



To: All Members of Kennet District Council

## **ANNUAL MEETING OF THE COUNCIL**

**THE ANNUAL MEETING OF KENNET DISTRICT COUNCIL** will be held in the Council Chamber, Browfort, Devizes at 2.15pm on **Tuesday, next 10th May, 2005** to which all Members are summoned to attend for the transaction of the business specified in the agenda below.

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Solicitor to the Council  
3rd May 2005

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## **A G E N D A**

Please direct any enquiries on this agenda to Mr. P Hamilton  
Legal and Democratic Services, Browfort, Bath Road, Devizes, SN10 2AT  
Telephone: Devizes 01380 724911 extension 614

### **PART 1**

**Items to be considered whilst the meeting is open to the public**

#### **1. ELECTION OF CHAIRMAN OF THE COUNCIL**

To elect a Chairman of the Council to hold office until a successor becomes entitled to act as Chairman.

In accordance with the provisions of Council Procedure Rule no. 1.02, ballot papers will be available at the meeting for a secret ballot, if necessary.

**Note:** At the Council meeting held on 22nd February 2005 Councillor P W Richardson was selected for nomination as Chairman of the Council.

**2. DECLARATION OF ACCEPTANCE OF OFFICE**

The Chairman to make and to subscribe the statutory Declaration of Acceptance of Office.

**3. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL**

To elect a Vice-Chairman of the Council to hold office until immediately after the election of the Chairman at the next Annual Meeting of the Council in 2006.

In accordance with the provisions of Council Procedure Rule no. 1.02, ballot papers will be available at the meeting for a secret ballot, if necessary.

**Note:** At the Council meeting held on 22nd February 2005, Councillor J J Kunkler was selected for nomination as Vice-Chairman of the Council.

**4. DECLARATION OF ACCEPTANCE OF OFFICE**

The Vice-Chairman to make and to subscribe the statutory Declaration of Acceptance of Office.

**5. MINUTES**

The Chairman to sign the minutes of the meeting of the Council held on 19<sup>th</sup> April 2005 as a correct record, copy herewith.

**6. APOLOGIES FOR ABSENCE**

**7. ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COUNCIL, LEADER OF THE COUNCIL AND/OR CHIEF EXECUTIVE**

**8. DISCLOSURE(S) OF INTEREST**

To receive any disclosure(s) of interest by a Councillor(s) and/or any officer(s) in matters to be considered at this meeting, in accordance with the provisions of Sections 94 or 117 of the Local Government Act 1972 or under the Council's new Code of Conduct.

**9. ELECTION OF LEADER OF THE COUNCIL**

To elect a Leader of the Council to hold office until a successor is entitled to act as Leader.

In accordance with the provisions of Council Procedure Rule no. 1.02, ballot papers will be available at the meeting for a secret ballot, if necessary.

**10. DECLARATION OF ACCEPTANCE OF OFFICE**

The Leader to make and to subscribe the statutory Declaration of Acceptance of Office.

**11. ELECTION OF DEPUTY LEADER OF THE COUNCIL**

To elect a Deputy Leader of the Council to hold office until a successor is entitled to act as Leader.

In accordance with the provisions of Council Procedure Rule no. 1.02, ballot papers will be available at the meeting for a secret ballot, if necessary.

**12. DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Leader to make and to subscribe the statutory Declaration of Acceptance of Office.

**13. SPECIAL SELECTION COMMITTEE – 12<sup>TH</sup> APRIL 2005**

To consider the following recommendations from the minutes of the meeting of the Special Selection Committee held on 12th April 2005:-

**(1) Annual Review of Political Balance**

RECOMMENDED TO THE ANNUAL MEETING OF THE COUNCIL

**THAT** the allocation of seats on the Council's Committees for 2005/2006 be as set out in Appendix 1 (to this agenda).

**(2) Membership of Outside Bodies**

RECOMMENDED TO THE ANNUAL MEETING OF THE COUNCIL

**THAT** the list of representatives to serve on outside bodies for 2005/2006 be as set out as in Appendix 2 (to this agenda).

**14. ELECTION OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES**

To elect the Chairmen and Vice-Chairmen of each of the following Committees of the Council:-

- 1) Community Development Executive Committee
- 2) Resources Executive Committee
- 3) Planning Policies Executive Committee
- 4) Regulatory Committee
- 5) Human Resources Committee
- 6) Licensing Committee

**Background papers** - none

**Notes:-**

**(a) Council Procedure Rule no. 1.03 provides as follows:-**

- (1) The Chairmen and Vice-Chairmen of the Council's Executive, Regulatory and Human Resources Committees shall be elected by the Council ..... in accordance with the provisions set out in clauses (2), (3) and (4) below.  
(Officer note – it is assumed that the new Licensing Committee should also be dealt with in this manner).
- (2) Nominations for the election of a Chairman or a Vice-Chairman of a Committee shall be made orally.
- (3) Any Councillor so nominated, having been seconded, shall be required to state whether or not he/she is prepared to accept nomination for election. The Solicitor to the Council or his/her representative shall then record the nominations and the Chairmen and Vice-Chairmen of the Committees will be elected by means of secret ballots, for which ballot papers will be provided.
- (4)
  - (i) If only one Member is nominated and seconded, the person presiding shall declare him/her elected Chairman/Vice-Chairman;
  - (ii) If two Members are nominated the Member receiving the vote of the majority of those present and voting in the secret ballot shall be declared elected.
  - (iii) If more than two Members are nominated and no candidate receives an overall majority of the votes cast, the Member with the smallest number of votes shall be eliminated. Further ballots will be held until such time as one Member receives an overall majority of votes cast.
  - (iv) In the event of an equality of votes cast in any of the ballots, the person presiding shall give a casting vote.
  - (v) Should there be more than two Members with an equal number of votes, the person presiding shall give a casting vote to each of such Members except one.

**(b) Council Procedure Rule 1.04 provides for a Limitation on Chairmanships and Vice-Chairmanships as follows:-**

A Member who holds the Chairmanship of any of the under-mentioned bodies cannot hold Chairmanship or Vice Chairmanship of any of the other under-mentioned bodies, and vice-versa.

- Council
- Human Resources Committee
- Regulatory Committee
- Resources Executive Committee
- Community Development Executive Committee
- Planning Policies Executive Committee
- Overview and Scrutiny Management Board
- Licensing Committee (Officer note:- it is assumed that this Committee should also be dealt with in this manner)

#### **15. APPOINTMENT OF KENNET MEMBERS TO SERVE ON THE STANDARDS COMMITTEE**

The Council is required to appoint three Members of the Council to the Kennet Standards Committee, to join the existing two Independent (i.e. outside) and two Town/Parish Members.

It has previously been decided that the formal political balance rules (i.e. proportionality) will not apply to membership of the Standards Committee due to the nature of its work.

The present membership is Councillors P L Colling, Mrs R S E Cummins and Mrs S M Findlay.

**Background Papers - None**

### **PART 2**

**Items during whose consideration it is recommended that the public should be excluded due to the likelihood that exempt information would be disclosed**

None