

Notice of the Annual Meeting of the Council

To be held on
Monday 14 May 2012
at 7.00pm

1. a) **Points of Order** are just that. They must relate to the Council Procedure Rules or conduct of the meeting and generally will be drawing attention to a perceived breach, e.g.

- (i) absence of a quorum;
- (ii) content and length of speeches
- (iii) irrelevance;
- (iv) misconduct
- (v) motion not seconded

The member must indicate the Rule or law and the way in which he/she considers it has been broken.

(b) Examples of common intervention which are **NOT** points of order:-

- (i) Points of information or personal explanation (as to which see below);
- (ii) Disagreement with a speaker;
- (iii) Further thoughts or clarification of a previous speech prompted by the speaker (unless amounting to a personal explanation);
- (iv) Correction of a speaker's **opinion** (rather than **fact**, which is a point of Information);
- (v) An attempt to "reply" to another Member's speech or a point made in it;
- (vi) Second speeches other than those provided for in the Council Procedure Rules

2. (a) **Point of Information** – when **a Member** is speaking and is obviously proceeding on the basis of information which is wrong or of which the Member is ignorant, **another Member may properly seek to intervene to provide the correct or missing information**, thereby saving the Council from being misled and saving its time.

(b) **ASKING FOR** information is **NOT** a Point of Information; a member who has spoken may be able to request a colleague who has not yet spoken to ask.

3. (a) **A Personal Explanation** is a proper intervention only when an earlier speech by the Member is being misquoted or misrepresented.

(b) It must **not** be used as a spurious pretext for reiteration of the Member's earlier speech or as a second speech.

4. **Practice**

Members rising to make one of the Points must specify which one is being used. The Member speaking should give way. The point should be made briefly. The Chairman will then rule on it promptly, firmly and finally. There will be no debate nor will the ruling of the Chairman be open to discussion.

5. **Voting**

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

The number of votes each member has is restricted to the number of vacancies to be filled.

WEST LINDSEY DISTRICT COUNCIL

ANNUAL MEETING OF THE COUNCIL

NOTICE IS hereby given that the 40th ANNUAL MEETING of the Council will be held in the Council Chamber at the Guildhall, Gainsborough, on Monday 14 May 2012 at 7pm, and your attendance at such meeting is hereby requested to transact the following business.

To : Members of West Lindsey District Council

A G E N D A

1. PRAYERS
2. WELCOME TO RETURNING MEMBERS
3. APOLOGIES
4. TO ELECT A CHAIRMAN OF THE DISTRICT COUNCIL for the ensuing year, following which the Chairman elected will take the Chair and make the Declaration of Acceptance of Office.
5. TO APPOINT A VICE-CHAIRMAN OF THE DISTRICT COUNCIL for the ensuing year following which the Vice-Chairman appointed will make the Declaration of Acceptance of Office.
6. MEMBERS' DECLARATIONS OF INTEREST. Members may make any declaration of interest at this point but may also make them at any point during the meeting.
7. CHAIRMAN'S CHAPLAIN.
 - (a) to move a vote of thanks to the previous Chairman's Chaplain for their services during the past year; and
 - (b) to receive the appointment of Chairman's Chaplain for the ensuing year.

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio Tape: Native Language

8. COUNCIL MINUTES. To approve as a correct record the minutes of the meeting of the Council held on 5 March 2012. **PAPER A herewith.**
9. TO ELECT A LEADER OF THE COUNCIL.
10. TO ELECT A DEPUTY LEADER(S) OF THE COUNCIL.
11. REVIEW OF THE ALLOCATION OF SEATS TO POLITICAL GROUPS ON COMMITTEES/SUB-COMMITTEES. To note the number of members to be appointed to serve on each committee etc in accordance with the provisions of Section 15 of the Local Government and Housing Act 1989. **PAPER B herewith.**
12. APPOINTMENT OF COMMITTEES. In accordance with the provisions of Section 16 of the Local Government and Housing Act 1989, to appoint members to committees for the civic year, in accordance with the wishes expressed by political groups. **PAPER C herewith.**
13. APPOINTMENT OF JOINT STAFF CONSULTATIVE COMMITTEE. To appoint Members to serve on the Joint Staff Consultative Committee in accordance with the terms of reference of the Committee.

Councillor Bowler
Councillor Brockway
Councillor Cotton
Councillor Welburn
Councillor Darcel (reserve)
Councillor Parish (reserve)
Councillor Starkey (reserve)
Councillor Summers (reserve)

14. APPOINTMENT OF HOUSING APPEALS BOARD. To confirm not to apply the provisions of the Local Government (Committees and Political Groups) Regulations 1990 to the Housing Appeals Board and to appoint six members to serve on the Housing Appeals Board. (Previously, this Board has not reflected the political group membership of the Council. The Rules relating to proportionality can only be suspended if the Council wishes to do so and no member votes against.)

Councillor Parish
Councillor Parry
Councillor Rainsforth
Councillor Rawlins
Councillor Starkey
Councillor Welburn

15. APPOINTMENT OF INDEPENDENT MEMBER TO THE GOVERNANCE AND AUDIT COMMITTEE – **PAPER D herewith (Exempt appendices circulated separately).**
16. APPOINTMENT OF INDEPENDENT MEMBER TO THE REMUNERATION PANEL - **PAPER E herewith (Exempt appendices circulated separately).**
17. TO NOTE THE EXTENDED MEMBERSHIP OF THE STANDARDS COMMITTEE until June 2012 as previously agreed at the Council meeting on 16 January 2012.
18. APPOINTMENT OF LINCOLNSHIRE SHOW TASK AND FINISH GROUP. To appoint seven members to serve on the Lincolnshire Show Task and Finish Group to oversee the arrangements for a West Lindsey District Council presence at the Lincolnshire Show.

Councillor Bierley
Councillor Bridger
Councillor Caine
Councillor Cotton
Councillor Milne
Councillor Parrott
Councillor Patterson

19. REPRESENTATIVES TO SERVE ON OTHER BODIES

- (a) To note that appointments are to be made on the following basis :
 - i) In the first instance any Member with a specialist interest or expertise in the particular field of the Outside Body should be appointed (the appointment should not be party political), Failing this, where possible, appointments should be made geographically involving a local Ward Member. Where neither of these criteria can be met, any other Member should be appointed;
 - ii) In 2010 it was proposed that wherever possible and practicable the minimum length of service on an Outside Body should be two years; hence most appointments are for renewal in 2012. However given that the Council has now moved to four yearly elections it would be sensible for a term of office on an Outside Body to expire in 2015 to coincide with the next election. It is proposed therefore to appoint representatives for three years in 2012.
 - iii) where a body shows that the Chairman and/or Vice-Chairman of a particular committee is the representative, this is because either the constitution of the body concerned requires it or there has been a

previous Council decision that the office-holder will serve. Where a body indicates that this has traditionally been the case, there is no actual requirement; and

- iv) those Members appointed to serve on an outside body would be expected to provide a short report on the achievements, finance and forward plans for inclusion in a booklet prior to Annual Council. (circulated separately to members)
- (b) to agree that places which have traditionally been filled by the Chairman and/or Vice-Chairman of a particular committee or their nominee continue to be so filled.
- (c) to agree that appointed representatives should arrange for a reserve (where required) with the exception of those bodies marked with an asterisk * (as these are directorships and personal appointments).
- (d) to appoint four members to serve on the Editorial Advisory Board (one from each political group)

Councillor Caine
 Councillor Leaning
 Councillor Parrott
 Councillor Bowler/Doran

- (e) to consider appointing two members to work alongside officers and Arts for Trinity in order to secure the future of the Trinity Arts Centre.

Councillor Bardsley
 Councillor Milne

- (f) to appoint representatives to the following Statutory, Strategic, Charitable and Community organisations.

Organisation	Vacancies	Current Rep	Nomination
1. Acis Housing Group Local Management Board (Rural Area)	1	A T Lawrence	
2. Age Concern East and West Lindsey Divisional Committee	1	O C Bierley	
3. *Ancholme Internal Drainage Board	1	J J Summers	
4. Central Lincolnshire Joint Strategic Planning Committee	3 and 1 reserve	D J Cotton B Keimach C J U-Frost S Curtis (res)	
5. *District Council's Network	1	B Keimach	Leader of the Council
6. *East Midlands Council	2	B Keimach I G Fleetwood	Leader and Deputy
7. *East Midlands Leaders' Board	1	B Keimach	Leader of the Council
8. Gainsborough Adventure Playground Association (GAPA)	1	-	
9. Gainsborough Old Hall Partnership	1	J J Summers	
10. Gainsborough Town Centre Partnership	1	G F Bardsley	
11. Health Scrutiny Committee for Lincolnshire	Named Substitute		(non Prosperous Communities Committee)

	required		member)
12. Heritage Trust of Lincolnshire	1	P Howitt-Cowan	
13. Humberside International Airport Consultative Committee	1	O C Bierley	
14. LGA General Assembly	1	B Keimach	Leader of the Council
15. LGA Rural Commission	1	C L Strange	
16. LGA Urban Commission	1	I G Fleetwood	
17. *Lincoln and District Citizens Bureau Finance Sub-Committee	1	D M Rodgers	
18. Lincoln Area Dial-a-Ride Management Committee	1	A Welburn	
19. Lincolnshire Branch of the Campaign for the Protection of Rural England	1	O C Bierley	
20. Lincolnshire Forum for Agriculture and Horticulture	1	J J Summers	
21. Lincolnshire Sports Partnership	1	L Rollings	
22. Lincolnshire Supporting People Commissioning Body	1	T V Young	
23. Lincolnshire Waste Partnership	1	I Parrott	
24. Lincolnshire Wolds Countryside Management Project	1 + reserve	A D Caine T Regis	
25. Local Crime Prevention Panel	1	J A Rainsforth	
26. Louth Healthwatch (East Lindsey Locality Community Health Forum)	1	A D Caine	
27. Robin Hood Doncaster Sheffield Airport Consultative Committee	1	C J U-Frost	
28. SPARSE	1	C L Strange	
29. Sure Start Gainsborough Partnership Board	1	G F Bardsley	
30. *Upper Witham Internal Drainage Board	1		
31. *Voluntary Services West Lindsey	1	D M Rodgers	
32. West Lincolnshire Community Safety Partnership Strategic Group	1	G M Wiseman/ A Caine	
33. *West Lindsey Area Chamber Council of the Lincolnshire Chamber of Commerce and Industry	1	J B Milne	
34. *West Lindsey British Trust for Conservation Volunteers	2	G Bardsley M Tinker	
35. West Lindsey Citizens' Advice Bureau Executive Committee	1	D M Rodgers	
36. West Lindsey Women's Aid Management Board	1	J Milne	
37. Witham Third Internal Drainage Board	2	I G Fleetwood M G Leaning	
38. Wolds Community Transport Association Limited	1	A Caine	

(g) To note that the representatives on the following organisations are, to 2013 (or beyond) :-

Acis Housing Group Local Management Board (Gainsborough Area)	Cllr Malcolm Parish
Health Scrutiny Committee for Lincolnshire PATROL (CPE)	Councillor Irmgard Parrot M Parish J Summers
*Scunthorpe, Messingham and Gainsborough Water Level Management Board	Cllr W S R Parry Cllr J J Summers
*Trustees for Dixons Almshouses	Cllr Angela Lawrence

*Trustees of Frances Barker Charity	Cllr W S R Parry Cllr J A Rainsforth
*Trustees of Gainsborough Education Charity	Cllr W S R Parry Cllr J A Rainsforth
*Trustees of the Charles Cooper Trust (four year appointments)	Mrs Irene Tyson Cllr G Bardsley Cllr M Tinker (to 2014) Cllr Judy Rainsforth (to 2015)
*Trustees of W G Rose Memorial Charity	Cllr W S R Parry Cllr J A Rainsforth
*Valley Youth Centre Management Committee	Cllr Mick Tinker
Witham Third Internal Drainage Board	Cllr Chris Darcel Cllr Irmgard Parrott
*Young and Safe in Gainsborough	Cllr Gillian Bardsley

20. ANNUAL REVIEW OF THE CONSTITUTION **PAPER F herewith**
21. CHALLENGE AND IMPROVEMENT COMMITTEE ANNUAL REPORT **PAPER G herewith**
22. WEST LINDSEY HONOURS **PAPER H herewith**
23. LINCOLNSHIRE POLICE AND CRIME PANEL **PAPER I herewith**

NOTE:- MEETINGS OF COMMITTEES AND SUB-COMMITTEES

Immediately following Annual Council, a meeting of each of the Committees and Sub-Committees will be held for the purpose of appointing Chairmen and Vice-Chairmen and conducting any other relevant business.

Agendas in respect of the above are included.

M Gill
Chief Executive
The Guildhall
Gainsborough

3 May 2012