



# Public Document Pack

Arun District Council  
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BN17 5LF

This meeting will be live streamed.

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21 November 2023

## **SPECIAL COUNCIL MEETING**

To all Members of the Council

You are summoned to attend a Special Meeting of the ARUN DISTRICT COUNCIL to be held on **Wednesday 29 November 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:

A handwritten signature in black ink, appearing to read "KARL", with a stylized flourish underneath.

A handwritten signature in black ink, reading "Philippa Dart." with a period at the end.

Karl Roberts and Philippa Dart, Interim Chief Executives

## **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. CONFIRMATION OF THE TITLE OF HONORARY ALDERMAN (Pages 1 - 8)

To consider and, if so determined, to RESOLVE:

That in pursuance of Section 249(1) of the Local Government Act 1972, to confer the title of Honorary Alderman on Paul English who has, in the opinion of the Council, rendered eminent service to Arun District Council as a past Member of the Council.

A report from the Group Head of Law & Governance and Monitoring Officer is **attached**.

## Arun District Council

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|---|---|
| <b>REPORT TO:</b>   | <b>Special Meeting of the Council – 29 November 2023</b>                            |
| <b>SUBJECT:</b>   | <b>Conferment of the Title of Honorary Alderman</b>                                 |
| <b>LEAD OFFICER:</b>  | <b>Daniel Bainbridge, Group Head of Law and Governance<br/>(Monitoring Officer)</b> |
| <b>LEAD MEMBER:</b>   | <b>Cllr Alison Cooper – Chair of the Council</b>                                    |
| <b>WARDS:</b>   | <b>All</b>  |
| <b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>                                |   |
| The title of Honorary Alderman is within the functions of Full Council to confer.             |   |
| <b>DIRECTORATE POLICY CONTEXT:</b>  |   |
| Responsibility for these matters sits within the remit of the Group Head of Law & Governance. |   |
| <b>FINANCIAL SUMMARY:</b>   |   |
| There are no financial implications associated with this report.                              |   |

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek the Council’s approval for the conferment of the title of Honorary Alderman on former Member of the Council, Paul English.

### 2. RECOMMENDATIONS

- 2.1 The Council is asked to Resolve:

That is pursuance of Section 249(1) of the Local Government Act 1972, to confer the title of Honorary Alderman on Paul English who has, in the opinion of the Council, rendered eminent service to Arun District Council as a past Member of the Council.

### 3. EXECUTIVE SUMMARY

- 3.1 Under Section 249 of the Local Government Act 1972, the Council may, by resolution passed by not less than two thirds of the Members voting thereon, at a meeting specially convened for the purpose, confer the title of Honorary Alderman on persons who have, in the opinion of the Council, rendered eminent service to the District and its Council whilst serving as a Councillor.
- 3.2 The title of Honorary Alderman is an honour specifically intended for former Members of the Council who had made an exceptional contribution to the work of the Council and to the community.

- 3.3 An Honorary Alderman has the right to attend civic engagements organised by the Council as and when they are organised, and they may attend meetings of the Full Council or any Council Committee (although they must not take part in those meetings). They are not entitled to any allowance or payment arising from such occasions. Should any of those people conferred with the title become a Councillor again at some point in the future, they may not use their title during their term of office as a Councillor.
- 3.4 Each Council can decide its own criteria or tradition for the appointment of Honorary Alderman.

#### **4. DETAIL – PROTOCOL AND CONSULTATION**

- 4.1 At Full Council on 27 August 2003, a protocol to ensure consistency of approach to the conferment of the title of Honorary Alderman of the District was approved and adopted. This has been attached as Appendix 1 to this report.
- 4.2 Consultation was undertaken by the Interim Joint Chief Executives, in line with the protocol adopted by the Council, with all Group Leaders of the Council in respect of the proposal for former Councillor Paul English to be granted the title of Honorary Alderman in grateful recognition of his exceptional and distinguished service rendered to his Ward, the Council and the District. It was unanimously agreed that the conferment of this title should proceed.
- 4.3 In line with the Council's Constitution, it was agreed that a Special Meeting of the Council be called on 29 November 2023 at 6.00 pm to consider the conferment of the title.

#### **5 OPTIONS / ALTERNATIVES CONSIDERED**

- 5.1 At the time of writing this report, there are no other alternative proposals in place. The Council either decides to accept the recommendation in the report or not to accept it.

#### **6. HISTORY**

- 6.1 In 1983 Paul and his wife, Joan, moved to Felpham and then at the age of 29 Paul was asked to join Felpham Parish Council and was the youngest member ever recorded. His passion was to get grant aid for the youth, and he worked hard to achieve that.
- 6.2 Paul took a passionate interest in allotments and open spaces in Felpham first as Vice-Chair of the Parish Council and then over most of his time on the Council he acted as Chair and oversaw many improvements.
- 6.3 Paul served as the Chair of the Parish Council for over 12 years from 2003 to 2015 being probably the longest serving Parish Chair in the district. He saw it as an honour to be able to represent Felpham and putting Felpham first in as many ways as possible.

- 6.4 Paul was asked to stand as a District Councillor in 2005 in a By-election held in September that year and was duly elected. During his time at Arun, Paul was on the then former Arun Grants Panel where he continued his passion to obtain grant aid for youth organisations.
- 6.5 Paul also served on the Arun Joint Western Area Committee and its Highways Panel influencing roads in the local area. He was proud to have been both the Chair and Vice-Chair of Arun's past Scrutiny Committees including the Overview Select Committee. Paul also chaired the Standards Committee for many years and was always impartial in this position, with this being recognised despite administration changes. Paul very much enjoyed committing his time to this role, applying great effort to improve the standards of all Councillors within the Council and he sat on several standards' adjudication hearings too.
- 6.6 Paul was also a Member of the Environment Committee, to name but one of many Committees he had the privilege to serve during his many years of service as a District Councillor for the Felpham East Ward.
- 6.7 Paul has spent the last 36 to 37 years serving the residents of Felpham as a Parish Councillor and 18 years as a District Councillor. Despite his position as a Parish Councillor and District Councillor for Felpham ending abruptly, he remains committed to helping the residents of Felpham and Arun.

## **7. BY THE INTERIM GROUP HEAD OF FINANCE/SECTION 151 OFFICER**

- 7.1 There are no budgetary implications arising from the conferment of this title.

## **8 RISK ASSESSMENT CONSIDERATIONS**

- 8.1 None associated with this report.

## **9 COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

- 9.1 The Council is invited to consider the granting of Honorary Aldermanship of the Arun District Council to former Councillor Paul English and in line with Section 249 (1) of the Local Government Act 1972.
- 9.2 Under Section 249 of the 1972 Act, the Council may, by resolution passed by not less than two thirds of the Members voting thereon, at a meeting specially convened for the purpose, confer the title of Honorary Alderman on persons who have, in the opinion of the Council, rendered eminent service to the District and its Council whilst serving as a Councillor.
- 9.3 It is custom and practice to hold a small reception to celebrate the granting of Honorary Aldermanship either before or after the Special Council Meeting.
- 9.4 A certificate and Honorary Alderman's jewel will be presented to Paul English at the meeting. The expenditure for this will be contained within existing budgets.

**10 HUMAN RESOURCES IMPACT**

10.1 None associated with this report.

**11 HEALTH & SAFETY IMPACT**

11.1 None associated with this report.

**12 PROPERTY & ESTATES IMPACT**

12.1 None associated with this report.

**13 EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

13.1 None associated with this report.

**14 CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

14.1 None associated with this report.

**15 CRIME AND DISORDER REDUCTION IMPACT**

15.1 None associated with this report.

**16 HUMAN RIGHTS IMPACT**

16.1 None associated with this report.

**17 FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

17.1 None associated with this report.

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**CONTACT OFFICER:**

Name: Daniel Bainbridge

Job Title: Group Head of Law and Governance (and Monitoring Officer)

Contact Number: 01903 737607

**BACKGROUND DOCUMENTS:**

(i) Section 249 of the Local Government Act 1972 – <https://www.legislation.gov.uk/ukpga/1972/70/section/249>

(ii) The Council's approved Protocol for the Conferment of the Title "Honorary Alderman"; attached as Appendix 1

(iii) The Council's Constitution – Part 5 – Rules of Procedure (Meetings) – Section 1 – Council Procedure Rules – Rule 4.4 – Special Meetings to confer the title of Honorary Alderman - [PART 5 - MPR - Section 1 Council Procedure Rules.pdf \(arun.gov.uk\)](#)

ARUN DISTRICT COUNCIL  
FULL COUNCIL

27TH AUGUST 2003

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Decision Paper

Subject: Establishing a Protocol for the Conferment of the Title of "Honorary Alderman"

Report by: The Chief Executive

Report Date: July 2003

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1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to seek the Council's approval to a proposed protocol for the conferment of the title of "Honorary Alderman" on former Members of the Council.

2.0 RECOMMENDATION

2.1 That the Protocol set out in paragraph 4 of the report be adopted by the Council for the purpose of the conferment of the title of "Honorary Alderman of Arun District Council".

3.0 INFORMATION/BACKGROUND

3.1 Under Section 249 of the Local Government Act 1972, the Council may, by resolution passed by not less than two thirds of the Members voting thereon at a meeting specially convened for the purpose, confer the title of Honorary Alderman on persons who have, in the opinion of the Council, rendered eminent service to the District and its Council whilst serving as a Councillor.

3.2 The title of Honorary Alderman is an honour specifically intended for former Members of the Council who have made an exceptional contribution to the work of the Council and to the community.

3.3 Honorary Aldermen have the right to attend civic engagements organised by the Council as and when they are organised, although they must not take part in meetings of the Full Council or any Council Committee. They are entitled to no allowance or payments arising from such occasions. Should any of those people conferred with the title become a Councillor again at some point in the future, they may not use their title during their term of office as a Councillor.

- 3.4 Arun District Council conferred their last honours at a Special Meeting of the Council on 17th May 2000 where 2 former Councillors were granted the honour and title of Honorary Alderman of the District of Arun. They were:

Mr Ted Chandler  
Mrs Pat Stinchcombe

In grateful recognition of their eminent and distinguished service rendered to their Wards, the Council and the District.

- 3.5 For information, the title of Honorary Alderman may only be conferred by a Principal Council upon a former Member of that Council, allowing them to enjoy the rights explained in Section 3.3 above.

#### 4.0 PROPOSED PROTOCOL

- 4.1 It is proposed that the Council establishes a protocol to ensure consistency of approach to the conferment of the title of "Honorary Alderman of the District of Arun" as follows:-

- (i) any Leader of a political group (as defined by regulations made under the Local Government and Housing Act 1989), or at least two Members who do not form part of such a group, may propose the conferment of the title of an Honorary Alderman on a former Member of the Council pursuant to Section 249 of the Local Government Act 1972;
- (ii) such a proposal or nomination shall be made in writing addressed to the Chief Executive and setting out the reasons for the nomination;
- (iii) subject to (iv) below, nominations will normally involve a retired Member of the Council who has a total of twenty years or more of service as a Member of Arun District Council or any of its predecessor authorities;
- (iv) in exceptional circumstances, a retired Member who, although not having a total of twenty years services, is considered by the Chief Executive, after consulting with the Leader of the Council, to have made an outstanding contribution, may be nominated to receive the honour;
- (v) on receipt of such a proposal or nomination, the Chief Executive will consult with the Leader of the Council and the Leaders of the other political groups in the Council;
- (vi) if in the opinion of the Chief Executive (after consultation with the Leaders of the political groups) there is a sufficient degree of consensus as to the conferment of the title, a Special Meeting of the Council will be called to consider the conferment of the title;



- (vii) the above protocol shall be by way of general guidance and it is without prejudice to considering each proposal on its merit;
- (viii) the procedure under this protocol is without prejudice to the general rights of Members to call a meeting of the Council in accordance with the law and the Council's Constitution.

## 5.0 CONSULTATION

- 5.1 The Leader of the Council and the Leaders of the other two political groups have been consulted regarding the establishments of this Protocol.
- 5.2 The Solicitor to the Council has been consulted regarding the legal requirement of section 249 of the Local Government Act 1972, regarding the conferment of the title of Honorary Alderman. He has also been consulted regarding the establishment of the protocol in Section 4.
- 5.3 The Head of Committee Services has been consulted with regard to the calling of the Special Meeting of the Council. She has also been consulted regarding the verification of lengths of service.

Background Information:  
Local Government Act 1972

Contact:  
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Chief Executive  
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