

## WEST LINDSEY DISTRICT COUNCIL

Minutes of the Meeting of Council held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 14 May 2018 at 7.00 pm.

**Present:** Councillor Mrs Angela Lawrence (Chairman)  
Councillor Mrs Pat Mewis (Vice-Chairman)

Councillor Mrs Gillian Bardsley	Councillor Mrs Sheila Bibb
Councillor Owen Bierley	Councillor Matthew Boles
Councillor David Bond	Councillor Mrs Jackie Brockway
Councillor David Cotton	Councillor Christopher Darcel
Councillor Michael Devine	Councillor Steve England
Councillor Ian Fleetwood	Councillor Paul Howitt-Cowan
Councillor Stuart Kinch	Councillor Mrs Jessie Milne
Councillor Giles McNeill	Councillor John McNeill
Councillor Richard Oaks	Councillor Mrs Maureen Palmer
Councillor Malcolm Parish	Councillor Roger Patterson
Councillor Mrs Judy Rainsforth	Councillor Mrs Lesley Rollings
Councillor Thomas Smith	Councillor Lewis Strange
Councillor Jeff Summers	Councillor Robert Waller
Councillor Mrs Anne Welburn	Councillor Trevor Young

**In Attendance:**

Mark Sturgess	Executive Director of Operations and Head of Paid Service
Ian Knowles	Executive Director of Resources and S151 Officer
Alan Robinson	Strategic Lead Governance and People/Monitoring Officer
James O'Shaughnessy	Corporate Policy Manager & Deputy Monitoring Officer
Katie Coughlan	Senior Democratic & Civic Officer
Ele Durrant	Democratic and Civic Officer
James Welbourn	Democratic and Civic Officer
Trudi Hayes	Democratic & Civic Officer

**Also in Attendance:**

**Also Present:** 13 members of the public

**Apologies for Absence**

Councillor Bruce Allison  
Councillor Hugo Marfleet  
Councillor Tom Regis  
Councillor Mrs Diana Rodgers  
Councillor Reg Shore  
Councillor Mrs Angela White

## **1 CHAIRMAN'S WELCOME**

The Chairman of Council welcomed Members, Officers and Members of the Public to the final year of the four year term, the 46<sup>th</sup> Annual Meeting of West Lindsey District Council, and the start of the 2018/19 Civic Year.

## **2 MEMBERS' DECLARATIONS OF INTEREST**

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

## **3 OUTGOING CHAIRMAN'S ANNOUNCEMENTS**

Before commencing the civic proceedings for the evening, the outgoing Chairman, Councillor Angela Lawrence took the opportunity to share with Council some of the highlights from and successes achieved during her year in Office, and to notify Members of some exciting news in terms of Gainsborough's regeneration.

Councillor Lawrence stated it had been a delight and honour to have held the position of Chairman of West Lindsey District Council. It had had been a busy and successful year, with many highlights. Before sharing these with Members, Councillor Lawrence was delighted to announce that on 13 May the Council had successfully completed a complex procurement process to secure a development partner for West Lindsey District Council. There had been strong interest from five national developers in response to the Council's INVEST programme, launched in 2016. Through the competitive process the bidders had been narrowed down to two. The final evaluation had resulted in the selection of Muse Developments, a blue chip commercial developer with expertise in town centre regeneration and heritage. Muse were well respected by Government bodies and sat on the Board of English Cities Fund with Homes England. The Council were therefore well placed to continue to attract grants funds on top of the £8 million plus already secured. The first phase of works would concentrate on the development of Gainsborough town centre, around the former Guildhall and enhancement of Whittons Gardens. This would follow on from the completion of the hotel and Roseway quarter opening in September of this year.

Success and highlights from the year included the re-location and opening of the Lidl store in the town centre, as well as the Authority having secured the new Well Being Contract. She thanked all those Officers and Members involved for their hard work. West Lindsey had also hosted the Scampton Airshow and the International Scout Jamboree at the Lincolnshire Showground. Many more events were planned across the District as momentum built towards 2020 and the celebration of the 400<sup>th</sup> Anniversary of the Pilgrim Fathers.

During the year, at the Guildhall, the Chairman had had the pleasure of hosting a very successful Junior Council, and commented on the ability and confidence the young people involved had had in expressing their views and opinions, there were a number of likely budding politicians in the making. A Diamond Wedding Afternoon Tea had also been hosted and had been a most pleasurable and delightful day.

Travelling around the District the Chairman advised she continued to be amazed and heartened by all the work and effort residents put into their communities. It was the people that helped communities thrive and flourish, as exemplified at the recent and wonderful

Community Awards Evening. She expressed thanks to all the volunteers, clubs and organisations working tirelessly across the District.

In concluding Councillor Lawrence spoke of the positive comments and thanks she often received regarding the services the Council provided and its efforts to “strive for the gain of all”. She thanked all those Officers and Councillors who had helped and supported her throughout the year and wished the Chairman elect every success for the coming year.

#### **4 TO ELECT A CHAIRMAN OF THE DISTRICT COUNCIL FOR 2018/19 CIVIC YEAR**

It was proposed and seconded that Councillor Pat Mewis be appointed the Chairman of Council for the civic year 2018/19.

No further nominations were made.

**RESOLVED** that Councillor Pat Mewis be elected Chairman of the Council for the 2018/19 civic year.

The former Chairman of the Council then presented the Chain of Office to Councillor Lawrence and congratulated her on her appointment.

Councillor Mewis made and signed the statutory declaration of acceptance of office and took the Chair for the remainder of the meeting.

Councillor Mewis thanked the Council for her appointment and advised it was an honour to have been elected Chairman for the coming year. She looked forward to meeting many people from the District, from throughout Lincolnshire and beyond, and indicated she would do all she could to uphold the good name of West Lindsey in all the duties she carried out.

The Chairman moved a vote of thanks to the outgoing Chairman for her services to the Council and on a personal level for the support and guidance she had provided, and presented her with a Past Chairman’s Badge.

The Leader of the Council paid tribute to the outgoing Chairman and expressed his thanks to her, on behalf of all Members of the Council, for her work and leadership over the last year. He also congratulated the incoming Chairman on her appointment and wished her well for the future.

#### **5 TO ELECT A VICE-CHAIRMAN OF THE DISTRICT COUNCIL FOR THE 2018/19 CIVIC YEAR**

It was proposed and seconded that Councillor Steve England be appointed as the Vice-Chairman of the Council.

There were no further nominations.

**RESOLVED** that Councillor Steve England be appointed Vice-Chairman of the Council for the 2018/19 civic year.

The Chairman of the Council congratulated Councillor England on his appointment before presenting him with the Vice Chairman's Chain and Badge of Office.

Councillor England made and signed the statutory declaration of acceptance of office.

Councillor England addressed Council and spoke of the honour and privilege of having being elected. 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.

The Leader of the Council congratulated Councillor England, on behalf of all Members of the Council, on his appointment and wished him well for the future.

## **6 CHAIRMAN'S CHAPLAIN**

The former Chairman of Council moved a vote of thanks to her Chaplain, Father Robert Thacker for his services and support during the past year, particularly at Flag Raising Events and Church Service. Thanks were also paid to Councillors Cotton and John McNeill for having conducted prayers in advance of Council Meetings.

The Chairman then received the Chaplain's stole from Councillor Angela Lawrence.

The Chairman of Council advised that her Chaplain for the year was to be the Reverend David Swannack. The Reverend Swannack was in attendance and Chairman formally presented him with the Chaplain's stole.

**RESOLVED** that the Reverend David Swannack be appointed as the Chairman's Chaplain.

## **7 TO ELECT A LEADER OF THE COUNCIL**

It was proposed and seconded that Councillor Jeff Summers be appointed as the Leader of the Council.

There were no further nominations

**RESOLVED** that Councillor Jeff Summers be elected Leader of the Council for the 2018/19 civic year.

Councillors Summers addressed Council and expressed his thanks at having been appointed.

## **8 TO ELECT A DEPUTY LEADER OF THE COUNCIL**

It was proposed and seconded that Councillor Owen Bierley be appointed as the Deputy Leader of the Council.

There were no further nominations.

**RESOLVED** that Councillor Owen Bierley be elected Deputy Leader of the

Council for the 2017/18 civic year.

Councillor Bierley addressed Council and expressed his thanks at having being appointed.

## **9 MINUTES OF PREVIOUS MEETING**

a) Minutes of Meeting held on 9 April 2018.

With reference to Minute 89 –Questions Pursuant to Council Procedure Rule No.9, Councillor Darcel was of the view that the answer provided by the Leader had been in accurate in that he had the papers, referred to, with him when they had met.

**RESOLVED** that the Minutes of the Council Meeting held on 9 April 2018 be confirmed and signed as a correct record.

## **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.

It was noted the position remained unchanged from last year, as there had been no overall change in political balance.

**RESOLVED** that:

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

## **11 APPOINTMENT OF COMMITTEES**

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 2018/19Civic Year.

**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, members be appointed to serve on the Council's committees for the 2017/18 civic year as follows:

**Challenge and Improvement Committee (12 members)**

Councillor Bruce Allison  
Councillor David Bond  
Councillor Paul Howitt-Cowan  
Councillor Angela Lawrence  
Councillor Jessie Milne  
Councillor Roger Patterson  
Councillor Lesley Rollings  
Councillor Di Rodgers  
Councillor Tom Smith  
Councillor Lewis Strange  
Councillor Anne Welburn  
Councillor Angela White

**Chief Officer Employment Committee (9 Members)**

Councillor Jackie Brockway  
Councillor David Cotton  
Councillor Michael Devine  
Councillor Stuart Kinch  
Councillor Angela Lawrence  
Councillor Giles McNeill  
Councillor Judy Rainsforth  
Councillor Jeff Summers  
Councillor Anne Welburn

**Corporate Policy and Resources Committee (12 Members)**

Councillor Sheila Bibb  
Councillor Owen Bierley  
Councillor Matthew Boles  
Councillor David Cotton  
Councillor Michael Devine  
Councillor Ian Fleetwood  
Councillor Stuart Kinch  
Councillor John McNeill  
Councillor Maureen Palmer  
Councillor Tom Regis  
Councillor Jeff Summers  
Councillor Trevor Young

**Governance and Audit Committee (6 Members)**

Councillor Sheila Bibb  
Councillor David Bond  
Councillor Jackie Brockway

Councillor Giles McNeill  
Councillor John McNeill  
Councillor Angela White

**Licensing Committee (12 Members)**

Councillor Gill Bardsley  
Councillor Owen Bierley  
Councillor David Cotton  
Councillor Paul Howitt-Cowan  
Councillor Angela Lawrence  
Councillor Pat Mewis  
Councillor Jessie Milne  
Councillor Richard Oaks  
Councillor Maureen Palmer  
Councillor Judy Rainsforth  
Councillor Mrs Di Rodgers  
Councillor Lewis Strange

**Regulatory Committee (12 Members)**

Councillor Gill Bardsley  
Councillor Owen Bierley  
Councillor David Cotton  
Councillor Paul Howitt-Cowan  
Councillor Angela Lawrence  
Councillor Pat Mewis  
Councillor Jessie Milne  
Councillor Richard Oaks  
Councillor Maureen Palmer  
Councillor Judy Rainsforth  
Councillor Mrs Di Rodgers  
Councillor Lewis Strange

**Planning Committee (12 members)**

Councillor Owen Bierley  
Councillor Matthew Boles  
Councillor David Cotton  
Councillor Michael Devine  
Councillor Ian Fleetwood  
Councillor Hugo Marfleet  
Councillor Giles McNeill  
Councillor Jessie Milne  
Councillor Roger Patterson  
Councillor Judy Rainsforth  
Councillor Thomas Smith

Councillor Bob Waller

**Prosperous Communities Committee (12 Members)**

Councillor Gillian Bardsley  
Councillor Sheila Bibb  
Councillor Owen Bierley  
Councillor Chris Darcel  
Councillor Michael Devine  
Councillor Steve England  
Councillor Paul Howitt-Cowan  
Councillor John McNeill  
Councillor Pat Mewis  
Councillor Malcolm Parish  
Councillor Lesley Rollings  
Councillor Trevor Young

**12 APPOINTMENT OF SUB-COMMITTEES, OTHER GROUPS AND BODIES**

The Chairman of the Council presented the report which sought to appoint Members to serve on numerous Sub-Committees, Working Groups and Outside Bodies.

The report also sought approval to suspend the rules relating to proportionality for the both the Standards Sub-Committee and the Appeals Board.

It was noted that only those Outside Bodies highlighted in yellow in the report were due for re-appointment however the full list had been presented for completeness.

The Leader advised that he wished to make an amendment to the Crematorium Working Group, namely replacing Councillor Bruce Allison with himself.

**RESOLVED** that: -

- (a) the amendment as proposed, moved and seconded be approved;
- (b) the Rules relating to proportionality be suspended for appointment to the Appeals Board;
- (c) the Rules relating to proportionality be suspended for appointment to the Standards Sub-Committee; and
- (d) the following appointments be confirmed

**Joint Staff Consultative Committee**

Councillor Jackie Brockway  
Councillor Jessie Milne



Councillor David Cotton  
Councillor Matthew Boles  
Councillor Malcolm Parish (reserve)  
Councillor Pat Mewis (reserve)  
Councillor Paul Howitt-Cowan (reserve)  
Councillor Reg Shore (reserve)

### **Appeals Board**

Councillor Stuart Kinch  
Councillor Ian Fleetwood  
Councillor Malcolm Parish  
Councillor Paul Howitt-Cowan  
Councillor Reg Shore  
Councillor Angela White

### **Standards Sub Committee**

Councillor Gillian Bardsley  
Councillor Roger Patterson  
Councillor Pat Mewis  
Councillor Anne Welburn  
Councillor David Cotton  
Councillor Reg Shore

### **Lincolnshire Show Task And Finish Group For The 2019 Show.**

Councillor Pat Mewis  
Councillor Owen Bierley  
Councillor Roger Patterson  
Councillor Lewis Strange  
Councillor David Cotton  
Councillor Angela White  
Councillor Bob Waller

### **Editorial Advisory Board**

Councillor Giles McNeill  
Councillor Lesley Rollings  
Councillor Mick Devine  
Councillor Di Rodgers

### **Trinity Arts Centre.**

Councillor Gillian Bardsley

Councillor Jessie Milne

**West Lindsey Community Awards Panel.**

Councillor Pat Mewis (Chair of Council)  
Councillor Sheila Bibb  
Councillor David Cotton  
Councillor Giles McNeill  
Councillor Judy Rainsforth

**Central Lincolnshire Joint Strategic Planning Committee.**

Councillor Jeff Summers  
Councillor David Cotton  
Councillor Ian Fleetwood  
Councillor Owen Bierley (Reserve)

**Leisure, Culture, Events & Tourism Group**

Councillor Gillian Bardsley  
Councillor Sheila Bibb  
Councillor Paul Howitt-Cowan  
Councillor Pat Mewis  
Councillor Richard Oaks  
Councillor Angela White

**Community Grants Panel**

Councillor Owen Bierley  
Councillor Jessie Milne  
Councillor Judy Rainsforth  
Councillor Anne Welburn  
Councillor John McNeill (reserve)

**Commercial Plan Steering Group**

Councillor Owen Bierley  
Councillor Stuart Kinch  
Councillor Jeff Summers  
Councillor Sheila Bibb  
Councillor Matthew Boles  
Councillor Tom Regis (Reserve)

**Gainsborough Growth Fund – Funding Consultative Panel**

Councillor Lesley Rollings  
 Councillor Tom Regis  
 Councillor Stuart Kinch  
 Councillor Gillian Bardsley (reserve)  
 Councillor Sheila Bibb (reserve)  
 Councillor David Bond (reserve)

**Crematorium Working Group**

Councillor Gillian Bardsley  
 Councillor Mick Devine  
 Councillor Judy Rainsforth  
 Councillor Jeff Summers  
 Councillor Paul Howitt-Cowan  
 Councillor David Cotton  
 Councillor Jessie Milne  
 Councillor Stuart Kinch

**Outside Body Representatives**

Trustees of Charles Cooper Trust	Cllr Jessie Milne to 2022 (and 4 year appointments thereafter)	Cllr Paul Howitt-Cowan to 2022 (and 4 year appointments thereafter)
Trustees of Francis Barker Trust	Cllr Jessie Milne (to 2022) (and 4 year appointments thereafter)	
Trustees of Gainsborough Education Charity	Cllr Jessie Milne (to 2022) (and 4 year appointments thereafter)	
Trustees of W G Rose Memorial	Cllr Jessie Milne (to 2022) (and 4 year appointments thereafter)	

**Note** All Other Appointments to Outside Body Representation remain unchanged and as set out in the report.

**13 APPOINTMENT OF AN INDEPENDENT MEMBER FOR THE REMUNERATION PANEL**

The Chairman of the Governance and Audit Committee presented the report and in doing so outlined the recruitment process which had been undertaken in respect of the position.

**RESOLVED** that

- (a) That the person named below be re-appointed to serve on the Remuneration Panel from 14 May 2018 for a period of 3 years until Annual Council 2021;

Mr Peter Clay

- (b) the remaining post be carried as vacant until May 2019.

**Note:** Councillor David Cotton declared a personal interest in the above item of business, as he had known the successful candidate for a number of years. Councillor Cotton did not vote on the above decision.

## **14 CONSTITUTION ANNUAL REVIEW**

The Chairman of the Governance and Audit Committee presented the report which had been considered by his Committee at their meeting on 17 April 2018.

The Council was required by law to prepare and keep up to date a Constitution which explains how the Council operated, how decisions were made and the procedures which were to be followed to ensure that these were efficient, transparent and accountable to local people. Article 14 of the Constitution stipulated how such a review should be conducted and this was set out at Section 1.2 of the report.

Arising from the feedback received a number of additions/ amendments were proposed to come into immediate effect, following Annual Council. These were as set out in the table in Section. 2. Those highlighted green supported the Council's commercial agenda whilst those highlighted red were deemed to be greater than "house-keeping" in nature.

Building on the successful introduction of a new Code of Conduct in May 2017, particular focus had also be given this year to ensuring the Operation of Conventions included within Section III of the Constitution was reflective of how Members and Officers engage across the Council.

Two workshops, open to Senior Officers and All Members of the Council were held in January 2018, and allowed attendees to take a focussed look at this Section of the Constitution.

A summary of proposed amendments arising from the comments made at the workshops were set out at Appendix 1. The arising amended document, for adoption, was attached at Appendix 1(a).

It was noted that the most frequently raised point by Attendees at the work shop was that the contents of the Protocol were not widely known of and therefore work had been undertaken to raise its profile and it was proposed this awareness raising continued through SLT.

Following work between the Governance and Audit and Prosperous Communities Committees a proposed role description for Member Champions had been developed. This was recommended for inclusion within the appendices of the Constitution.

The Governance and Audit Committee were delegated to make any changes to the Financial and Contract Procedure Rules between Annual Councils. A set of revised rules were attached at Appendices 3 a and 3b. Appendix 3 detailed the table of amendments which have been made to each document along with the rationale for each and Members attention was particularly drawn to those amendments which had been made to reflect the Council's commercial agenda, highlighted in green.

These set of revised rules were presented to and approved by the Governance and Audit Committee at its Meeting on 17 April and these were presented to Council for Members attention.

The Chairman of the Governance and Audit Committee recommended the report's content to Full Council and moved the paper.

Councillor Young advised that the meeting the Constitution did not currently permit questions and motions at the Annual Council Meeting. He was of the view that this had been the case historically and requested that this position be re-instated.

The request was seconded but before being put to the vote the Chairman of the Governance and Audit Committee advised that he considered such an amendment would be deemed housekeeping in nature and therefore he undertook to review this and amend as appropriate.

Councillor Young indicated he was happy with the approach suggested.

**RESOLVED** that

- (a) the outcome of the annual review be noted;
- (b) the amendments detailed at Section 2 of the report be approved for immediate adoption and implementation;
- (c) the revised Member Officer Protocol (formally known as the Operation of Conventions) (Part III – Codes and Protocols) – attached at Appendix 1a be approved for immediate adoption and implementation, and the Monitoring Officer be requested to promote its content at meetings of the Service Leadership Team (SLT);
- (d) the Member Champion Role Description – attached at Appendix 2 be approved for inclusion within the Appendices of the Constitution;
- (e) the amendments made to the Financial and Contract Procedure Rules – attached at Appendix 3a and 3b, as approved by the Governance and Audit Committee at its meeting on 17 April 2018 be noted;
- (f) the amendments detailed at Appendix 4, 4a, and 4b of the report, already

approved by Council/Committee, throughout the year be noted; and

(g) the further planned work detailed at Section 4 of the report be noted.

## **15 CHALLENGE AND IMPROVEMENT COMMITTEE ANNUAL REPORT**

The Chairman of the Challenge and Improvement Committee presented the report and in doing so highlighted several of the Committee's success stories over the past Civic Year, including the conclusion of the study into youth unemployment, the continued work of the Health Commission and the establishment of the Public Realm Working Group. The latter of the Groups was looking for areas of potential improvement for the management of the public realm across the District and it promised to be a wide-reaching and focussed project.

The ongoing work of the Progress and Delivery Working Group had led to the development of a new performance management framework, which would be considered by committee in June. The Committee has also given significant attention to the Housing Strategy and Homelessness Service through pre-scrutiny and involvement as a consultee. This was in part triggered through a drop in performance which was indicated through the progress and delivery measures.

The Chairman advised the topics of green waste strategy and the new complaints handling process had already been identified as areas for scrutiny next year, and the programme of external visitors would continue apace, with updates planned already from Lincolnshire Police.

The Chairman placed on record his thanks to all Committee Members, for their dedication and diligence, and to Officers for their continued hard work and support.

The Leader of the Council thanked the Challenge and Improvement Committee for their work.

The Chairman of the Governance and Audit Committee indicated he welcomed working further with the Committee to strengthen its role.

**RESOLVED** that the Annual Report be received and noted.

The meeting concluded at 7.50 pm.

Chairman