint Mrs Vincent as Vice-Chairman of the Council for 2018/19.

The Vice-Chairman then signed the declaration of acceptance of office and thanked Council for the honour and said she would do her best to represent the Council.

5 DECLARATIONS OF INTEREST

None made.

6 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr D G Harrison, Mr T W Landamore, Mr K G Leggett MBE, Mr V B Tapp and Mr F Whymark.

7 MINUTES

The Minutes of the meeting held on 17 April 2018 were confirmed as a correct record and signed by the Chairman.

8 ANNOUNCEMENTS

Members noted the civic engagements attended by the previous Chairman and Vice-Chairman of the Council who each highlighted some of their activities.

9 ELECTION OF LEADER

In recognition of his excellent record of leading the Council over a number of years, it was proposed and seconded that Mr Proctor be appointed Leader.

RESOLVED

to appoint Mr Proctor as Leader of the Council for 2018/19.

The Leader congratulated the Chairman and Vice-Chairman of the Council on their appointments and hoped they enjoyed their civic year. He also thanked the outgoing Chairman for his efforts in raising funds for this chosen charity and hoped he would continue with his work supporting dementia care. He thanked the Council for his re-election as Leader, stating that it was a privilege and an honour to be elected as Leader for the eighth year. Broadland was recognised as a high performing Council, providing quality services for its residents with a “can do” approach. Local authorities were the engines keeping the country going and there was a need to take the lead and keep communities together. The Council undertook a wide range of roles many unseen and taken for granted and did so without seeking acknowledgement or praise. Perhaps they needed to shout louder about their achievements. He paid tribute to one of the most important elements of the Council, the staff, and thanked the Chief Executive and all staff at Broadland for the support given to Members and their hard work and

commitment to Broadland. The Chief Executive had given notice of his intention to retire and the Leader appreciated that this was being undertaken flexibly to allow continued support to face the challenges ahead. The Council's continued high levels of performance would help it face these challenges. Whilst the Council was in a good position financially as a result of good financial management, it still faced the challenges of wide ranging reforms in the way local government was financed and was in a good position to deal with these major challenges. With regard to the work being undertaken on collaboration, he stated that this was a well-trodden path in local government with many councils undertaking collaborative work. It was not all about saving money but about becoming an employee of choice with new opportunities and better ways of working. Work to date had already seen success in securing funding for the rural enabling project. Progress on collaboration was evolving in a considered way, whilst everyday work continued, and the Council would be making an important decision in the near future. Strong leadership would be essential.

The Leader commented that, whilst South Norfolk Council had chosen to give a Member of their Cabinet responsibility for overseeing the work on collaboration, he was happy to continue to see this role undertaken at Broadland by the Chairman of the Service Improvement and Efficiency Committee, Mr G Peck, together with the Members of that Committee.

The Leader advised the Council of his Cabinet appointments for 2018/19 as follows:

Mr S Clancy	Economic Development & Deputy Leader
Mr J Fisher	Environmental Excellence
Mr R Foulger	Communities & Housing
Mrs T Mancini-Boyle	Finance
Mr A Proctor	Policy
Mr S Vincent	Planning

RESOLVED

to note the appointments.

10 APPOINTMENT OF COMMITTEES AND PANELS

The Council received a schedule setting out the proposed allocation of seats on Council committees and panels for 2018/19. Subject to the addition of Mr D Ward to the Service Improvement and Efficiency Committee, it was

RESOLVED

to note the appointments to Committees and Panels for the 2018/19

municipal year as amended and attached at Appendix 1 to the signed copy of these Minutes.

11 APPOINTMENT OF CHAIRMEN AND VICE CHAIRMEN OF COMMITTEES AND PANELS

The Council received a schedule setting out the proposed appointments of Chairmen and Vice-Chairmen for 2018/19. The Leader made one change to the schedule submitted: the Vice-Chairman of the Service Improvement and Efficiency Committee be amended from Mr C Harrison to Mrs J Leggett.

RESOLVED

to make the following appointments for 2018/19:

	Chairman	Vice-Chairman
Appeals Panel	Miss S Lawn	Mrs L Hempsall
Appointments & Pay Panel	Mr S Vincent	Mr G Peck
Audit Committee	Mr N Shaw	Mr P Carrick
Awards Panel	Mr V Tapp	Mrs K Vincent
Economic Success Panel	Mr S Clancy	N/A
Environmental Excellence Panel	Mr J Fisher	N/A
Member Development Panel	Mr J Emsell	Mrs C Bannock
Overview & Scrutiny Committee	Mr D Harrison	Mr J Emsell
Place Shaping Panel	Mr S Vincent	N/A
Planning Committee	Mr I Moncur	Miss S Lawn
Service Improvement & Efficiency Cttee	Mr G Peck	Mrs J Leggett
Standards Committee	Mr R Knowles	Mr K Leggett
Wellbeing Panel	Mr A Proctor	N/A

Note: The Performance Management Sub Committee and the Licensing and Regulatory Committee appoint their own Chairman and Vice-Chairman. The Licensing and Regulatory Committee was meeting on the rising of Council that evening to appoint its Chairman and Vice-Chairman.

12 APPOINTMENTS TO OUTSIDE ORGANISATIONS 2018/19

The Council considered the schedule of nominations to represent the Council on outside organisations for 2018/19. It was confirmed at the meeting that the membership of the Norfolk Rivers Internal Drainage Board was three representatives and that there were two appointed representatives on the Scottow Enterprise Park and not one representative and one substitute as stated.

RESOLVED

to approve the appointments to outside organisations for 2018/19 as amended and attached at Appendix 2 to the signed copy of these Minutes.

13 APPOINTMENT OF INDEPENDENT MEMBERS OF THE STANDARDS COMMITTEE

Council was invited to confirm the appointments of co-opted, non-voting, independent parish and town council members on the Standards Committee. It was noted that the Council would be endeavouring to recruit to the current vacancies in the near future.

RESOLVED:

to confirm the appointment of Ms M Temple and Mr J Pennells (with two vacancies) on the Standards Committee for 2018/19.

14 APPOINTMENT OF DATA PROTECTION OFFICER

Council was advised that there was a need to amend the decision taken in principal at the meeting on 17 April to appoint Emma Pheby as the Council's Data Protection Officer following changes at South Norfolk Council. It was now proposed to appoint Emma Goddard from South Norfolk as the Council's Data Protection Officer and Helen Cowles as the deputy (Broadland).

RESOLVED

to appoint Emma Goddard as the Council's Data Protection Officer and Helen Cowles as the deputy (Broadland).

15 QUESTIONS FROM THE PUBLIC

It was noted that there had been no questions received from the public.

16 PUBLIC SPEAKING

It was noted that there had been no requests received from the public to speak at the meeting.

17 SCHEME OF DELEGATION

RESOLVED

to confirm the Scheme of Delegation as set out in Part Three of the Constitution.

18 CONFIRMATION OF COUNCIL MEETINGS FOR 2018/19

The Leader advised that the meeting of the Council scheduled for 12 July 2018 would follow a joint presentation on collaboration to both Broadland and South Norfolk Councils and a meeting of South Norfolk Council would take place at the same time as the Broadland Council meeting. The venue for the presentation / meetings was still to be confirmed.

RESOLVED

to approve the following dates for Council meetings for the 2018/19 municipal year:

12 July 2018, 6 September 2018, 1 November 2018, 3 January 2019, 21 February 2019, 28 March 2019 and 23 May 2019 (AGM).

19 PLANNING COMMITTEE

The decisions of the Planning Committee meeting held on 25 April 2018 were received.

20 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2018/19

Council considered the work programme for the Overview and Scrutiny Committee for 2018/19. They noted that discussions were ongoing between the Head of Democratic Services and Monitoring Officer and the Chairman of the Overview and Scrutiny Committee as to how the programme would be delivered in the light of the recent resignation of the Overview and Scrutiny Research Officer.

RESOLVED

to endorse the work programme as submitted and attached at Appendix 3 to the signed copy of these Minutes, noting the ongoing discussions regarding delivery of the work programme.

21 ANNUAL REPORT OF THE AUDIT COMMITTEE

Council considered the annual report on the work of the Audit Committee during 2017/18. The Terms of Reference of the Committee required a formal Annual Report of its work and performance to Council. The report highlighted that the Committee continued to operate in accordance with best practice and in line with its terms of reference. It played an important part in the Council's scrutiny and governance framework remaining active and conscientious in the delivery of its remit and reviewed a wide range of items, providing appropriate levels of challenge.

Due to the unavailability of the Head of Finance and Revenue Services and the Head of Internal Audit for Broadland, the planned presentation on the role of the Audit Committee would be deferred for a future meeting.

RESOLVED

to note and approve the content of the Annual Report of the Audit Committee, as attached at Appendix 4 to the signed copy of these Minutes.

22 QUESTIONS FROM MEMBERS

It was noted that no questions had been received from Members in accordance with Procedural Rule 12.4.

23 MOTIONS

It was noted that no Motions had been received under Procedural Rule 13.

The meeting closed at 7:40pm