

Guildhall Gainsborough
Lincolnshire DN21 2NA

Tel: 01427 676676 Fax: 01427 675170

This meeting will be webcast live and published on the Council's website

SUPPLEMENT AGENDA

Prayers will be conducted prior to the start of the meeting.
Members are welcome to attend.

Notice is hereby given that a meeting of the Council will be held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA, , on **Monday, 7th July, 2025 at 7.00 pm**, and your attendance at such meeting is hereby requested to transact the following business.

To: Members of West Lindsey District Council

SUPPLEMENT AGENDA

1. MINUTES OF THE PREVIOUS MEETING
To confirm and sign as a correct record the Minutes of the Annual General Meeting of Full Council held on 12 May 2025.

(PAGES 3 - 18)

2. PUBLIC QUESTION TIME
Received question(s) attached.

(PAGE 19)

3. QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 9
Question(s) received attached.

(PAGE 20)

4. REPORTS FOR DETERMINATION

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

Large Clear Print: Braille: Audio: Native Language

- c. Appointment of Committees for the Remainder of the Civic Year 2025/26

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 the Political Groups.

(PAGES 21 - 26)

- d. Appointment of Committee Chairmen and Vice-Chairmen for the remainder Civic Year 2025/26 and to Confirm the Normal Commencement Time for Each Committee

(PAGES 27 - 31)

- e. Recommendation from Chief Officer Employment Committee - Appointment to Statutory Position of Head of Paid Service, Returning Officer and Electoral Registration Officer

(PAGES 32 - 36)

Bill Cullen
Head of Paid Service
The Guildhall
Gainsborough

Friday, 27 June 2025

WEST LINDSEY DISTRICT COUNCIL

Minutes of the 51st Annual General Meeting of Council held in the Council Chamber - The Guildhall on 12 May 2025 at 7.00 pm.

Present: Councillor Stephen Bunney (Chairman) (until minute number 3)
Councillor Matthew Boles (Vice-Chairman) (until minute number 4)

Councillor Emma Bailey	Councillor John Barrett
Councillor Eve Bennett	Councillor Owen Bierley
Councillor Trevor Bridgwood	Councillor Mrs Jackie Brockway
Councillor Liz Clews	Councillor Frazer Brown
Councillor Christopher Darcel	Councillor David Dobbie
Councillor Adam Duguid	Councillor Jacob Flear
Councillor Ian Fleetwood	Councillor Paul Howitt-Cowan
Councillor Paul Key	Councillor Mrs Angela Lawrence
Councillor Paul Lee	Councillor Jeanette McGhee
Councillor Peter Morris	Councillor Lynda Mullally
Councillor Maureen Palmer	Councillor Roger Patterson
Councillor Mrs Diana Rodgers	Councillor Mrs Lesley Rollings
Councillor Tom Smith	Councillor Jim Snee
Councillor Mrs Mandy Snee	Councillor Paul Swift
Councillor Baptiste Velan	Councillor Moira Westley
Councillor Trevor Young	

In Attendance:

Ian Knowles	Chief Executive and Head of Paid Service
Lisa Langdon	Assistant Director People and Democratic (Monitoring Officer)
Peter Davy	Director of Finance and Assets (Interim Section 151 Officer)
Katie Storr	Democratic Services & Elections Team Manager

Also in Attendance: The Reverend Cotton

Also Present: 3 members of the public

Apologies Councillor Karen Carless
Councillor Roger Pilgrim

1 OUTGOING CHAIRMAN'S WELCOME

Councillor Bunney, the outgoing Chairman, formally opened the meeting and welcomed members to the start of the 2025 - 2026 civic year and the Council's 51st AGM. Members of the public were also welcomed including those viewing from home.

2 MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made at this point in the meeting.

3 TO ELECT A CHAIRMAN OF THE DISTRICT COUNCIL FOR THE 2025/26 CIVIC YEAR

Before commencing the process of electing a new Chairman, the outgoing Chairman addressed Council for the final time and reflected on the past year in office and shared some of the highlights.

Whilst some may think the wearing of the Chain and the opportunity to visit Buckingham Palace may be up there, for the outgoing Chairman, the simple joy and opportunity to get into the communities and see the great work undertaken by local people simply wanting to improve their area. Speaking with young people and explaining the role and see the sense of pride people held in their local communities.

The outgoing Chairman spoke of the very good District it had been a pleasure to serve, whilst it may not always be the easiest job, the efforts of all Councillors and volunteers at every level was acknowledged and something he took great pride in.

Being Chairman had allowed Councillor Bunney to experience wider parts of the District, other than the Ward he represented, greatly improving his wider understanding of the District as a whole, with business owners, tourist attractions and other such places taking the time to share with him more greatly than the average citizen, which had been a real pleasure, honour and true learning experience.

The 50th anniversary had been a very special occasion, sharing the experience with both current and previous Members had been memorable

The outgoing Chairman also spoke of the support he had received from Officers and fellow Members whilst in Office and paid tribute to them. Acknowledging the Council Teams that worked away from the main site; the Crematorium, the Trinity Arts Centre and the Depot.

In concluding the Chairman spoke of how lucky the District was to have such dedicated Officers and of the privilege and honour it had been to serve them, fellow Councillors and the community over the past 24 months.

Presiding over his final item, Councillor Bunney sought nominations for the position of Chairman of Council.

It was proposed and seconded that Councillor Matthew Boles be appointed the Chairman of Council for the civic year 2025/26. No further nominations were made and on being put to the vote the motion was carried and it was therefore: -

RESOLVED that Councillor Matthew Boles be elected Chairman of the Council

for the 2025/2026 civic year.

The outgoing Chairman presented the Chain of Office to Councillor Boles and congratulated him on his appointment.

Councillor Boles made and signed the statutory declaration of acceptance of office, in the presence of the Head of Paid Service and took the Chair for the remainder of the meeting.

In his acceptance speech Councillor Boles advised that it was an honour to be elected as Chairman for the coming year and that he was looking forward to the forthcoming year in office and to meeting many people from the district, throughout Lincolnshire and beyond. Councillor Boles undertook to uphold the good name of West Lindsey in all the duties carried out as Chairman of the Council,

Councillor Boles then presented Councillor Bunney with a past Chairman's badge and proposed a vote of thanks to him for his services, to the council and as our Chairman over the past two years. Councillor Bunney had attended numerous UK functions throughout his term of office and had been an excellent ambassador for the Council.

Councillor Bunney advised that he had some flowers for the outgoing Chairman, which would be presented at the conclusion of the meeting.

4 TO APPOINT A VICE-CHAIRMAN OF THE DISTRICT COUNCIL FOR THE 2025/26 CIVIC YEAR

Nominations were sought for the position of Vice-Chairman of Council, with Councillor Stephen Bunney being proposed and seconded.

There being no further nominations it was:

RESOLVED that Councillor Stephen Bunney be elected Vice-Chairman of the Council for the 2025/26 civic year.

The Chairman of the Council congratulated Councillor Bunney on his appointment. The Vice Chairman's Chain and Badge of Office would be handed to Councillor Bunney in the coming days.

Councillor Bunney made and signed the statutory declaration of acceptance of office, in the presence of the Head of Paid Service, and indicated that it was an honour and a privilege to have been elected as Vice-Chairman for the coming year. He looked forward to supporting the Chairman in every way possible during the coming year and would strive at all times to promote and uphold the good name of West Lindsey.

5 CHAIRMAN'S CHAPLAIN

The Chairman introduced the item and invited Councillor Bunney as outgoing Chairman to make a vote of thanks to his Chaplain, The Reverend Cotton.

Councillor Bunney paid tribute to The Reverend Cotton and spoke of the memorable and historic speeches he had given at the 50th Anniversary Celebrations and Remembrance Day.

The newly appointed Chairman advised that he too would be appointing The Reverend Cotton as his Chairman's Chaplain, and invited him to again receive the Chaplain's stole, which was followed by a round of applause.

The Chairman indicated that this concluded the civic part of the proceedings for this evening.

It was reported that official photographs and presentations would take place at the end of the meeting, and Members were also invited to join the Chairman for refreshments after the meeting.

6 TO ELECT A LEADER OF THE COUNCIL

Nominations for the position of Leader had been sought in accordance with Article 6 of the Constitution, with only one nomination having been received.

Councillor Trevor Young had been proposed and seconded.

RESOLVED that Councillor Trevor Young be elected Leader of the Council for the 2025/26 civic year.

Councillor Young addressed Council and expressed his thanks at having been appointed and made the following short address : -

"Thank you, Chairman and firstly congratulations to you in terms of your new civic role. I think you'll do it very well and we look forward to it.

Council, thank you for your support this evening. It's an honour to be the Leader of this Council for another year. We've achieved numerous things in the past two years, and we've got lots of things to deliver before Local Government reorganisation.

I think it would be amiss of me if I didn't mention last week's County Council elections. As in all elections, there are winners and there are losers. And in West Lindsey, despite our political differences, we've been blessed in this district with hardworking, dedicated Councillors who have worked extremely hard for all their communities. And Chairman, as the Leader of the Council, on behalf of the Council, I'd like us to write a letter to all those County Councillors in this District who sadly did not retain their seats for the hard work they've done on behalf of this district. I'm sure everybody would be in support of that.

We've got excellent Councillors in West Lindsey. Despite, like I said, in terms of political differences, because they've worked tirelessly for years and years. And I think it would be wrong in terms of us to not acknowledge that. If we can do that, Chairman, I'd be greatly appreciative of that. Thank you, Chairman".

Officers undertook to prepare the required letters with Council's consent.

7 TO APPOINT A DEPUTY LEADER OF THE COUNCIL

The Leader having been elected to position, nominated his Deputy Leader as Councillor Mrs Lesley Rollings. In doing so, he spoke of her dedication, tireless work and how she had ably covered duties for him at important meetings on important matters.

Having been seconded and with no further nominations, on being put to the vote, it was : -

RESOLVED that Councillor Mrs Lesley Rollings be appointed Deputy Leader of the Council for the 2025/26 civic year.

Councillor Mrs Rollings expressed her thanks and made a short acceptance address, speaking of the honour to serve. She looked forward to working together over the year to continue to deliver key projects and move forward with priorities for the year.

8 MINUTES OF THE PREVIOUS MEETINGS

The Chairman advised that there were two sets of minutes for Council approval, these being the minutes from the meeting on 3 March and the minutes arising from the Extra-ordinary meeting of Council on 18 March. With Council's consent the minutes were taken en-bloc.

With both sets of minutes having been proposed and seconded, on being put to the vote it was:-

RESOLVED that the Minutes of the Meeting of Full Council held on 3 March 2025 and the Minutes of the Meeting of the Extraordinary Full Council held on 18 March 2025 be confirmed and signed as a correct record.

9 RECOMMENDATION FROM GOVERNANCE AND AUDIT COMMITTEE - CONSTITUTION AMENDMENTS: ARTICLES AND COMMITTEES

Councillor Bunney, in his capacity as current Chairman of the Governance and Audit Committee presented the report to meeting. The report sought Constitutional amendments relating to articles and Committees, in accordance with legal advice received, and to ensure the Constitution was up to date with legislative requirements and remained fit for purpose.

The amendments required were summarised at Appendix 1, with the body of the report providing context and rationale. The Governance and Audit Committee had considered the report on 22 April 2025 and had recommended its content to Council for approval.

Having been proposed and seconded, with no questions posed, it was: -

RESOLVED that the **RECOMMENDATION** from the Governance and Audit Committee be accepted and

- (a) the position in relation to the Constitutional amendments relating to articles and Committees be received and noted; and
- (b) the Constitution amendments as outlined in Appendix 1 be accepted.

10 REVIEW OF THE ALLOCATION OF SEATS TO POLITICAL GROUPS ON COMMITTEES / SUB COMMITTEES

The Chairman presented the report, which set out details of the political groups on the Council, the number of Members to be appointed to serve on each Committee, and the allocation of seats on each of the Committees based on political groupings, noting the review was borne out of the Council's Constitutional commitment to review the allocations at least annually at the Annual General Meeting. There had been no changes to political Groups since the last review (January 2025).

This was a matter, which had been determined by the Head of Paid Service under his delegated authority, in Consultation with the Group Leaders, with the majority having indicated their agreement, as such, there was no requirement for a vote.

The Group Leader of the Lincolnshire Independents addressed the Chamber and indicated his discontent at allocations due to the committee sizes having been reduced resulting in the smaller groups having less representation on some committees.

In responding the Head of Paid Service confirmed that he had consulted all Group Leaders and the majority of those were in favour of a reduction in committee size, hence the majority view expressed had been acted upon.

With no further questions or comments posed, the following was **DULY NOTED: -**

- (a) the details of the political groups, as set out in Appendix A of the report,
- (b) the number of Members to be appointed to serve on each committee and sub-committee; and
- (c) the allocation to different political groups of seats on committees/sub-committees, as set out in Appendix B of the report.

11 APPOINTMENT OF COMMITTEES FOR THE CIVIC YEAR 2025/26

The Chairman of the Council presented the report which set out the wishes expressed by the political groups in respect of the appointment of Members to serve on each of the Council's formal Committees for the 2024/26 Civic Year.

Members were advised that the published report had contained some gaps where nominations had still been awaited namely: -

- nominations from the Lincolnshire Independent Group, for seats on the Chief Officer

Employment Committee, the Corporate Policy and Resources Committee and the Overview and Scrutiny Committee;

- an additional nomination from the Liberal Democrat Administration Group for the Overview and Scrutiny Committee (later determined not required);
- a reduction by one name from the Liberal Democrat Administration Group for the Licensing and Regulatory Committees.

The awaited nominations were provided verbally to the meeting, as follows: -

Councillor Paul Key (Lincolnshire Independent) to join the Chief Officer Committee and Corporate Policy and Resources Committee. The Group would not be taking their seat on the Overview and Scrutiny Committee.

The Liberal Democrat Administration Group Leader indicated he would provide the requested information outside of the meeting.

Finally, the Chairman advised the Chamber that the allocation process, had required the two larger Groups to sacrifice a seat each from the “ordinary Committees”. A seat on the Planning and Chief Officer Employment Committees had been surrendered and each of the independent Groups needed to articulate which seat they would be assuming.

Cllr Bridgwood indicated his Group (Consensus Independents) would take the seat of the Chief Officer Committee, with Councillor McGhee to be appointed.

This left a seat on the Planning Committee for the Lincolnshire Independents, but their Group Leader indicated that they would not be taking the seat at the current time. As such this would remain vacant at present.

On that basis it was

RESOLVED that in accordance with the provisions of section 16 of the Local Government and Housing Act 1989 and the wishes expressed by political groups, and provided verbally at the meeting Members be appointed to serve to the Council’s Committees for the 2025/26 civic year as follows: -

Chief Officer Employment Committee (10 Members)

Councillor O Bierley
Councillor J Brockway
Councillor P Key
Councillor J McGhee
Councillor P Morris
Councillor M Palmer
Councillor L Rollings
Councillor M Snee
Councillor M Westley
Councillor T Young

Corporate Policy and Resources Committee (10 Members)

Councillor O Bierley
Councillor M Boles
Councillor S Bunney
Councillor I Fleetwood
Councillor Paul Key
Councillor R Patterson
Councillor T Smith
Councillor P Swift
Councillor M Westley
Councillor T Young

Governance and Audit Committee (5 Members)

Councillor J Brockway
Councillor S Bunney
Councillor D Dobbie
Councillor A Lawrence
Councillor B Velan

Licensing Committee (11 Members)

Councillor J Barrett
Councillor E Bailey
Councillor E Bennett
Councillor L Clews
Councillor D Dobbie
Councillor P Lee
Councillor M Palmer
Councillor Mrs D Rodgers
Councillor T Smith
Councillor J Snee
Councillor M Snee
Councillor B Velan

Regulatory Committee (11 Members)

Councillor J Barrett
Councillor E Bailey
Councillor E Bennett
Councillor L Clews
Councillor D Dobbie
Councillor P Lee
Councillor M Palmer
Councillor Mrs D Rodgers

Councillor T Smith
Councillor J Snee
Councillor M Snee
Councillor B Velan

One too many names provided by the Administration – Councillor Bailey was subsequently removed following communications with the Leader of Council.

Planning Committee (10 Members)

Councillor J Barrett
Councillor M Boles
Councillor T Bridgwood
Councillor K Carless
Councillor D Dobbie
Councillor I Fleetwood
Councillor T Smith
Councillor J Snee
Councillor P Swift
1 x vacancy (*Lincs Ind*)

Prosperous Communities Committee (10 Members)

Councillor E Bailey
Councillor O Bierley
Councillor F Brown
Councillor S Bunney
Councillor P Lee
Councillor J McGhee
Councillor L Mullally
Councillor R Patterson
Councillor L Rollings
Councillor T Young

Overview and Scrutiny Committee (14 members)

Councillor E Bailey
Councillor J Barrett
Councillor T Bridgwood
Councillor F Brown
Councillor K Carless
Councillor L Clews
Councillor J Flear
Councillor P Howitt-Cowan
Councillor P Morris
Councillor L Mullally
Councillor M Palmer

Councillor R Pilgrim
Councillor M Westley
1 x vacancy (*Lincs Ind*)

Standards Committee (5 Members)

Councillor J Brockway
Councillor Mrs D Rodgers
Councillor L Rollings
Councillor M Snee
Councillor M Westley

12 APPOINTMENT OF COMMITTEE CHAIRMEN AND VICE-CHAIRMEN FOR THE CIVIC YEAR 2025/26 AND TO AGREE THE NORMAL COMMENCEMENT TIME FOR EACH COMMITTEE

Having re-appointed the Committees, the report under consideration sought to appoint Chairmen and Vice-Chairmen to each of the Committees and for Council to agree the normal commencement time for each meeting.

In response to Members' questions Officers confirmed that counter nominations were acceptable, and Members could nominate Members from outside of their own Groups.

Several counter nominations were made at that point, resulting in a political exchange ensuing, in relation to the nominees and the sharing of duties across Members and/or between Administration and Opposition Members.

Taking his lead from the feeling within the Chamber, the Chairman indicated that he would take each position in turn and seek nominations and counter nominations for each position available:

Committee	Chairman Nominee	Vice Chairman/men Nominee	Counter nomination Chairman	Counter Nomination Vice-Chairman
Chief Officer Employment Committee	Cllr M Westley	Cllr M Snee	N/A	N/A
Corporate Policy & Resources Committee	Cllr T Young	Cllr P Swift Cllr M Westley	N/A	N/A
Planning Committee	Cllr M Boles	Cllr J Snee	N/A	Cllr I Fleetwood
Governance & Audit Committee	Cllr S Bunney	Cllr D Dobbie Cllr B Velan	N/A	N/A
Licensing Committee*	Cllr J Snee	Cllr M Snee	N/A	N/A

Overview & Scrutiny Committee	Cllr P Howitt-Cowan	Cllr J Flear Cllr M Westley	N/A	N/A
Regulatory Committee*	Cllr J Snee	Cllr M Snee	N/A	N/A
Prosperous Communities Committee	Cllr L Rollings	Cllr E Bailey Cllr T Young	N/A	Cllr O Bierley
Standards Committee	Cllr L Rollings	Cllr M Snee	Cllr J Brockway	N/A

With each nomination and counter nomination, being proposed and seconded, on being put to the vote individually it was

RESOLVED that:

- (a) the following persons be appointed as Chairmen and Vice-Chairmen, for the 2025/2026 Civic Year to the following Committees:

Committee	Chairman	Vice Chairman/men	Normal Start Time
Chief Officer Employment Committee	Cllr M Westley	Cllr M Snee	Meetings convened as required
Corporate Policy & Resources Committee	Cllr T Young	Cllr P Swift Cllr M Westley	6.30pm
Planning Committee	Cllr M Boles	Cllr I Fleetwood	6.30pm
Governance & Audit Committee	Cllr S Bunney	Cllr D Dobbie Cllr B Velan	2.00pm
Licensing Committee*	Cllr J Snee	Cllr M Snee	6.30pm**
Overview & Scrutiny Committee	Cllr P Howitt-Cowan	Cllr J Flear Cllr M Westley	6.30pm
Regulatory Committee*	Cllr J Snee	Cllr M Snee	6.30pm**
Prosperous Communities Committee	Cllr L Rollings	Cllr E Bailey Cllr O Bierley	6.30pm
Standards Committee	Cllr J Brockway	Cllr M Snee	Meetings convened as required

- (b) the normal commencement time for each of the Committees be as set out in the table at (a) above.

13 APPOINTMENTS ON OUTSIDE BODIES WHICH HAVE EXPIRED

The Chairman introduced a report which sought to appoint to positions on Outside Bodies which had expired namely; the Trustees of Francis Barker Trust, the Trustees of Gainsborough Education Charity, and the Trustees of W G Rose Memorial. The report also

sought to appoint to two Member Champion positions, namely Champions in respect of Armed Forces and Risk.

Further nominations were sought in respect of all positions. Only one counter nomination was made this being in respect of the Armed Forces Champion with Councillor Tom Smith also being nominated alongside Councillor Carless.

One being put the vote the counter nomination was not supported.

On that basis it was **RESOLVED** that: -

- (a) Councillor Matthew Boles be appointed to the Trustees of Francis Barker Trust, the Trustees of Gainsborough Education Charity, and the Trustees of W G Rose Memorial until the end of the civic year 2029/30;
- (b) Councillor Karen Carless be appointed as the Council's Member Champion for Armed Forces the end of the civic year 2026/27;
- (c) Mrs Alison Adams, lay Independent Member on the Governance and Audit Committee, be appointed as the Council's Member Champion for Risk until the end of the civic year 2026/27.

14 RECOMMENDATION FROM THE GOVERNANCE AND AUDIT COMMITTEE - MONITORING OFFICER ANNUAL REPORT 2024/25

The Chairman of the Governance and Audit Committee presented the report which set out the Annual Report of the Monitoring Officer for 2024-2025, which aimed to provide an overview in respect of governance matters.

Section 1.2 summarised the work areas included for information purposes.

The report also requested that Council appoint Ms Fiona Souter and Ms Sarah Lawrie as members of the Independent Remuneration Panel until Annual Council May 2029 following a recruitment process, which was detailed within the report.

The Governance and Audit Committee had considered the report on 22 April 2025 and had recommended it to Council for approval.

With no questions posed and the report having been proposed and seconded, on being put to the vote it was:

RESOLVED that: -

- (a) the recommendation from the Governance and Audit Committee be accepted and the information contained with the Monitoring Officer's Annual Report be received and endorsed.
- (b) the recommendation from the Governance and Audit Committee be accepted and in doing so Council agreed that the governance outlined in

Section 2 of the report, in respect of managing Commercial and Economic Growth, provided assurance that the council was taking appropriate mitigating measures against the risks identified in its commercial approach

- (c) the recommendation from the Governance and Audit Committee be accepted and the appointment of Ms Fiona Souter as a Member of the Independent Remuneration Panel until Annual Council May 2029 (Section 7.1 of the report) be approved.
- (d) the recommendation from the Governance and Audit Committee be accepted and the appointment of Ms Sarah Lawrie as a Member of the Independent Remuneration Panel until Annual Council May 2029 (Section 7.1 of the report) be approved.

15 RECOMMENDATION FROM THE CHIEF OFFICER EMPLOYMENT COMMITTEE - APPOINTMENT OF AN INTERIM HEAD OF PAID SERVICE

The Chairman of the Chief Officer Employment Committee presented the report which sought to appoint Mr Bill Cullen as the interim appointment for the Statutory role of Head of Paid Service, Returning Officer and Electoral Registration Officer on the retirement of the current Chief Executive.

The appointment would be via a shared service arrangement through a Section 113 Agreement, which was a legal agreement and allowed either party to withdraw from the arrangement providing reasonable notice.

The shared arrangement would be on a 2/3 days per week basis during which Mr Cullen would spend time each week in the Guildhall office building in addition to working on a virtual basis as required.

Mr Cullen had met with the Chief Officer Employment Committee, which had included three of the Council's Group Leaders and stood recommended for appointment on the basis set out in the report.

In response to a Member's question around whether the appointment was based on a 2 or 3 day basis, Officers confirmed it would be a combination dependent on need.

With no further questions posed and with the recommendation having been proposed and seconded, on being put to the vote, it was: -

RESOLVED that the recommendation from the Chief Officer Employment Committee be accepted and Bill Cullen be formally appointed as Head of Paid Service, Returning Officer and Electoral Registration Officer from 1st July 2025 on an interim basis.

Before moving to the next item of business, the Chairman, given this was the Head of Paid Service's last Full Council meeting before retiring, provided opportunity for him to address all Members during which he paid tribute to Officers and Members alike. He spoke of his pride

at being the Chief Executive for the last five and half years, having started with the Authority in 2014.

He spoke of his commitment and dedication to West Lindsey and how it would be sometime before he broke the habit of waking and wondering how all the Council's services and programmes are progressing.

Acknowledging success was a team effort he thanked all four Leaders under whom he had worked, learned something from each of them.

Members past and present were thanked for the support that had shown Mr Knowles over his tenure. As were Mr Knowle's management Team Officers past and present, Alan Robinson, Tracy Bircumshaw and Ady Selby, Sally, Nova, Lisa and Peter, Rachael Hughes and Ellen King.

He spoke of the special nature of all the Team Managers at West Lindsey and the outstanding contribution they made to the organisation and the district.

Mr Knowles outlined a number of key achievements over the past 6 years, which would leave a lasting impact on the district including a new depot, a crematorium and a new leisure centre in Market Rasen. He spoke of particularly challenging times when the Council had performed well and continued to deliver providing a wide-ranging number of grants across the district all despite Covid 19 and a cost-of-living crisis and the work to safeguard the future of ex RAF Scampton.

Finally, he reflected on how as a small District, the Authority had been able to deliver at such a pace over the last six years and referenced on the theory of psychological safety in high performing organisations.

A shared sense of permission for candour. A belief that it's ok to take risks that come with asking questions and admitting mistakes, making sure everyone's opinion mattered, and all understood the risk appetite of both Members and Officers, an environment fostered and encouraged over the last 11 years.

In return Members from across the political spectrum paid return tribute to Mr Knowles, for his help and guidance, speaking of his response to Covid enabling Council services to continue with little impact on the customer, of his honourable nature and his flashy suits.

The tributes concluded with a round of applause.

Note:- The interim Section 151 Officer left the Chamber before discussion on the following item of business, given he was the person named in the report as the proposed appointee.

16 RECOMMENDATION FROM THE CHIEF OFFICER EMPLOYMENT COMMITTEE - APPOINTMENT OF SECTION 151 OFFICER

The Chairman of the Chief Officer Employment Committee presented the report which

sought to appoint Mr Peter Davy to the Council's Statutory Role of the Section 151 Officer.

Mr Davy has been the appointed acting Interim Section 151 Officer since 19 February, and the appointment process which had been undertaken was detailed in Section 3 of the report.

With the recommendation proposed and seconded on being put to the vote it was:

RESOLVED that the recommendation from the Chief Officer Employment Committee be accepted and Mr Peter Davy be formally appointed as S151 Officer from 13 May 2025.

Note: the newly appointed S151 Officer returned to the meeting at the conclusion of this item of business.

17 OVERVIEW & SCRUTINY ANNUAL REPORT 2024/25

The Chairman of the Overview and Scrutiny Committee presented his Committee's Annual Report to the Chamber, in doing so he, spoke of how the Committee had worked well together over the past year, and how he looked forward to the continued success in the new Civic Year.

His Committee had received presentations from several outside agencies, including the return of Everyone Active, Inspector Head from Lincolnshire Police and a very informative session from Matthew Harrison of Lincolnshire County Council regarding their role as the Lead Local Flood Authority, the latter had coincided with an update from the Flood Risk Management Working Group, reassuring the Committee that there was significant work ongoing to help prevent flooding in the District, but also support for those who had sadly been impacted when it had happened.

The Committee had again been involved in the review of the Progress and Delivery measure set with a continuous commitment to scrutinise this area.

The Committee would be refreshing their skills, welcoming back Bethan Evans [*Governance Training and Consultancy Ltd*] for a repeat of the excellent scrutiny training session. This was planned for October 2025. An open invitation was extended to all Members to take part

Referring to the annual review of the Operating Methodology, the Chairman advised there had been no amendments made to it on this occasion and the document would be re-adopted at the Committee's first meeting of the new Civic year.

Finally, the Chairman extended thanks to everyone involved in the Committee, both Members and Officers, but especially to those the Committee had welcomed to present from outside of the council.

With no question posed and with the recommendation proposed and seconded it was: -

RESOLVED that the Annual Report from the Overview and Scrutiny Committee be received.

The meeting concluded at 8.23 pm.

Chairman

AGENDA ITEM 6

PUBLIC QUESTION TIME

QUESTION 1 – To the Leader of Council from a resident of Boston, name and address supplied.

“Since becoming Leader of the Council in May 2023, I am aware that you have successfully driven through the Council’s opposition to having asylum seekers housed at RAF Scampton and you are now leading a £300m regeneration project on that site. What other initiatives are you most proud of?”

End of Public Questions

Agenda Item 7

MEETING OF FULL COUNCIL – 7 July 2025

AGENDA ITEM 7

QUESTIONS RECEIVED PURSUANT TO COUNCIL PROCEDURE RULE NO. 9

1) *Question to the Leader of Council, from Councillor Emma Bailey, Local Ward Member for Lea Ward*

“Can the Leader offer residents reassurance that the sands and Minerals site that has been previously identified in Lea will not be reconsidered. This is the wishes of the residents represented by the Friends of Lea Marshes, in Lea, over their concerns regarding destruction of ecosystems, potential impairment of water quality, water level of the river could increase, loss of habitats not to mention the daily barrage of noise, and dust pollution as well as the increase in Co2 emissions from numerous trucks to and from the site.

The LCC Aggregates Monitoring Report 2025 states that approximately 50% of the total sand and gravel extracted in Lincolnshire is exported out of the county. This would increase the environmental impact even more. The world is extracting sand more than 3x faster than nature can replenish and whilst we agree there is a need for homes in the uk and therefore the sands and minerals to do this, however, we should be looking at designing and constructing houses and infrastructure, reducing the level of demand of sand eg. Recycling old concrete.

Thank you”

END OF RULE 9 QUESTIONS .



Council

Monday, 7 July 2024

Subject: Appointment of Members to the Committees for the remainder of the 2025/26 Civic Year

Report by:

Monitoring Officer

Contact Officer:

Katie Storr
Democratic Services & Elections Team Manager
katie.storr@west-lindsey.gov.uk

Purpose / Summary:

This report sets out the wishes expressed by political groups in respect of the appointment of Members to serve on the Committees of the Council for civic year 2025/2026 as result of the allocations having been amended under Section 15 of the Local Government and Housing Act 1989.

RECOMMENDATION(S):

- (1) In accordance with the provisions of section 16 of the Local Government and Housing Act 1989 and the wishes expressed by political groups, Members be appointed to serve on the Council's Committees for the remainder of the 2025/2026 civic year as set out within this report or provided verbally at the meeting.**

IMPLICATIONS

Legal:

In accordance with the provisions of section 16 of the Local Government and Housing Act 1989 and the wishes expressed by political groups

Financial:

None directly arising from this report

Staffing:

None directly arising from this report

Equality and Diversity including Human Rights:

None directly arising from this report

Data Protection Implications:

None directly arising from this report

Climate Related Risks and Opportunities:

None directly arising from this report

Section 17 Crime and Disorder Considerations:

None directly arising from this report

Health Implications:

None directly arising from this report

Title and Location of any Background Papers used in the preparation of this report:

Notices received from the Group Leaders on the allocation of Committee/ Sub-Committee places – documents available from the Guildhall, Gainsborough (on request).

Risk Assessment:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

☐

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

☐

No

☐

1. Introduction

- 1.1 In accordance with the provision of section 16 of the Local Government and Housing Act 1989, it is the duty of the Council to make appointments to Committees in accordance with the wishes expressed by political groups following the determination under section 15 (the allocation of seats to political groups).
- 1.2 Section 2 details the wishes expressed by the political groups.

2. Appointment of Committees

2.1 Chief Officer Employment Committee (11 Members)

Councillor O Bierley
Councillor J Brockway
Councillor P Key
Councillor P Morris
Councillor J McGhee
Councillor M Palmer
Councillor L Rollings
Councillor T Young
Councillor(Lib Dem Group)
Councillor(Lib Dem Group)
Councillor (Lib Dem Group)

2.2 Corporate Policy and Resources Committee (11 Members)

Councillor O Bierley
Councillor M Boles
Councillor S Bunney
Councillor I Fleetwood
Councillor P Key
Councillor J McGhee
Councillor R Patterson
Councillor T Smith
Councillor P Swift
Councillor T Young
Councillor(Lib Dem Group)

2.3 Governance and Audit Committee (6 Members)

Councillor John Barrett
Councillor J Brockway ***
Councillor S Bunney
Councillor D Dobbie
Councillor A Lawrence
Councillor B Velan

2.4 Licensing Committee (13 Members)

Councillor J Barrett
Councillor E Bennett
Councillor K Carless
Councillor L Clews
Councillor D Dobbie
Councillor P Key
Councillor P Lee
Councillor M Palmer
Councillor Mrs D Rodgers
Councillor T Smith
Councillor B Velan
Councillor(Lib Dem Group)
Councillor (Lib Dem Group)

2.5 Regulatory Committee (13 Members)

Councillor J Barrett
Councillor E Bennett
Councillor K Carless
Councillor L Clews
Councillor D Dobbie
Councillor P Key
Councillor P Lee
Councillor M Palmer
Councillor Mrs D Rodgers
Councillor T Smith
Councillor B Velan
Councillor(Lib Dem Group)
Councillor (Lib Dem Group)

2.6 Planning Committee (11 Members)

Councillor J Barrett
Councillor O Bierley
Councillor M Boles
Councillor K Carless
Councillor D Dobbie
Councillor I Fleetwood
Councillor R Patterson
Councillor T Smith
Councillor P Swift
Councillor (Lib Dem Group)
Councillor (Lib Dem Group)

2.7 Prosperous Communities Committee (11 Members)

Councillor O Bierley
Councillor F Brown
Councillor S Bunney
Councillor C Darcel
Councillor P Lee
Councillor J McGhee
Councillor L Mullally
Councillor R Patterson
Councillor L Rollings
Councillor T Young
Councillor (Lib Dem Group)

2.8 Overview and Scrutiny Committee (13 members)

Councillor J Barrett
Councillor T Bridgwood
Councillor F Brown
Councillor L Clews
Councillor C Darcel
Councillor P Howitt-Cowan
Councillor P Morris
Councillor L Mullally
Councillor M Palmer
Councillor R Pilgrim
Councillor (Lib Dem Group)
Councillor (Lib Dem Group)
Councillor (Lib Dem Group)

2.9 Standards Committee (6 Members)

Councillor J Brockway
Councillor Mrs D Rodgers
Councillor T Bridgwood
Councillor L Rollings
Councillor (Lib Dem Group)
Councillor (Lib Dem Group)



Council

Monday 7 July 2025

Subject: Appointment of Committee Chairmen and Vice-Chairmen for the remainder of 2025/26 Civic Year and to confirm the normal commencement time for each Committee

Report by:

Monitoring Officer

Contact Officer:

Katie Storr
Democratic Services & Elections Team Manager
katie.storr@west-lindsey.gov.uk

Purpose / Summary:

This report seeks to appoint Chairmen and Vice-Chairmen to each of the Committees for the remainder of the 2025/2026 Civic Year and determine the normal commencement time of each of the Committees.

RECOMMENDATION(S):

- (1) That Council appoint Chairmen, Vice-Chairmen, and Deputy Chairmen (where applicable) for the remainder of 2025/26 Civic Year to the following Committees : -
 - (a) Chief Officer Employment Committee
 - (b) Corporate Policy and Resources Committee
 - (c) Planning Committee
 - (d) Governance and Audit Committee
 - (e) Licensing Committee
 - (f) Overview and Scrutiny Committee
 - (g) Regulatory Committee
 - (h) Prosperous Communities Committee
 - (i) Standards Committee
- (2) That Council confirms the normal commencement time for each of the above-named Committees in accordance with the schedule detailed in Table 1 of the report.

IMPLICATIONS

Legal:

It is the responsibility of Full Council to agree Chairmanships, Vice-Chairmanships, and start times for meetings at its Annual meeting.

Financial:

Special responsibility allowances are payable to Committee Chairmen and Vice-Chairmen/Deputy at a rate agreed by the Independent Remuneration Panel. These costs are met from the Members' Allowance budget which is set following any recommendation from the Panel and subsequent approval by Full Council.

The Vice Chairmen for the Overview and Scrutiny Committee, the Governance and Audit Committee, and the Corporate Policy and Resources Committee share the allowance.

All payable Special Responsibility Allowances in this report can be met from existing budgets.

Staffing:

None directly arising as a result of this report.

Equality and Diversity including Human Rights:

None directly arising as a result of this report.

Data Protection Implications:

None directly arising as a result of this report.

Climate Related Risks and Opportunities:

None directly arising as a result of this report.

Section 17 Crime and Disorder Considerations:

None directly arising as a result of this report.

Health Implications:

None directly arising as a result of this report.

Title and Location of any Background Papers used in the preparation of this report:

Risk Assessment:

N/A

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

☐

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

☐

No

☐

1 Introduction

- 1.1 Following the Constitutional changes agreed in March 2019, Council are the responsible body for the appointment of Chairmen and Vice-Chairmen to each Committee, thereby avoiding the need for the traditional “mini-meets” following each Annual Council.
- 1.2 Council are also responsible for determining the normal commencement time for each of the Committees.
- 1.3 Council can also determine whether a Committee should have one or two Vice-Chairmen, no Committee is permitted to have more than two.
- 1.4 Table 1 below sets out the positions available and the current commencement time for each Committee.
- 1.5 Counter nominations are acceptable, except in the case of the Chairman for the Chief Officer Employment Committee and the Corporate Policy and Resources Committee, which are chaired by the Leader of the Council or his nominee, as stated in the Constitution.

Table 1

Committee	Chairman	Vice Chairman (and Deputy Vice* where applicable)	Normal Start Time
Chief Officer Employment Committee	Cllr M Westley (the Leader’s nominee)	VC	Meetings convened as required
Corporate Policy & Resources Committee	Cllr T Young	VC DC	6.30pm
Planning Committee	Chair	VC	6.30pm
Governance & Audit Committee	Chair	VC DC	2.00pm
Licensing Committee*	Chair	VC	6.30pm**
Overview & Scrutiny Committee	Chair	VC DC	6.30pm
Regulatory Committee*	Chair	VC	6.30pm**
Prosperous Communities Committee	Chair	VC DC	6.30pm
Standards Committee	Chair	VC	Meetings convened as required

* Position must be held by same person

** Sub-Committees for these meetings will be convened as required and start times agreed per meeting.

Agenda Item 9e



Full Council

Monday, 7 July 2025

Subject: Recommendation from Chief Officer Employment Committee - Appointment of Chief Executive and designation of Head of Paid Service, Returning Officer and Electoral Registration Officer

Report by:

Monitoring Officer

Contact Officer:

Lisa Langdon
Lisa.langdon@west-lindsey.gov.uk

Purpose / Summary:

To accept the **RECOMMENDATION OF THE CHIEF OFFICER EMPLOYMENT COMMITTEE** to appoint Paul Burkinshaw into the role of Chief Executive and designate him as Head of Paid Service, Returning Officer and Electoral Registration Officer

RECOMMENDATION(S):

That Council

1. accept the RECOMMENDATION from the Chief Officer Employment Committee to formally appoint Paul Burkinshaw into the role of Chief Executive and designate him as Head of Paid Service, Returning Officer and Electoral Registration Officer from the date of commencement of employment as Chief Executive.

IMPLICATIONS

Legal:

Section 4 Local Government and Housing Act 1989 requires that it shall be the duty of every relevant authority to designate one of their officers as head of their paid service.

Local Authorities (Standing Orders) (England) Regulations 2001, Regulation 5 provides “the power to approve the appointment or dismissal of the head of the authority’s paid service shall be exercised by the authority itself...”

The authority is required under Representation of the Peoples Act 1983 to appoint an Electoral Registration Officer and a Returning Officer.

Financial : FIN/48/26/CL/SL

There is full budget provision for this post within the Medium Term Financial Plan.

Staffing : The recruitment process and staffing implications are detailed within the body of this report

Equality and Diversity including Human Rights :

The recruitment process has complied with the relevant laws in relation to Equality and diversity

Data Protection Implications : None from this report

Climate Related Risks and Opportunities: None from this report

Section 17 Crime and Disorder Considerations: None from this report

Health Implications: None from this report

Title and Location of any Background Papers used in the preparation of this report :

[Agenda for Chief Officer Employment Committee on Thursday, 6th March, 2025, 4.30 pm | West Lindsey District Council](#)

[Agenda for Chief Officer Employment Committee on Monday, 31st March, 2025, 6.00 pm | West Lindsey District Council](#)

[Agenda for Chief Officer Employment Committee on Wednesday, 9th April, 2025, 5.00 pm | West Lindsey District Council](#)

[Agenda for Chief Officer Employment Committee on Thursday, 26th June, 2025, 3.00 pm | West Lindsey District Council](#)

Risk Assessment :

It is a statutory requirement to appoint a Head of Paid Service to ensure the management and coordination of the employees of the organisation. It is a role which a Council must have in place at all times.

A comprehensive recruitment process has been conducted with an experienced external partner, resulting in the recommendation made within this report.

The Council also is required to have a Returning Officer and an Electoral Registration Officer and this Report ensures those roles are correctly designated.

The appointment is subject to the usual clearances, references, and background checks.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

☐

No

x

1 Background

- 1.1 Following the announcement that the Chief Executive and Head of Paid Service was to retire, his last working day with the organisation was 30th June 2025. A comprehensive recruitment process has been followed to find a suitable successor for the role. This process is detailed within this report. As previously considered and agreed by Council, an interim arrangement is in place pending the start date of the successful candidate and Mr Cullen is currently the Council's interim Head of Paid Service.
- 1.2 The Head of Paid Service role is a statutory role in accordance with Section 4 Local Government and Housing Act 1989 and therefore the full Council must designate any appointment into this role.
- 1.3 The process has been overseen by the Chief Officer Employment Committee which interviewed candidates on 26th June 2025. It is recommended that the Council accept the Committee's recommendation and formally appoint Paul Burkinshaw to the role of Chief Executive and designate him as Head of Paid Service, Returning Officer and Electoral Registration Officer from the date of commencement of employment as Chief Executive.

2. The Recruitment Process

- 2.1 The process has been led by Gatenby Sanderson with assistance from the Human Resources, Democratic Services and executive PA teams. The Chief Officer Employment Committee has received reports and updates throughout this process and links to the agendas and minutes from this Committee are provided above.
- 2.2 In arriving at its recommendation, the Chief Officer Employment Committee received feedback from technical interviews, psychometric testing, the Council's Group Leaders, external partners and the Council's Management Team. The Committee then interviewed those candidates who had been shortlisted which included the candidates providing a presentation and answering questions asked by the Committee members.

3. The Successful Candidate

- 3.1 Following deliberations the Chief Officer Employment Committee recommends Paul Burkinshaw be appointed to the role of the Chief Executive, including the designation of Head of Paid Service, Returning Officer and Electoral Registration Officer.
- 3.2 Mr Burkinshaw brings nearly 30 years' experience to the role, having previously been the Deputy Chief Executive at Brentwood Borough Council and Rochford District Council. Mr Burkinshaw is an experienced Monitoring Officer and is familiar with the committee system model of governance. Throughout the interview process Mr Burkinshaw

demonstrated a good understanding of balancing the long-term strategic goals of the authority whilst being able to manage the day to day operations, and was well researched referencing the Council's demographics and many of its current projects.

- 3.4 Should Council accept the recommendation from the Chief Officer Employment Committee and appoint Paul Burkinshaw to this role, his Statutory roles of Head of Paid Service, Returning Officer and Electoral Services Officer will be operative from the date of commencement of his employment as Chief Executive.

5. Recommendation

- 5.1 Accept the RECOMMENDATION from the Chief Officer Employment Committee formally appoint Paul Burkinshaw into the role of Chief Executive and designate him as Head of Paid Service, Returning Officer and Electoral Registration Officer from the date of commencement of employment as Chief Executive.