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23 May 2023

ANNUAL COUNCIL MEETING

To all Members of the Council

You are summoned to attend the Annual Meeting of the ARUN DISTRICT COUNCIL to be held on **Wednesday 31 May 2023 at 6.00 pm** in the **Council Chamber, at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** to transact the business set out below:



James Hassett
Chief Executive

PLEASE NOTE: Where public meetings are being held at the Arun Civic Centre, to best manage safe space available, members of the public are encouraged to watch the meeting online via the Council's Committee pages.

1. Where a member of the public wishes to attend the meeting, they are to be seated in the Public Gallery.
2. We request members of the public do not attend any face to face meeting if they have Covid-19 symptoms.

For further information on the items to be discussed, please contact Committees@arun.gov.uk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and Officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial interest
- c) the nature of the interest

3. MINUTES (Pages 1 - 12)

To approve as a correct record the Minutes of the Meeting of the Council held on 15 March 2023, which are attached.

4. URGENT MATTERS

To deal with business not otherwise specified in the Council summons which, in the opinion of the Chair of the Council (in consultation with the Chief Executive), is business of such urgency as to require immediate attention by the Council.

5. APPOINTMENT OF CHAIR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2023-2024

In accordance with Part 3 [2.0 – Full Council], Paragraph 13 and Part 5, Section 1, Council Procedure Rule 20.9 of the Constitution, to appoint Councillor Alison Cooper as Chair of the Council for the ensuing year. This will be conducted by ballot.

The newly elected Chair will then make and subscribe the statutory declaration of acceptance of office.

6. VOTE OF THANKS FOR THE RETIRING CHAIR

To propose a vote of thanks to Councillor Samantha-Jayne Staniforth for the services rendered by her as Chair of the Council during the last year.

7. APPOINTMENT OF VICE-CHAIR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2023-2024 AND CHAIR ELECT FOR 2024-2025

In accordance with Part 3 [2.0 – Full Council], Paragraph 13 and Part 5, Section 1, Council Procedure Rule 20.9 of the Constitution, to appoint a Vice-Chair of the Council for the ensuing year. This will be conducted by ballot.

The newly elected Vice-Chair will then make and subscribe the statutory declaration of acceptance of office.

8. NEW CHAIR'S ANNOUNCEMENTS

To receive such announcements as the Chair may desire to lay before the Council.

9. APPOINTMENT OF THE LEADER AND DEPUTY LEADER OF THE COUNCIL

To appoint the Leader and Deputy Leader of the Council in accordance with Article 6 of the Constitution.

10. REVIEW OF ENTITLEMENT OF POLITICAL GROUPS AND NON-ALIGNED COUNCILLORS TO SEATS ON COMMITTEES

This report will be circulated separately to the meeting.

11. REPRESENTATION ON OUTSIDE BODIES

To appoint the Council's representatives on Outside Bodies in line with Council Procedure Rule 30.1 [Nomination to Outside Bodies].

This report will be circulated separately to the meeting.

12. APPOINTMENT OF COUNCILLOR DIRECTORS OF ANY COUNCIL OWNED PROPERTIES

There are no appointments to confirm to this meeting.

13. APPOINTMENT OF GROUP LEADERS (Pages 13 - 14)

To note the appointment of other Group Leaders, as attached.

OFFICER REPORTS

14. REPORT FROM THE RETURNING OFFICER OF THOSE PERSONS ELECTED AS DISTRICT COUNCILLORS FOR ARUN DISTRICT COUNCIL ON 4 MAY 2023 (Pages 15 - 16)

The Returning Officer will report to the Council on the result of the District Council Election held on 4 May 2023.

15. FORD PARISH COUNCIL AND LYMINSTER AND CROSSBUSH PARISH COUNCIL - CO-OPTION OF DISTRICT COUNCIL MEMBERS (Pages 17 - 20)

To ensure that both Ford Parish Council and Lyminster and Crossbush Parish Council are quorate and able to return to full functionality and co-opt members to their respective authorities.

16. ARRANGEMENTS FOR THE APPOINTMENT OF AN INTERIM HEAD OF PAID SERVICE AND CHIEF EXECUTIVE OFFICER (Pages 21 - 26)

The current Head of Paid Service and Chief Executive Officer, James Hassett, has resigned from his position at Arun District Council and his last working day will be 31 May 2023. The legal requirement for the Council is that we have a Head of Paid Service in post at all times. The post of Chief Executive is designated as Head of Paid Service under Arun District Council's Constitution. For the purposes of this report this role is referred to as CEO. The report makes recommendations on interim arrangements pending the permanent appointment to the post of Head of Paid Service and Chief Executive Officer.

Note : If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note : Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link [PART 8 - CP - Section 5 Filming Photographic Protocol.pdf \(arun.gov.uk\)](#).