



# SELECTION & CONSTITUTIONAL REVIEW COMMITTEE

Notice of a Meeting, to be held in the Council Chamber - Ashford Borough Council on  
Thursday, 23rd May, 2019 at 7.00 pm.

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The Head of Legal and Democracy has delegated authority to determine the membership for this Meeting of the Committee, following consultation with Group Leaders.

The membership for this Meeting will be:-

Councillors Bartlett, Buchanan, Chilton, Clarkson, Clokie, Dehnel, Feacey, Harman, Hayward, Howard-Smith, Ovenden, Ward

## Agenda

	<b>Page Nos..</b>
<b>1. Election of Chairman</b>	
<b>2. Election of Vice-Chairman</b>	
<b>3. Apologies/Substitutes</b>	
To receive Notification of Substitutes in accordance with Procedure Rule 1.2(c)	
<b>4. Declarations of Interest</b>	1 - 2
To declare any interests which fall under the following categories, as explained on the attached document:	
a) Disclosable Pecuniary Interests (DPI)	
b) Other Significant Interests (OSI)	
c) Voluntary Announcements of Other Interests	
See Agenda Item 2 for further details	
<b>5. Minutes</b>	3 - 4
To approve the Minutes of the Meeting of this Committee held on the 11 <sup>th</sup> April 2019.	
<b>6. Background and Principles of Political Balance and Administrative Structure</b>	5 - 24

- |    |  |         |
|----|--|---------|
| 7. | <b>Representatives on Outside Bodies/Organisations</b> | 25 - 28 |
| 8. | <b>Annual Meeting - Order of Proceedings</b>           | 29 - 32 |

Please see attached a copy of the usual procedure. The Committee is requested to consider and advise on the identity of the Members to be nominated for the various positions to be filled at the Annual Meeting of the Council and determine the proposers and seconders of the same.

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DS  
16<sup>th</sup> May 2019

Queries concerning this agenda? Please contact Member Services  
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### 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/5962/2193362.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5962/2193362.pdf)
- (b) The Kent Code of Conduct was adopted by the Full Council on 19 July 2012, 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 Corporate Director (Law and Governance) and Monitoring Officer or from other Solicitors in Legal and Democratic Services as early as possible, and in advance of the Meeting.

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## **Selection & Constitutional Review Committee**

Minutes of a Meeting of the Selection & Constitutional Review Committee held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **11<sup>th</sup> April 2019**.

### **Present:**

Cllr. Clarkson (Chairman);  
Cllr. Bell (Vice-Chairman);

Cllrs. Bennett, Bradford, Burgess, Clokie, Galpin, Hicks, Koowaree.

### **Apologies:**

Cllrs. Barrett, Ovenden.

### **Also Present:**

Cllr. Shorter

Chief Executive, Director of Law and Governance, Member Services Manager (Operational).

## **412 Minutes**

### **Resolved:**

**That the Minutes of the Meeting of this Committee held on the 14<sup>th</sup> March 2019 be approved and confirmed as a correct record.**

## **413 A Protocol for an Effective Councillor/Officer Relationship**

The report proposed a draft protocol for an effective Councillor/Officer relationship. The Leader advised that this was a timely report following the recent LGA Peer Review and in order to embed the new guidance ahead of the upcoming elections for a new Council. He said it was important for Elected Members to behave properly and to provide a good example to new Councillors coming in. He also drew attention to Section 6 of the protocol which provided details of the Council's three Statutory Officers and the Office of the Leader of the Council.

The Committee was very supportive of the draft protocol. It was acknowledged that there were times when Members' enthusiasm and desire to get things done could be misinterpreted and this document would provide a useful reminder for all.

**Recommended:**

**That the draft Protocol for an Effective Councillor/Officer Relationship, as attached to the report, be approved and adopted for inclusion in the Council's Constitution with effect from 2<sup>nd</sup> May 2019, in place of the current Protocol on Member/Officer Relations.**

## **414 Adoption of Revised Code of Conduct**

The Director of Law and Governance introduced the report which sought formal agreement of changes to the wording of the Code of Conduct for Members to take in to account the adoption of new Social Media Guidance for Members. The principle had already been agreed by the Council via the Standards Committee.

A Member said that whilst he agreed with the proposals he did have some concern over the interpretation of "reasonable person" with regard to considering something offensive or abusive. This did vary greatly and the bar may be a lot lower for those unfamiliar with social media. The Committee generally considered that making it clear in social media profiles in which capacity you were acting was key and it was important to act sensibly and circumspectly when using social media. The Director of Law and Governance advised that any complaint about Members' social media use would initially be considered by himself in his role of Monitoring Officer and ultimately, if necessary, by 'peers' as part of a Standards Committee Assessment Panel. The protocol included guidance, not policy, so whilst there were no 'hard and fast rules' it was good advice that would be an extra aid for Members and help them avoid some of the potential pitfalls of social media use.

**Recommended:**

**That the amended Code of Conduct for Members attached to the report, with the changes shown in bold type, be adopted with effect from the 2<sup>nd</sup> May 2019.**

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### **Selection and Constitutional Review Committee**

**23<sup>rd</sup> May 2019**

### **Report of the Member Services Manager (Operational)**

### **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 2019/20 Municipal Year, and to agree a number of other constitutional matters which need to be recommended to the Annual Meeting of the Council on 30<sup>th</sup> May 2019. The balance calculations as contained in the Appendix to this report have been agreed by Group Leaders.

#### **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 2019/20 which needs to be recommended by this Committee for agreement at the Full Council. Appendix B sets out details of Members to be appointed to seats on the various committees etc. by Group Leaders and recommendations for the appointment of Chairmen and Vice Chairmen.

## **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.

## **Cabinet Portfolio Responsibilities**

4. The number of Members to be appointed to the Cabinet and the names of their individual Portfolios will be confirmed by the Leader of the Council at the Annual Council Meeting on the 30<sup>th</sup> May 2019.

## **Cabinet Task Groups, Boards and Advisory Committees**

5. For completeness the report at Appendix B2 shows the Task Group and Panel appointments which are dealt with by the Selection and Constitutional Review Committee. These are considered separately within this report and are broadly politically balanced. At Appendix B3 are details of those Groups where membership or nominees need to be considered by a future Cabinet meeting (although nominated names, where known, are included for completeness but are subject to change).



The Leader has advised of the following changes to Cabinet Task Groups, Boards and Advisory Committees for 2019/20:

1. Two new Advisory Committees be constituted by the Cabinet – Multi-Purpose Arts and Conference Centre Advisory Committee and Royal Military Canal Advisory Committee. Terms of Reference and Membership to be determined by the Cabinet in due course.
2. The Land Management Advisory Committee be renamed “Climate, Environment and Conservation Advisory Committee”.
3. The Borough History, Heritage and Commemoration Task Group be renamed “Civic and Ceremonial Advisory Committee”.
4. The Bockhanger, Bybrook and Ashford South Advisory Committee and the Council Tax and Welfare Reform Task Group be disbanded.

### **Consideration**

6. Under the draft calculation shown in Appendix A one seat has been left unallocated. The Conservative, Ashford Independent and Labour Groups have received their allocation on the various Committees and when taken collectively, their overall entitlement to seats across all Committees. The Green Group has been allocated 2 of their overall entitlement across all Committees of 3 seats. There is also a need to allocate the remaining one seat on the Audit Committee. Group Leaders have therefore agreed to allocate the remaining seat on the Audit Committee to the Green Group.
7. Group Leaders have been consulted on the draft Political Balance Calculation and will advise of any changes to Committee Membership in terms of their Group’s allocation.

### **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 Panels, Standards Committee and the Investigation and Disciplinary Committee (and its Panels) and the Sub-Committee of the Licensing and Health and Safety Committee established under the Licensing Act 2003 and Gambling Act 2005.**
- (ii) the following Committees be constituted for the Municipal Year as detailed in Part 3 of the Constitution:**

**Appeals  
Appointments**

**Audit**  
**Investigation and Disciplinary Committee**  
**Joint Arrangements – Joint Transportation Board**  
**Licensing and Health and Safety**  
**Overview and Scrutiny**  
**Planning**  
**Selection and Constitutional Review**  
**Standards**

**NB: Details of Members appointed to Membership of each Committee etc by Group Leaders is shown in Appendix B1.  
Note: This is subject to amendments from Group Leaders.**

**(iii) seats on the following Committees be allocated to the Groups/Members indicated:-**

<b>Audit Committee</b>	<b>Green Group</b>
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**(iv) the position on Boards, Advisory Committees and Task Groups as outlined within the report be noted and membership and nominees to these will be subject to a future Cabinet Meeting.**

Danny Sheppard  
Member Services Manager (Operational)

**THE POLITICAL BALANCE CALCULATION  
MAY 2019**

**A.1 All Committees to which balance applies**

	<b>Committee</b>	<b>Seats/Committee</b>	<b>=</b>	<b>Total Seats</b>
1 x 12	Overview and Scrutiny	12	=	12
1 x 17	Planning	17	=	17
1 x 13	Licensing and Health & Safety	13	=	13
1 x 12	Selection	12	=	12
1 x 8	Audit	8	=	8
1 x 5	Appointments	5	=	5
			<b>Total</b>	<u>67</u>

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

47 members =		%
26 Conservative	=	55.31914894
11 Ashford Independent	=	23.40425532
7 Labour	=	14.89361702
2 Green	=	4.255319149
<u>Note: 1 Independent</u>		<u>2.127659574</u>
		<b>100</b>

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

Committee	Con	AI	Lab	Gre	Total
1 x 12 O&S	7	3	2	0	12
1 x 17 Planning	9	4	3	1	17
1 x 12 Selection	7	3	2	0	12
1 x 13 Licensing, Health & Safety	7	3	2	1	13
1 x 8 Audit	4	2	1	1*	8*
1 x 5 Appointments	3	1	1	0	5
<b>Totals</b>	<b>37</b>	<b>16</b>	<b>11</b>	<b>3</b>	<b>67</b>

- \* Under the draft calculation the Green Group had been allocated 2 seats but their overall entitlement across all Committees is 3 and therefore, there still remains the need for the Green Group to be allocated two additional seats. Under the calculation there is one seat on the Audit Committee that remains to be allocated. The Group Leaders agreed to allocate that seat to the Green Group to achieve overall balance.

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

<b>Political Group entitlement in relation to <u>all</u> seats:</b>	<b>67</b>
<b>Conservative</b>	<b>37.0638 = 37</b>
<b>Ashford Independent</b>	<b>15.6809 = 16</b>
<b>Labour</b>	<b>9.9787 = 10</b>
<b>Green</b>	<b>2.8511 = 3*</b>
<b>Total</b>	<b>67</b>

\* Under the Political Balance Calculation the Green Party are entitled to 3 seats but have only been allocated 2 seats. There is a seat to be allocated on the Audit Committee and it is recommended that this be allocated to the Green Party.

## D. Committees to which balance 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 15 Appeals	3 Members per meeting drawn on rota from a panel of 15 Members	=	15
* 1 x 7 Joint Transportation Board		=	7

\*1 x 3 Licensing Sub-Committee (3 Member Panels) = 3

\* 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 a balanced allocation of seats.

Committee	Con	AI	Lab	Green	Total
*1 x 15 Appeals	8	4	2	1	15
*1 x 7 Joint Transportation	4	2	1	0	7

\* **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.**

R:Political Balance Calculation Draft May 2019.doc

**SELECTION AND CONSTITUTIONAL REVIEW COMMITTEE**

**23<sup>RD</sup> MAY 2019**

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

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

The Committee may wish to propose the identity of the Chairman and Vice-Chairman of each Committee, for appointment in accordance with the Constitution, by the Full Council.

**Overview and Scrutiny Committee (12 Members)**

Members of the Cabinet may not be appointed to this Committee

<b>Conservative (7)</b>	<b>Ashford Independent (3)</b>	<b>Labour (2)</b>	<b>Green (0)</b>
Burgess	Ledger	Chilton	
Feacey	Michael	Farrell	
Howard-Smith	Ovenden		
Iliffe			
Knowles			
Krause			
Mulholland			

**Audit Committee (8 Members)**

<b>Conservative (4)</b>	<b>Ashford Independent (2)</b>	<b>Labour (1)</b>	<b>Green (1)</b>
Knowles (Ch)	Hayward	Suddards	_____
Krause (VCh)	Smith		
Mulholland			
Shorter			

### **Planning Committee (17 Members) (plus 1 ex officio)**

Planning Committee training will be held on the 29<sup>th</sup> May 2019 at 6pm. All Members of the Council are encouraged to attend, however, Group Leaders are asked to ensure that their nominees for the Planning Committee, and any Members wishing to Substitute, who have not already attended a session, do so.

**Training is compulsory for anyone sitting on the Planning Committee.**

<b>Conservative (9)</b>	<b>Ashford Independent (4)</b>	<b>Labour (3)</b>	<b>Green (1)</b>
Blanford (VCh)	Harman	Chilton	_____
Burgess (Ch)	Ovenden	Spain	
Clokie	Smith	Ward	
Dehnel	Sparks		
Heyes			
Howard			
Howard-Smith			
Krause			
Shorter			
Clarkson (EO)			

### **Selection & Constitutional Review Committee (12 Members)**

<b>Conservative (7)</b>	<b>Ashford Independent (3)</b>	<b>Labour (2)</b>	<b>Green (0)</b>
Bartlett (VCh)	Harman	Chilton	
Buchanan	Hayward	Farrell	
Clarkson (Ch)	Ovenden		
Clokie			
Dehnel			
Feacey			
Howard-Smith			

### **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.

**Licensing training will be held on the 17<sup>th</sup> June 2019 at 10am. Group Leaders are asked to ensure that their nominees for this Committee attend if they have not attended a session in the past as this training is compulsory for anyone sitting on the Licensing and Health and Safety Committee.**

<b>Conservative (7)</b>	<b>Ashford Independent (3)</b>	<b>Labour (2)</b>	<b>Green (1)</b>
Buchanan	Ledger	Farrell	_____
Burgess	Rogers	Mrs Suddards	
Feacey (Ch)	Smith		
Krause (VCh)			
Mulholland			
Pickering			
Shorter			

### **Appointments Committee (5 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>Green (0)</b>
Mrs Bell	Ovenden	Suddards	
Clarkson (Ch)			
Pickering (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.

<b>Conservative (8)</b>	<b>Ashford Independent (4)</b>	<b>Labour (2)</b>	<b>Green (1)</b>
Blanford	Mrs Heyes	Anckorn	_____
Burgess	Ledger	Chilton	
Feacey	Sparks		
Heyes	Turner		
Knowles			
Krause			
Mulholland			
Wedgbury			

### Investigation & Disciplinary Committee (15 Members – 3 Members to be drawn per meeting)

To include at least one Member of the Cabinet, Group Leaders and the Chairmen of the Overview & Scrutiny and Audit Committees.

<b>Conservative (8)</b>	<b>Ashford Independent (4)</b>	<b>Labour (2)</b>	<b>Green (1)</b>
Bartlett	Michael	Chilton	_____
Mrs Bell	Ovenden	Suddards	
Bell	Sparks		
Blanford	Turner		
Clarkson			
Dehnel			
Gideon			
Shorter			

**Standards Committee (8 Members)**

Based on 5 Conservative Members (including at least one Member of the Cabinet) plus the Chairman and Vice-Chairman of the Overview & Scrutiny Committee.

<b>Conservative (5)</b>	<b>Ashford Independent (2)</b>	<b>Labour (1)</b>	<b>Green (0)</b>
Mrs Bell (Ch)	_____	Chilton	
Dehnel (VCh)	_____		
Feacey			
Gideon			
Pickering			

**Joint Transportation Board (7 Members)**

<b>Conservative (4)</b>	<b>Ashford Independent (2)</b>	<b>Labour (1)</b>	<b>Green (0)</b>
Burgess	Mrs Heyes	Ward	
Feacey	Michael		
Forest			
Heyes (Ch)			

**APPENDIX B2**

**Community Grants Panel (7 Members including the Portfolio Holder for Culture)**

<b>Conservative (4)</b>	<b>Ashford Independent (2)</b>	<b>Labour (1)</b>	<b>Green (0)</b>
Barrett	Miss Ovenden	Mrs Suddards	
Dehnel	Smith		
Link (Ch)			
Webb (VCh)			

**Joint Consultative Committee (6 Members) – At least one Member from each Group – the remainder from the administration.**

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

<b>Conservative (3)</b>	<b>Ashford Independent (1)</b>	<b>Labour (1)</b>	<b>Green (1)</b>
Feacey	Smith	Suddards	_____
Pickering (Ch)			
Wedgbury (VCh)			

**Member Training Panel (8 Members)**

<b>Conservative (5)</b>	<b>Ashford Independent (2)</b>	<b>Labour (1)</b>	<b>Green (0)</b>
Mrs Bell	Miss Ovenden	Spain	
Forest	Smith		
Howard			
Pickering (Ch)			
Wedgbury (VCh)			

**Local Government and Polling Districts Task Group (10 Members)**

<b>Conservative (6)</b>	<b>Ashford Independent (2)</b>	<b>Labour (1)</b>	<b>Ind (1*)</b>
Bell (Ch)	Rogers	Anckorn	Walder
Blanford	Sparks		
Clokie (VCh)			
Heyes			
Howard			
Wedgbury			

\* Group Leaders have agreed to allocate this seat to the Independent Member Councillor Walder.

**Local Plan & Planning Policy Task Group (10 Members)**

<b>Conservative (6)</b>	<b>Ashford Independent (2)</b>	<b>Labour (1)</b>	<b>Ind (1*)</b>
Bartlett (Ch)	Ledger	Spain	Walder
Mrs Bell	Michael		
Blanford			
Clokie			
Heyes			
Shorter (VCh)			

\* Group Leaders have agreed to allocate this seat to the Independent Member Councillor Walder.

### **Trading and Enterprise Board (4 Members and 1 Observer)**

<b>Conservative</b>
<b>(4)</b>
Bell (Ch)
Dehnel
Gideon
Shorter

\* Councillor Ovenden to be appointed as Observer.

\*\* Councillor Bell (as Chairman) to be the Shareholder Representative under the Articles of Association of the Trading Companies.

**MEMBERSHIP OF CABINET BOARDS, ADVISORY COMMITTEES AND TASK GROUPS FOR 2019/20**

The following are set out for information only.

**Boards**

**Ashford Health & Wellbeing Partnership (1 Member)**

<b>Conservative</b>
<b>(1)</b>
Gideon

**Ashford Strategic Delivery Board (3 Members)**

<b>Conservative</b>
<b>(3)</b>
Bell
Clarkson (Ch)
Clokie

**Ashford Town Centre Place Making Board (8 Members)**

<b>Conservative</b>	<b>Ashford Independent</b>	<b>Labour</b>	<b>Green</b>
<b>(7)</b>	<b>(1*)</b>	<b>(0)</b>	<b>(0)</b>
Bartlett	_____		
Bell			
Buchanan			
Clarkson (Ch)			
Clokie (VCh)			
Dehnel			
Shorter			

**\*One seat to be allocated to the Ashford Independent Group**

### **Economic Regeneration & Investment Board (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (1*)</b>	<b>Labour (0*)</b>	<b>Green (0*)</b>
Bartlett (VCh)	Ovenden		
Clarkson (Ch)			
Clokie			

**\*One seat allocated to the Leader of the largest Opposition Group**

### **Compliance & Enforcement Board (6 Members) (plus 1 ex-officio)**

<b>Conservative (5)</b>	<b>Ashford Independent (0)</b>	<b>Labour (1*)</b>	<b>Green (0*)</b>
Barrett		_____	
Buchanan			
Dehnel (Ch)			
Gideon (VCh)			
Shorter			
Clarkson (EO)			

**\*One seat to be allocated to the Labour Group**

### **Advisory Committees**

#### **Climate, Environment and Conservation Advisory Committee (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (0*)</b>	<b>Labour (0*)</b>	<b>Green (1*)</b>
Blanford			
Feacey			
Howard (Ch)			

**\*One seat to be allocated to the Green Group**

**IT and Digital Transformation Advisory Committee (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (1*)</b>	<b>Labour (0)</b>	<b>Green (0)</b>
Forest (VCh)	_____		
Knowles			
Pickering			

**\*One seat to be allocated to the Ashford Independent Group**

**Victoria Park and Conningbrook Park Advisory Committee (5 Members)**

<b>Conservative (4)</b>	<b>Ashford Independent (0)</b>	<b>Labour (1*)</b>	<b>Liberal Democrat (0)</b>
Buchanan (VCh)		_____	
Dehnel (Ch)			
Heyes			
Iliffe			

**\*One seat to be allocated to the Labour Group**

**Multi-Purpose Arts and Conference Centre Advisory Committee (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (1*)</b>	<b>Labour (0)</b>	<b>Liberal Democrat (0)</b>
Clokie (Ch)	_____		
Dehnel			
Heyes (VCh)			

**\*One seat to be allocated to the Ashford Independent Group**



**Royal Military Canal Advisory Committee (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (0)</b>	<b>Labour (1*)</b>	<b>Liberal Democrat (0)</b>
Burgess (Ch)		_____	
Dehnel			
Mulholland (VCh)			

**\*One seat to be allocated to the Labour Group**

**Civic and Ceremonial Advisory Committee (6 Members)**

<b>Conservative (4)</b>	<b>Ashford Independent (1*)</b>	<b>Labour (1*)</b>	<b>Green (0)</b>
Burgess	_____	_____	
Clarkson (Ch)			
Dehnel (VCh)			
Webb			

**\*Seats to be allocated to the Ashford Independent and Labour Groups**

**Task Groups**

**Strategic Transport Group (4 Members)**

<b>Conservative (3)</b>	<b>Ashford Independent (0*)</b>	<b>Labour (0*)</b>	<b>Green (1*)</b>
Blanford			_____
Feacey (Ch)			
Heyes			

**\*One seat to be allocated to the Green Group**

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## REPORT OF THE MEMBER SERVICES MANAGER (OPERATIONAL)

23<sup>RD</sup> MAY 2019

### REPRESENTATIVES ON OUTSIDE BODIES/ORGANISATIONS

Details of Outside Bodies/Organisations to which the Council makes appointments are detailed in the attached Appendices. Attendance details for 2018/19 are included where provided by the organisation. As this is the start of a new Four Year Council term, the Committee is asked to go through each of the appointments individually and make nominations as indicated.

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

## Appendix 1 Liaison Member Appointments

The following Liaison Member appointments are made to the following charities.

Name of Organisation	Existing Representative	Attendance/ Total Meetings 2018/19	Representative for 2019/20
Action with Communities in Rural Kent	Cllr Burgess	6/6	
Ashford Volunteer Centre	Cllr Feacey	28/28	
Sandyacres Trust	Cllr Michael		<b>Krause</b>
Tenterden Leisure Trust	Cllr Knowles	4/6	<b>Pickering</b>
Wye Rural Museum Trust	Cllr W Howard		

## Appendix 2 Trustee Appointments

The following Trustee appointments are made to the following charities/trusts.

Name of Organisation	Existing Representative	Attendance/ Total Meetings 2018/19	Representative for 2019/20
Ashford Almshouses and Parochial Charities	Cllr Heyes Cllr Krause Cllr Suddards Revd. Richard Bellamy	2/4 4/4 0/4 New Appointee	<hr/> <hr/> <hr/> <b>Revd. Richard Bellamy</b>
Kennington Parochial Charities			
Chilmington Green Community Trust	Cllr Shorter Shadow: Cllr Mrs Blanford	8/8	<b>Cllr Shorter Shadow: Cllr Mrs Blanford</b>
Repton Community Trust	Cllr Feacey	28/28	
St Mary's Arts Trust	Cllr Smith	6/6	

## Appendix 3 Representative Appointments to Committees of Outside Bodies

The following Representative appointments are made to the following committees of outside bodies.

Name of Organisation	Existing Representative	Attendance/ Total Meetings 2018/19	Representative for 2019/20
Ashford College Business Advisory Council	Cllr Clokie		

Ashford Community Safety Partnership	Portfolio Holder for Community Safety and Wellbeing	3/3	<b>Portfolio Holder for Community Safety and Wellbeing</b>
Ashford Mediation Service	Cllr Krause	1/2	
Ashford Museum Committee	Cllr Bennett	5/6	
Ashford Youth Forum Trustees	Cllr Chilton Cllr W Howard	1/2 2/3	
Chilmington Green CMO Partnership Working Group	Cllr Shorter Shadow: Cllr Mrs Blanford	8/8	<b>Cllr Shorter Shadow: Cllr Mrs Blanford</b>
Citizens' Advice Bureau Ashford Branch Management Committee	Cllr Clokie Cllr Hicks		
Dungeness Power Station Site Stakeholder Group	Cllr Burgess	2/3	
Headcorn Aerodrome Consultative Committee	Member for Weald North Ward	0/3	<b>Member for Weald North Ward</b>
High Weald (AONB) Joint Advisory Group	Cllr Pickering	2/2	
Home-Start, Ashford: Management Committee	Cllr Mrs Webb	4/4	
Kent & Medway Police & Crime Panel	Cllr Bradford		<b>Cllr Gideon</b>
Kent Downs and Marshes Leader Project	Cllr Burgess	5/6	
Kent Invicta Chamber – Ashford Economic Development Group	Cllr Galpin		
Marshlink Steering Group	Cllr Burgess		
River Stour Internal Drainage Board	Cllr Burgess Cllr Hicks Cllr Mrs Martin Cllr Sims/ Ovenden Cllr Smith	4/6 7/8 4/5 1/2 1/2 8/9	<hr/> <hr/> <hr/> <hr/> <hr/>
Romney Marsh Partnership	Cllr Burgess	4/4	
Romney Marshes Area Internal Drainage Board	Cllr Burgess	1/3	
SWAN Site Management Committee	Cllr Smith		
Tenterden Folk Day Trust	Cllr Link	3/6	
Tenterden Town Council – Tourism & Business Committee	Portfolio Holder for Culture	3/3	<b>Portfolio Holder for Culture</b>

## OTHER COUNCILLOR APPOINTMENTS FOR INFORMATION

Councillor	Organisation
KCC Superannuation Fund Committee	Cllr Clokie (Conservative Rep for Kent Districts)

## MEMBER CHAMPIONS

TOPIC	NEW REPRESENTATIVE/NOMINEE
Media	Cllr _____ (previously Cllr Bennett)
Military Covenant & Ceremonial Liaison	Cllr Dehnel
Safeguarding	Cllr Feacey
Twinning	Cllr Forest

**ASHFORD BOROUGH COUNCIL  
ANNUAL MEETING 30<sup>TH</sup> MAY 2019  
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 (even 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 new Mayor's Consort and the new Chaplain are present in the Council Chamber from the commencement of the Annual Meeting, and in order that the new Mayor's Consort may receive his Chain of Office he should leave the Council Chamber at the rear of the Robing Party. On return, in advance of the return of the newly elected Mayor, he and Retiring Chaplain should be escorted along with the Retiring Mayor into the Council Chamber and take their 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 her Election**

**5. Vote of thanks to the Retiring Mayor and Mayoress**

- (a) Moved by Councillor \_\_\_\_\_
- (b) Seconded by Councillor \_\_\_\_\_
- (c) Presentation of Badges and a gift by the Mayor to the Retiring Mayor.

**6. Response by the Retiring Mayor**

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

**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 the Declaration after signifying acceptance.
- (b) Deputy Mayor invested with Chain of Office by the Mayor.
- (c) Deputy Mayoress invested with Chain of Office by the Mayor and presented with a gift 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 25<sup>th</sup> April 2019.

**12. Announcements**

To receive any announcements from the Mayor.

**13. Election of the Leader of the Council for a Four Year Term**

- (a) Proposed by Councillor \_\_\_\_\_
- (b) Seconded by Councillor \_\_\_\_\_

**14. To Note the Names of the Members to be Appointed by the Leader to the Cabinet and the Size of the Cabinet**

**(a) The Size of the Cabinet**

The Leader will advise that the Cabinet will be comprised of the Leader and a set number of Portfolio Holders.

**(b) Members of the Cabinet**



The Leader will advise of the appointment of Members to the Cabinet and their Portfolio titles.

15. **The Deputy Leader of the Council (from those Members appointed to the Cabinet)**

The Leader will advise which Member of the Cabinet he has appointed Deputy Leader of the Council.

16. To consider the Minutes of the Meeting of the Selection and Constitutional Review Committee held on the 23<sup>rd</sup> May 2019.

17. **Petitions** – To receive any petitions from Members of the Council or members of the public.

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