



Selection and Constitutional Review Committee

Notice of a Meeting, to be held in the Council Chamber, Civic Centre, Tannery Lane,
Ashford, Kent TN23 1PL on Tuesday, 6th May 2014 at 7.00 pm*.

The Members of this Committee are:-

Cllr Clarkson (Chairman);
Cllr Claughton (Vice-Chairman);
Cllrs Bennett, Chilton, Davidson, Davison, Mrs Dyer, Galpin, Howard, Mrs Martin, Robey,
Smith

NB: Under the Council's Public Participation Scheme, members of the public can submit a petition, ask a question or speak concerning any item contained on this Agenda (Procedure Rule 9 refers)

*Please note start time

Agenda

- | | Page
Nos. |
|---|----------------------|
| 1. Apologies/Substitutes – To receive Notification of Substitutes in accordance with Procedure Rule 1.2(iii). | |
| 2. Declarations of Interest:- To declare any interests which fall under the following categories, as explained on the attached document: | 1 |
| a) Disclosable Pecuniary Interests (DPI) | |
| b) Other Significant Interests (OSI) | |
| c) Voluntary Announcements of Other Interests | |
| See Agenda Item 2 for further details | |
| 3. Minutes – To approve the Minutes of the Meeting of this Committee held on the 16 th January 2014 | |

Part I – For Decision

4. Background and Principles of Political Balance and Administrative Structure
5. Representation on Outside Bodies/Organisations



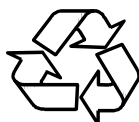
6. Annual Meeting – Order of Proceedings – Please see attached copy of the usual procedures. The Committee is requested to consider and advise on the identity of the Members to be nominated to the positions to be filled at the Annual Meeting of the Council and determine the proposers and seconders of the same.

Part II – For Information

None for this Meeting

DS/VS
25th April 2014

Queries concerning this agenda? Please contact Danny Sheppard:
Telephone: 01233 330349 Email: danny.sheppard@ashford.gov.uk
Agendas, Reports and Minutes are available on: www.ashford.gov.uk/committees



Declarations of Interest (see also “Advice to Members” below)

- (a) **Disclosable Pecuniary Interests (DPI)** under the Localism Act 2011, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares a DPI in relation to any item will need to leave the meeting for that item (unless a relevant Dispensation has been granted).

- (b) **Other Significant Interests (OSI)** under the Kent Code of Conduct as adopted by the Council on 19 July 2012, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares an OSI in relation to any item will need to leave the meeting before the debate and vote on that item (unless a relevant Dispensation has been granted). However, prior to leaving, the Member may address the Committee in the same way that a member of the public may do so.

- (c) **Voluntary Announcements of Other Interests** not required to be disclosed under (a) and (b), i.e. announcements made for transparency reasons alone, such as:

- Membership of outside bodies that have made representations on agenda items, or
- Where a Member knows a person involved, but does not have a close association with that person, or
- Where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position.

[Note: an effect on the financial position of a Member, relative, close associate, employer, etc; OR an application made by a Member, relative, close associate, employer, etc, would both probably constitute either an OSI or in some cases a DPI].

Advice to Members on Declarations of Interest:

- (a) Government Guidance on DPI is available in DCLG’s Guide for Councillors, at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240134/Openness_and_transparency_on_personal_interests.pdf plus the link sent out to Members at part of the Weekly Update email on the 3rd May 2013.
- (b) The Kent Code of Conduct was adopted by the Full Council on 19 July 2012, with revisions adopted on 17.10.13, and a copy can be found in the Constitution at <http://www.ashford.gov.uk/part-5---codes-and-protocols>
- (c) If any Councillor has any doubt about the existence or nature of any DPI or OSI which he/she may have in any item on this agenda, he/she should seek advice from the Head of Legal and Democratic Services and Monitoring Officer or from other Solicitors in Legal and Democratic Services as early as possible, and in advance of the Meeting.

Selection and Constitutional Review Committee

Minutes of a Meeting of the Selection and Constitutional Review Committee held in Committee Room No. 2 (Bad Münstereifel Room), Civic Centre, Tannery Lane, Ashford on the 16th January 2014.

Present:

Cllr. Clarkson (Chairman);

Cllr. Claughton (Vice-Chairman);

Cllrs. Bennett, Mrs Blanford, Chilton, Davison, Mrs Dyer, Galpin, Howard, Robey, Smith.

In accordance with Procedure Rule 1.2 (iii) Councillor Mrs Blanford attended as a Substitute Member for Councillor Mrs Martin.

Apologies:

Cllrs. Davidson, Mrs Martin

Also Present:

Member Services and Scrutiny Manager.

272 Declarations of Interest

Councillor	Interest	Minute No.
Davison	Made a "Voluntary Announcement" as he knew the current Chairman of the Kent Association of Local Councils (Ashford Branch).	276

273 Minutes

Resolved:

That the Minutes of the meeting of this Committee held on the 10th October 2013 be approved and confirmed as a correct record.

274 Terms of Reference of the Environment and Nature Conservation Forum

The report advised that at the inaugural meeting of the Environment and Nature Conservation Forum on the 24th October 2013, a Mission Statement and Terms of Reference had been presented for agreement. They were a combination of the two

previous fora (Nature Conservation Forum and Environmental Forum). The amended version of the Mission Statement and Terms of Reference were appended to the report for approval by the Committee.

Recommended:

That the Mission Statement and Terms of Reference, attached as an appendix to the report, for the Environment and Nature Conservation Forum be approved and be incorporated into the Council's Constitution.

275 Representatives on Outside Bodies/Organisations

The report advised of the need to make two nominations to the Ashford Almshouses and Parochial Charities for the period to 30th November 2016.

The Chairman advised that he intended to arrange for the list of outside bodies/organisations the Council appointed representatives to, to be examined to assess whether they were still relevant in terms of the Borough Council's activities and furthermore he was also aware that some of the organisations no longer met.

Resolved:

That Councillors Hodgkinson and Miss Martin be appointed to sit on the Ashford Almshouses and Parochial Charities to 30th November 2016.

276 Constitutional Issues

The report dealt with changes the Leader of the Council wished to make to the Conservative Group nominations on the Parish Forum and also the appointment of the Chairman and Vice-Chairman and the ex-officio position. The report also noted the change in membership of the Education and Vocational Skills Advisory Committee in terms of the Labour Group's nomination as Councillor Britcher had taken the seat which had previously been held by Councillor Chilton.

Tabled at the meeting was an update report which explained that the Leader wished to nominate the Chairman of the Ashford Local Branch of the Kent Association of Local Councils (KALC) to be appointed as the Vice-Chairman of the Parish Forum. It was also proposed that the ex-officio position be taken by the Leader of the Council.

A Member explained that two Parish Councils within the Borough area were not members of the Kent Association of Local Councils which included in his own Ward, Orlestone Parish Council. The Chairman advised that he had raised with the Chief Executive all the points the Member had made previously and indicated that those Parish Councils would be invited to future rural conferences.

In response to a comment about having a non-elected Borough Council Member as the Vice-Chairman of the Parish Forum, the Chairman emphasised that the Parish Forum did not have any executive powers and any recommendations would need to be considered by the Cabinet and therefore he did not see that this was an issue.

Recommended:

- That**
- (i) it be noted that Councillors Mrs Bell and Burgess will take the Conservative Group's seats on the Parish Forum.**
 - (ii) Councillor Mrs Bell be appointed Chairman of the Parish Forum and the Chairman of the Local Branch of the Kent Association of Local Councils (KALC) (currently Mr John Rivers) be appointed as Vice-Chairman.**
 - (iii) the Terms of Reference of the Parish Forum be amended to those appended to the update paper.**
 - (iv) it be noted that Councillor Britcher will take the Labour Group seat on the Education and Vocational Skills Advisory Committee.**

(KRF/AEH)

MINS:SCRX1403

Queries concerning these Minutes? Please contact Keith Fearon:
Telephone: 01233 330564 Email: keith.fearon@ashford.gov.uk
Agendas, Reports and Minutes are available on: www.ashford.gov.uk/committees

Selection and Constitutional Review Committee

6th May 2014

Report of the Head of Legal and Democratic Services

Background and Principles of Political Balance and Administrative Structure and Changes to Committee Membership

Purpose of Report

To consider the political balance for the Authority for the 2014/15 Municipal Year. The political balance reflects the Notice given to the Proper Officer that Councillor Sims has ceased to be a member of the Independent Group and has joined the Conservative Group on the Council and the outcome of the by-election for the Wye Ward in which Councillor Ovenden (Ashford Independent) was elected. The report also makes recommendations on Constitutional matters to the Annual Meeting of the Council on 15th May 2014.

External Consultees

None.

Internal Consultees

The Leaders of Groups on the Council.

Financial/Legal and Human Rights Implications

The Authority is required to adopt a political balance which complies with the Local Government and Housing Act 1989 and associated regulations. Alternative arrangements are permitted only if no individual Member votes against the proposal.

Staffing Implications

None.

Environmental Implications

None.

Corporate Strategy

Not relevant in the context of this report.

Introduction

1. Appendix A contains details of the draft political balance calculation for 2014/15 for agreement at the Full Council. This reflects the decision of Councillor Sims to leave the Independent Group and join the Conservative Group and the outcome of the Wye by-election when Councillor Ovenden was elected as an Ashford Independent Member. Appendix B sets out details of Members to be appointed to seats on the various committees etc by Group Leaders.

Background and Principles of Political Balance

2. The Local Government and Housing Act 1989 (as amended) requires the Council to allocate seats on its Committees and Sub-Committees to political groups in proportion to their relative strengths on the Council.
3. In allocating seats a number of principles must be adhered to, namely:-
 - (a) A political group (where there is more than one) may not have all of the seats on a Committee or Sub-Committee.
 - (b) The majority of seats must be allocated to the majority group. This allocation is calculated by reference first, to the total number of seats available on ordinary Committees of the Authority and secondly, to the total number of seats available on ordinary Sub-Committees. The regulations further provide:-
 - (i) That the total number of seats on the Council's Ordinary Committees must be allocated in the proportion as is borne by the number of members of any group to the membership of the Authority as a whole.
 - (ii) The seats on the Council's Ordinary Committees and Sub-Committees as a whole must be allocated in proportion to the political groups' membership of the appointing Council.

Trading and Enterprise Board (Committee of the Cabinet)

4. The Trading and Enterprise Board (TEB) was established in 2013 as a committee of the Cabinet to undertake a variety of roles in connection with the Trading Companies established by the Council.

The Terms of Reference of the TEB states that the membership shall be 4 members of the Cabinet and 1 member of the Council from outside the Cabinet to act in the capacity of 'Observer'. The members are appointed by the Leader of the Council and the Terms of Reference require that the names of the appointees be reported to the Council.

The Leader has appointed Councillors Mrs Bell, Claughton, Galpin and Robey from the Cabinet and Councillor Feacey from outside of the Cabinet as 'Observer'

The Committee is requested to note this matter.

Recommendations

That:

- (i) the Committee recommends the adoption of the political balance of the Authority in Appendix A subject to the Council agreeing that the requirements of the Political Balance Regulations be not applied to the Membership of the Joint Transportation Board, Appeals, Audit and Standards Committees and the Sub-Committee of the Licensing and Health and Safety Committee established under the Licensing and Standards Act 2003 and Gambling Act 2005.
- (ii) the following Committees be constituted for the Municipal Year as detailed in Part 3 of the Constitution:

Audit
Overview and Scrutiny
Planning
Selection and Constitutional Review
Licensing and Health and Safety
Appointments
Appeals
Standards
Transport and Highways Advisory Committee
Education and Vocational Skills Advisory Committee
Joint Arrangements – Joint Transportation Board

NB: Details of Members appointed to Membership of each Committee etc by Group Leaders is shown in Appendix B.
Note: This will be subject to amendments from Group Leaders.

- (iii) the Council appoint the Chairman and Vice Chairman for each Committee etc as shown in Appendix B.
- (iv) the Scheme of Cabinet (Executive) and Council Delegations as set out in Part 3 of the Constitution be reaffirmed.
- (v) the intention of the Cabinet to reconstitute the Forums and Groups as listed in Part 3 Appendix 2 to the Constitution be noted.
- (vi) it be noted that the Leader of the Council has appointed Councillors Mrs Bell, Claughton, Galpin and Robey from the Cabinet and Councillor Feacey from outside the Cabinet to the Trading and Enterprise Board.
- (vii) Councillor Smith be allocated the one remaining seat available for allocation on the Selection and Constitutional Review Committee.

Terry Mortimer
Head of Legal and Democratic Services

**THE POLITICAL BALANCE CALCULATION
MAY 2014**

A.1 All Committees to which balance applies

	Committee	Seats/Committee	=	Total Seats
1 x 16	Overview and Scrutiny	16	=	16
1 x 16	Planning	16	=	16
1 x 13	Licensing and Health & Safety	13	=	13
1 x 12	Selection	12	=	12
1 x 8	Audit	8	=	8
1 x 8	Transportation and Highways Advisory	8	=	8
1 x 8	Educational & Vocational Skills Advisory	8	=	8
1 x 5	Appointments	5	=	5
			Total	<u>86</u>

B. Percentage of group in relation to total membership of the authority

43 members =		%
30 Conservative	=	69.76744
5 Labour	=	11.6279
5 Ashford Independent	=	11.6279
2 Liberal Democrat	=	4.65116
<u>Note:</u> 1 Independent		<u>2.32558</u>
		<u>99.99998</u>

C.1 Allocation of Seats on Committees in proportion to Group strength

Committee	Con	Lab	AI	LD	Ind	Total
1 x 16 O&S	11	2	2	1	0	16
1 x 16 Planning	11	2	2	1	0	16
1 x 12 Selection	8	1	1	1	1*	12
1 x 13 Licensing, Health & Safety	9	**1	**1	1	1**	13
1 x 8 Audit	5***	1	1	0	1***	8
1 x 8 Transport & Highways	6	1	1	0	0	8
1 x 8 Education & Vocational	6	1	1	0	0	8
1 x 5 Appointments	3	1	1	0	0	5
Totals	59(60)*** (60.0000)	10(10) (10.0000)	10(10) (10.0000)	4(4) (4.0000)	3(2)*** (2.32550)	86

NB: During the rounding up and down of the percentage figures, it was not possible to achieve overall balance.

*1 Under the draft calculation all Groups had received their allocation on the Selection and Constitutional Review Committee, however, one seat remained to be allocated. Group Leaders recommend to Council that this seat be allocated to Councillor Smith, the independent Councillor.

**2 Under the draft calculation for the Licensing and Health and Safety Committee there remained one seat to be allocated to either the Labour Group or the Ashford Independent Group. However, if either Group took the seat it would result in them having 1 more seat over and above their overall entitlement. The Leaders of the Labour Group and the Ashford Independent Group agreed to gift this seat to Councillor Smith.

***3 The Group Leaders wished to retain Councillor Smith on the Audit Committee (in line with previous arrangements) to draw upon his previous experience as a Local Authority Auditor. The Conservative Group gifted a seat on the Audit Committee to Councillor Smith to enable this arrangement to continue to apply.

C.2 Allocation of seats on all ordinary Committees to achieve overall proportionality

Political Group entitlement in relation to <u>all</u> seats:	86
Conservative	60.0000 = 60
Labour	10.0000 = 10
Ashford Independent	10.0000 = 10
Liberal Democrat	4.0000 = 4
Independent	2.0000 = 2
Total	86

D. Committees etc. to which balance cannot apply or will not apply either as a direct result of joint arrangements or the Council agreeing, i.e. no member votes against this arrangement, on each occasion the Council adopts a revised political balance for the Authority.

1 x 3	Appeals (3 Member Panels)	3 Members per meeting drawn on rota from a panel of 15 Members (which does not meet as a Committee)	=	3
x 1 x 7	Joint Transportation Board		=	7
1 x 3	Licensing Sub-Committee (3 Member Panels)	3 Members per meeting drawn on rota from a panel of 13 Members (which does meet as a Committee so is itself balanced)	=	3

* Standards – broadly politically balanced as part of membership based on posts.

* Council’s choice as to whether balance will apply to this Committee. **This may only happen if no member votes against this arrangement.**

x Due to the Joint Arrangements and the manner in which seats are allocated by the Kent County Council, it is impossible to have an overall balanced allocation of seats.

Committee	Con	Lab	AI	LD	Ind	Total
*1 x 15 Appeals	10	2	2	1	0	15
x1 x 7 Joint Transportation	5	1	1	0	0	7
*Standards	5	Plus Chair, Vice-Chair O&S plus one other minority group member				8

* **That the requirements of the ‘Political Balance’ regulations be not applied to the membership of the Appeals and the Licensing and Health & Safety Panels of 3 Members which are drawn for each meeting and Standards. The Appeals Committee of 15 is not part of the political calculation (being as it never meets as a Full Committee).**

APPENDIX B

SELECTION AND CONSTITUTIONAL REVIEW COMMITTEE

6TH MAY 2014

MEMBERSHIP OF COMMITTEES, GROUPS AND FORUMS, INCLUDING CHAIRMEN AND VICE-CHAIRMEN

On the basis of the draft Political Balance Calculation agreed with Group Leaders following the recent changes to the Council, the entitlement to seats is set out below.

Recommended Chairmen and Vice-Chairman of each Committee are outlined below, but, in accordance with the Constitution, their appointment is subject to ratification by the Full Council.

Current recommendations on Membership and Chairmanship/Vice-Chairmanship are shown for Members' clarity. It is acknowledged that these are subject to change and clarification at the meeting.

Overview and Scrutiny Committee (16 Members)

Members of the Cabinet may not be appointed to this Committee

Conservative (11)	Labour (2)	Ashford Independent (2)	Liberal Democrat (1)	Independent (0)
Apps	Chilton (VCh)	Davison	Adby (Ch)	
Bartlett	Yeo	Mortimer		
Buchanan				
Burgess				
Feacey				
Hodgkinson				
Mrs Hutchinson				
J Martin				
M Martin				
Sims				
Wedgbury				

Audit Committee (8 Members)

*Seat gifted by the Conservatives to draw upon Cllr Smith's experience as a former Local Authority Auditor

Conservative (5*)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	Independent (1*)
Buchanan	Yeo	Michael		Smith
Clokie (Ch)				
Link (VCh)				
Marriott				
Shorter				

Planning Committee (16 Members) (plus 1 ex officio)

Conservative (11)	Labour (2)	Ashford Independent (2)	Liberal Democrat (1)	Independent (0)
Apps	Clark	Davison	Davidson	
Bennett (Ch)	Yeo	Ovenden		
Burgess (VCh)				
Clarkson (EO)				
Clokie				
Mrs Dyer				
Galpin				
Heyes				
Mrs Heyes				
Mrs Hutchinson				
Robey				
Wedgbury				

Selection & Constitutional Review Committee (12 Members)

Conservative (8)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (1)
Bennett	Chilton	Davison	Davidson	Smith
Clarkson (Ch)				
Claughton (VCh)				
Mrs Dyer				
Galpin				
Howard				
M Martin				
Robey				

Licensing and Health and Safety Committee (13 Members)

Group Leaders are reminded of the importance of nominating Members who are available to attend day-time hearings of the Licensing Sub-Committee.

Conservative (9)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (1)
Bennett	Chilton	Davey	Adby	Smith
Feacey (Ch)				
Galpin (VCh)				
Hodgkinson				
Mrs Hutchinson				
Marriott				
J Martin				
M Martin				
Shorter				

Appointments Committee (5 Members)

Conservative (3)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (0)
Mrs Blanford	Britcher	Davison	Davidson (invited non-voting Member)	Smith (invited non-voting Member)
Clarkson (Ch)				
Cloughton (VCh)				

Appeals (15 Members – 3 Members to be drawn per meeting)

Members should not be a Member of the Cabinet. Group Leaders are reminded of the importance of nominating Members who are available to attend day-time meetings.

Conservative (10)	Labour (2)	Ashford Independent (2)	Liberal Democrat (1)	Independent (0)
Bennett	Britcher	Mortimer	Davidson	
Buchanan	Clark	_____		
Burgess				
French				
Hodgkinson				
Mrs Hutchinson				
Link				
J Martin				
Sims				
Wedgbury				

Standards Committee (8 Members)

Based on 5 Conservative Members, the Chairman and Vice-Chairman of the Overview & Scrutiny Committee and a Member from a Group not otherwise represented.

Conservative (5)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (0)
Mrs Blanford	Chilton	Davison (VCh)	Adby	
Burgess				
Mrs Dyer (Ch)				
Feacey				
Mrs Hutchinson				

Joint Transportation Board (7 Members)

Conservative (5)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	Independent (0)
Burgess	Yeo	Davey		
Feacey				
Heyes (VCh)				
M Martin				
Robey				

Transportation, Highways & Engineering Advisory Committee (8 Members)

Conservative (6)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	Independent (0)
Burgess	Yeo	Michael		
Cloughton				
Feacey (VCh)				
Heyes (Ch)				
Robey				
Wedgbury				

Education & Vocational Skills Advisory Committee (8 Members)

Conservative (6)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	Independent (0)
Bell	Britcher	Davey		
Clokie (Ch)				
J Martin (VCh)				
Robey				
Shorter				
Wedgbury				

Grants Gateway Panel (7 Members including the Portfolio Holder for Community & Wellbeing)

Conservative (5)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	Independent (0)
Apps (VCh)	Britcher	Davison		
Burgess				
Claughton (Ch)				
Mrs Dyer				
Link				

Joint Consultative Committee (6 Members) – One from each Group - two from the administration.

Membership is to include the Leader and/or appropriate Portfolio Holder.

Conservative (2)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (1)
Galpin	Britcher	Davey	Davidson	Smith
Shorter (Ch)				

Conservation and Environment Forum (8 Members including Portfolio Holder for the Environment)

Conservative (6)	Labour (1)	Ashford Independent (1)	Liberal Democrat (0)	Independent (0)
Mrs Bell	Britcher	Michael		
Bennett				
Mrs Blanford (Ch)				
Mrs Dyer				
Hicks				
Wedgbury				

Parish Forum (6 Members) (plus 1 ex officio)

Membership to include the Portfolio Holder and one Member from each Group

Conservative (2)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (1)
Mrs Bell (Ch)	Yeo	Davison	Davidson	Smith
Burgess				
Clarkson (EO)				

Member Training Panel (8 Members)

Conservative (4)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (1)
Cloughton	Chilton	Mortimer (VC)	Adby	Smith
Mrs Dyer				
Hicks				
J Martin (Ch)				

Parish Council Review and Polling District Review Task Group (10 Members)

Conservative (7)	Labour (1)	Ashford Independent (1)	Liberal Democrat (1)	Independent (0)
Apps	Britcher	Mortimer	Davidson	
Mrs Bell (Ch)				
Clarkson				
Cloughton (VCh)				
Clokie				
Hicks				
M Martin				

REPORT OF THE HEAD OF LEGAL & DEMOCRATIC SERVICES

6TH MAY 2014

REPRESENTATIVES ON OUTSIDE BODIES/ORGANISATIONS

Details of Outside Bodies/Organisations to which the Council makes appointments are detailed in the attached table. The Committee is asked to make nominations as indicated. Additional information is given below regarding current vacancies.

Current Vacancies

Particular attention does need to be given to the following appointments in particular, where the existing appointments are due to expire or the existing representatives are not seeking re-appointment: -

Ashford Almshouses & Parochial Charities – The current 5 year appointments of Councillors Claughton and Heyes expire on the 31st May 2014.

Kennington Parochial Charities – The current 2 year appointment of Councillor Sims as a Nominative Trustee expires at the Annual Meeting 2014.

Ashford Federation of the Arts – Councillor Adby does not wish to retain this appointment.

Citizens Advice Bureau (Ashford Branch) Management Committee (Non-Voting Position) – Councillor Chilton is unable to continue in this role due to his work commitments.

Mid Kent Downs (AONB) Advisory Group (Substitute) - Councillor Adby does not wish to retain this appointment.

Relate East Kent (Marriage Guidance Council) – Councillor Davidson does not wish to retain this appointment.

South Ashford Youth Club Management Committee - Councillor Davidson does not wish to retain this appointment.

Willesborough Windmill Trust - Councillor Davidson does not wish to retain this appointment.

Please also note that all of these appointments are currently the subject of a separate wider review in terms of effectiveness and benefit to the Council. We will use 2014/15 to assess all of the appointments with a view to consolidating the somewhat lengthy list of organisations down to just the ones we want to continue supporting. The Council can then inform the relevant organisations whether we will be re-appointing or not in time for May 2015 and the new Council.

Members are reminded of the requirement to produce an Annual Report of the Organisations/Outside Bodies they are appointed to.

ASHFORD BOROUGH COUNCIL
APPOINTMENT/NOMINATION OF REPRESENTATIVES TO OUTSIDE BODIES/ORGANISATIONS
6TH MAY 2014

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2013/2014	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2014)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Action With Communities in Rural Kent	Cllr Burgess Substitute: Cllr Mrs Blanford	2	0			----- Substitute: -----
Alzheimer's Society – East Kent Branch	Cllr Cloughton	0				-----
Ashford Almshouses & Parochial Charities	Cllr Hodgkinson Mr Koowaree/Cllr Miss Martin Cllrs Cloughton Heyes	5 5 5 5	3 1 3 2	3 year period expiring 30/11/16 5 Year period expiring 31/5/14		Cllr Hodgkinson Mr Koowaree ----- -----
Ashford Choral Society	The Mayor – President			Ongoing		The Mayor – President
Ashford Community Arts Trust	Portfolio Holder for Culture & the Environment			Ongoing		Portfolio Holder for Culture & the Environment

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2013/2014	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2014)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Ashford Community Safety Partnership	Portfolio Holder for Community & Wellbeing	3	3	Ongoing		Portfolio Holder for Community & Wellbeing
Ashford Federation of the Arts	Cllr Adby					ALTERNATIVE NOMINATION SOUGHT -----
Ashford Leisure Trust	Cllr Hicks	12	11		✓	-----
Ashford Mediation Service - Management Committee	Cllr Davidson Patron: The Mayor			Ongoing		----- The Mayor
Ashford Museum Committee	Cllr Adby	6	4		✓	-----
Ashford Sure Start (Fifth Wave) Partnership	Cllr Chilton					-----
Ashford Winkle Club	The Mayor – Honorary Member			Ongoing		The Mayor – Honorary Member
Ashford Youth Forum Trustees	Portfolio Holder for Youth & the Elderly (Trustee) Cllr Chilton (Council Rep)	1 1	1 1	Ongoing		Portfolio Holder for Youth & the Elderly (Trustee) -----

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2013/2014	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2014)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Citizens' Advice Bureau Ashford Branch Management Committee	Cllr Cloughton (Voting) Cllr Chilton (Non-Voting)					----- (NON-VOTING) ALTERNATIVE NOMINATION SOUGHT -----
Dungeness Power Station Site Stakeholder Group	Cllr Burgess					-----
Elwick Club	Mayor and Mayoress (Honorary Members)			Ongoing		Mayor & Mayoress
Headcorn Aerodrome Consultative Committee	Member from the Weald North Ward (Cllr Mrs Dyer)	2	0	Ongoing	✓	Member from the Weald North Ward (Cllr Mrs Dyer)
High Weald (AONB) Joint Advisory Group	Cllr Taylor				✓	-----
Home Improvement Agency Support Group	Cllr Britcher	2	2		✓	-----
Home-Start, Ashford: Management Committee	Cllr Davey				✓	-----
Kennington Parochial Charities (Two Nominative Trustees)	Cllr Buchanan	4	1	Annual Meeting 2016 (4 year period) Annual Meeting 2014 (2 year period)		Cllr Buchanan -----
	Cllr Sims	4	4			

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2013/2014	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2014)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Kent County Playing Fields Association	Portfolio Holder for Youth & the Elderly			Ongoing		Portfolio Holder for Youth & the Elderly
Kent Downs (AONB) Joint Advisory Committee and Executive Committee	Cllr Marriott	2	2		✓	-----
Kent Downs and Marshes Leader Project	Cllr Burgess					-----
Kent Invicta Chamber – Economic Development Group	Cllr Galpin				✓	-----
Local Children’s Trust Board	Cllr Mrs Dyer	0				-----
Local Government Association: General Assembly Urban Commission Rural Commission	Cllr Taylor Cllr Heyes Cllr Mrs Blanford					----- ----- -----
Marshlink Steering Group	Cllr Hicks	4	2		✓	-----

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2013/2014	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2014)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
Mid Kent Downs (AONB) Advisory Group	Cllr Mrs Blanford Substitute: Cllr Adby	3	3			----- (SUBSTITUTE) ALTERNATIVE NOMINATION SOUGHT -----
National Council on Inland Transport - Executive Committee	Cllr Burgess					-----
Parochial Church Council of St Mary's The Virgin Ashford Arts & Arts Development Sub-Committee	Cllr Claughton/Apps	8/3	1/3			-----
PATROL – Joint Committee	Portfolio Holder for Transportation, Highways & Engineering			Ongoing		Portfolio Holder for Transportation, Highways & Engineering
Relate East Kent (Marriage Guidance Council)	Cllr Davidson	4	0		✓	ALTERNATIVE NOMINATION SOUGHT -----

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2013/2014	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2014)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
River Stour Internal Drainage Board	Cllrs Hicks Mrs Martin Sims Smith Mr P Howard	4 8 4 4 4	3 8 3 2 3	Ongoing	✓	----- ----- ----- ----- Ongoing
Romney Marshes Area Internal Drainage Board	Cllr Burgess	3	2			-----
Sandyacres Trust	Cllr Michael	3	3		✓	-----
Singleton Environment Centre Management Advisory Board	Cllr Hodgkinson	2	2	Annual Meeting 2015 (4 year period)		Cllr Hodgkinson
South Ashford Youth Club - Management Committee	Cllr Davidson					ALTERNATIVE NOMINATION SOUGHT -----
South East Employers	Cllr Taylor					-----
South Kent Dyslexia Association	Cllr French	4	0			-----
Supporting People Commissioning Body	Portfolio Holder for Housing & Customer Services Head of Community & Housing			Ongoing		Portfolio Holder for Housing & Customer Services Head of Community & Housing

NAME OF BODY	EXISTING REPRESENTATIVES	NUMBER OF MEETINGS 2013/2014	ATTENDANCE	RETIREMENT DATE (UNLESS OTHERWISE STATED – ANNUAL MEETING 2014)	REPORT VIA INFO. DIGEST	NEW REPRESENTATIVES/ NOMINEES
SWAN Centre Site Management Committee	Cllr Smith Substitute: Cllr Yeo	4	3			----- Substitute: -----
Tenterden Folk Day Trust	Cllr. Clokie	6	4		✓	-----
Tenterden Leisure Centre Trust	Cllr Bennett	4	4		✓	-----
Tenterden Town Council – Tourism & Business Committee	N/A			Ongoing		Portfolio Holder for Tourism and Rural Economy
Volunteering Ashford	Cllr Feacey				✓	-----
Willesborough Windmill Trust Limited	Cllr Davidson		6		✓	ALTERNATIVE NOMINATION SOUGHT -----
Wye Rural Museum Trust	Cllr Miss Martin			May 2016		Cllr Miss Martin

Member Champions

TOPIC	EXISTING REPRESENTATIVE	NEW REPRESENTATIVES/NOMINEES
Heritage	Cllr Mrs Blanford	-----
Media	Cllr Bennett	-----
Safeguarding Children	Cllr Mrs Dyer	-----
Twinning	Cllr Bennett	-----

**ASHFORD BOROUGH COUNCIL
ANNUAL MEETING 15TH MAY 2014
ORDER OF PROCEEDINGS**

1. Election of Mayor

- (a) The Retiring Mayor enters the Council Chamber wearing robes and Chain and takes the Chair.
- (b) Prayer.
- (c) Retiring Mayor calls for nominations.
- (d) Nomination moved by Councillor _____
- (e) Nomination seconded by Councillor _____
- (f) Retiring Mayor declares the result of the election (where one nomination only it must be put to the vote).

2. Declaration of Acceptance of Office by the Mayor

- (a) The Chief Executive will read out the Declaration of Acceptance of Office and the new Mayor signs the Declaration after signifying acceptance.
- (b) The Robing Party then retires from the Council Chamber in the following order:-

Mace Bearer
Retiring Mayor
Chief Executive
New Mayor
Chaplain

NOTE: It is essential that the Retiring Mayoress and the new Mayoress are present in the Council Chamber from the commencement of the Annual Meeting, and in order that the new Mayoress may receive her Chain of Office both the Retiring Mayoress and the new Mayoress should leave the Council Chamber at the rear of the Robing Party. On return, in advance of the return of the newly elected Mayor, they should be escorted along with the retiring Mayor, into the Council Chamber and take their respective seats.

- (c) The Robing Party then returns to the Council Chamber in the following order:-

Mace Bearer
Mayor
Chief Executive
Chaplain

3. Appointment of Mayor's Chaplain

- (a) Prayer.

4. Vote of thanks by the Mayor for his Election

5. Vote of thanks to the Retiring Mayor and Mayoress

- (a) Moved by Councillor _____
- (b) Seconded by Councillor _____
- (c) Presentation of Badges by the Mayor to the Retiring Mayor and Mayoress.
- (d) Presentation of a gift by the new Mayoress to the Retiring Mayoress.

6. Response by the Retiring Mayor

- (a) Presentation of floral gift by the Retiring Mayoress to the new Mayoress.

7. Election and Appointment of Deputy Mayor

- (a) Mayor calls for nominations.
- (b) Proposed by Councillor _____
- (c) Seconded by Councillor _____
- (d) Following election, Mayor declares result of the vote.

8. Declaration of Acceptance of Office by the Deputy Mayor

- (a) The Chief Executive will read out the Declaration of Acceptance of Office and the Deputy Mayor signs Declaration after signifying acceptance.
- (b) Deputy Mayor invested with Chain of Office by the Mayor and presented with a floral gift by the Mayoress.
- (c) Deputy Mayor's Consort invested with Chain of Office by the Mayor.

9. Apologies for Absence

10. Declarations of Interest

11. Minutes

To consider the Minutes of the meeting of the Council held on the 24th April 2014.

12. Announcements

To receive any announcements from the Mayor.

13. Confirmation of Cabinet Arrangements for 2014/15 by the Leader of the Council.

14. To consider the Minutes of the Selection and Constitutional Review Committee held on the 6th May 2014.

15. To consider the Minutes of the Meeting of the Cabinet held on the 8th May 2014.