



Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Tel: (01903 737500)
Fax: (01903) 730442
DX: 57406 Littlehampton
Minicom: 01903 732765

e-mail: committees@arun.gov.uk

11 May 2020

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 20 May 2020** at **6.00 pm** to transact the business set out below:

A handwritten signature in black ink, appearing to read "N. V. Lynn".

Nigel Lynn
Chief Executive

PLEASE NOTE: This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be published on the Council website at least 24 hours prior to the meeting.

Different meeting arrangements are in place for the period running 4 April 2020 to 7 May 2021 from the provisions of the Coronavirus Act 2020 and the meeting regulations 2020, to allow formal 'virtual meetings'. To view the Council's revised Rules of Procedure for 'virtual meetings' please click on this link: <https://www.arun.gov.uk/constitution>

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

AGENDA

1. **Tributes in Memory of Councillor Chris Blanchard-Cooper and Honorary Alderman Tony Squires**

The agenda will reflect those who passed in service with other notifications then being introduced by the Chairman.

2. **Apologies for absence**

3. **Retiring Chairman's Announcements**

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

4. **Appointment of Chairman of the Council**

To appoint Councillor Mrs Amanda Worne as Chairman of the Council for the ensuing year. As Councillor Mrs Worne was appointed to the position of Vice-Chairman of the Council and Chairman Elect for 2020/21 by ballot at the Annual Council Meeting on 22 May 2019 (Minute 8 confirms), the vote will be a named vote in accordance with Virtual Meeting Procedure Rule 9.

Once appointed, the newly elected Chairman will read out the statutory declaration of acceptance of office.

5. **Vote of Thanks to Retiring Chairman**

To propose a vote of thanks to Councillor Mrs Jeanette Warr for the services rendered by her as Chairman of the Council during the past year.

6. **Appointment of Vice-Chairman of the Council and Chairman Elect**

In accordance with Article 4.2(c), the Council will consider nominations put forward by each of the Political Groups for the position of Vice-Chairman of the Council for 2020/21 and Chairman Elect for 2021/22.

The vote will be a named vote in accordance with Virtual Meeting Procedure Rule 9.

The newly appointed Vice-Chairman of the Council for the ensuing year will read out the statutory declaration of acceptance of office.

7. **Minutes** (Pages 1 - 14)

To approve as a correct record the Minutes of the Special Meeting of the Council held on 19 February 2020, which are *attached*.

8. **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
- d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time

9. **Chairman's Announcements**

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

10. **Appointment of the Leader and Deputy Leader of the Council**

In accordance with Article 7, to appoint Councillor Dr James Walsh as the Leader of the Council and Councillor Francis Oppler as the Deputy Leader of the Council.

11. **Appointment of Cabinet Members** (Pages 15 - 16)

In accordance with Article 7, to note the appointment of Cabinet Members as confirmed by the Leader of the Council in the *attached* report.

The Council is also asked to note that the Leader of the Council has created an eighth Cabinet Portfolio and reallocated executive functions from the Corporate Support Cabinet Portfolio to a new Commercial and Business Development Cabinet Portfolio as set out in the notification *attached*.

12. **Appointments to Committees**

To make appointments to the Scrutiny and Regulatory Committees, the Standards Committee and other Working Parties, Panels etc, including the confirmation of Chairman and Vice-Chairman of these Committees, Working Parties etc.

As appointments are still being confirmed by the Group Leaders, this report will be circulated *separately*.

13. **Appointments to Outside Bodies**

To make appointments to Outside Bodies, as submitted by the Leader of the Council, as set out in the report to be circulated *separately* to the meeting.

14. **Appointment of Councillor Directors of any Council Owned Companies**

There are no appointments to report.

15. **Appointment of Other Group Leaders** (Pages 17 - 18)

To note the appointments of the other Group Leaders and Deputy Leaders, as set out in the *attached* report.

16. **Change to the Members' Allowances Scheme**

The Council is recommended to accept the report of the Independent Remuneration Panel into a review of the Special Responsibility Allowances payable to Cabinet Members from the introduction of an eighth Cabinet Portfolio.

This report will be circulated *separately* to the agenda.

17. **Changes to the Constitution - Virtual Meetings** (Pages 19 - 28)

The Council is asked to note the decision taken by the Monitoring Officer, as *attached*.

18. **Extended Absence from Meetings - Councillor Mrs Faye Catterson** (Pages 29 - 30)

The Council is asked to endorse the decision taken by the Chief Executive, as *attached*.

19. **Extended Absence from Meetings - Councillor Mrs Tracey Baker** (Pages 31 - 32)

The Council is asked to endorse the decision taken by the Chief Executive, as *attached*.

20. **Extended Absence from Meetings - Councillor Mrs June Caffyn** (Pages 33 - 34)

As this request was received after the Council had resumed its Calendar of Meetings, this report seeks approval to an extended period of period from meetings for Councillor Mrs June Caffyn.

- Members are reminded that if they have detailed questions, would they please inform the relevant Cabinet Member/Chairman and/or Director in advance of the meeting in accordance with the Council Procedure Rules.
- Filming, Photography and Recording of 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 – [Filming Policy](#)