

# Council



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10 May 2022

The **Annual Meeting** of the **Council** will be held in the Council Chamber - Council Offices on **Wednesday, 18 May 2022 at 6.00 pm.**

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item must notify Democratic Services 24 hours in advance of the meeting. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516010, Email: [emma.denny@north-norfolk.gov.uk](mailto:emma.denny@north-norfolk.gov.uk). Please note that this meeting will be live-streamed: <https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-yEzq>

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

**Emma Denny**  
**Democratic Services Manager**

**To:** Mr T Adams, Ms P Bevan Jones, Mr D Birch, Mr H Blathwayt, Mr A Brown, Dr P Bütikofer, Mrs S Bütikofer, Mr C Cushing, Mr N Dixon, Mr P Fisher, Mrs A Fitch-Tillett, Mr T FitzPatrick, Mr V FitzPatrick, Mrs W Fredericks, Ms V Gay, Mrs P Grove-Jones, Mr G Hayman, Mr C Heinink, Mr P Heinrich, Dr V Holliday, Mr N Housden, Mr R Kershaw, Mr N Lloyd, Mr G Mancini-Boyle, Mr N Pearce, Mr S Penfold, Mrs G Perry-Warnes, Mr J Punchard, Mr J Rest, Mr E Seward, Miss L Shires, Mrs E Spagnola, Mrs J Stenton, Dr C Stockton, Mr M Taylor, Mr J Toye, Mr E Vardy, Mr A Varley, Ms L Withington and Mr A Yiasimi

Members of the Management Team, appropriate Officers, Press and Public



**If you have any special requirements in order  
to attend this meeting, please let us know in advance**

If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

**Chief Executive:** Steve Blatch

**Tel** 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005

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## A G E N D A

**1. OUTGOING CHAIRMAN'S COMMUNICATIONS AND ANNOUNCEMENTS**

To receive announcements from the outgoing Chairman.

**2. ELECTION OF CHAIRMAN**

To elect a Chairman of the Council for the ensuing year.

**3. INCOMING CHAIRMAN'S COMMUNICATIONS**

To receive the incoming Chairman's communications, if any.

**4. ELECTION OF VICE-CHAIRMAN**

To elect a Vice-Chairman of the Council for the ensuing year.

**5. VOTE OF THANKS TO THE RETIRING CHAIRMAN AND THE VICE-CHAIRMAN**

**6. APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

**7. MINUTES**

1 - 10

To confirm the minutes of the meeting of the Council held on 27<sup>th</sup> April 2022.

**8. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

11 - 16

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest (see attached guidance and flowchart)

**9. ITEMS OF URGENT BUSINESS**

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4)(b) of the Local Government Act 1972.

**10. LEADER'S ANNOUNCEMENTS**

To receive any announcements from the Leader of the Council.

**11. REPORT ON APPOINTMENT OF MEMBERS OF THE CABINET**

The Leader will inform Council on any changes to appointments to Cabinet.

**12. TO ESTABLISH THE POLITICAL BALANCE OF THE COUNCIL AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS**

17 - 22

**Summary:** Following a change to the membership of the political groups at North Norfolk District Council, the Council is required to review the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.

**Conclusions:** Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.

- Recommendations:**
1. That Council approves the revised political balance calculation as per section 2.6 of this report
  2. That Council approves the allocation of seats to political groups as shown at Appendix A taking into consideration any arrangements agreed by the Group Leaders
  3. That the political balance rules are waived for Licensing sub-committees (Premises & Gambling) to allow Independent Group members to be included in the rota for hearings and to sit on the panels (section 3.3 below)
  4. That delegation is given to the Group Leaders to make any changes to appointments to committees, sub-committees, working parties & panels subsequent to those agreed at the Annual General Meeting.

Contact Officer(s), telephone number and email:  
Emma Denny, Democratic Services Manager, 01263 516010,  
[emma.denny@north-norfolk.gov.uk](mailto:emma.denny@north-norfolk.gov.uk);

**13. APPOINTMENT OF MEMBERS AND SUBSTITUTES TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS**

23 - 26

## AGENDA NOTE:

If the Council is to approve alternative arrangements for appointments to a Committee other than those required by law on political balance, it must be without any member voting against them.

Members are reminded of the need for Committee Members or substitutes on the Development and Licensing Committees to have undertaken the necessary training.

The Chairman of the Overview and Scrutiny Committee should be drawn from the main opposition group and the Vice – Chairman from the ruling group. Cabinet Members and the Chairman of the Governance, Risk and Audit Committee cannot sit or substitute on the Overview and Scrutiny Committee.

### **Recommendation:**

**That Council appoints Members and substitutes to Committees, sub-committees, working parties and panels for 2022/23, in line with the allocation of seats as agreed at agenda item 12.**

## **14. APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES 27 - 28**

### **Recommendations:**

- 1. To appoint Chairmen and Vice-Chairmen to Committees for 2022/23**
- 2. To note the appointment of Chairmen and Vice-Chairmen of Executive sub-committees and working parties for 2022/23.**

*(Proposed changes are highlighted in red).*

*Please note Chairmen and Vice-Chairmen of Executive sub-committees and working parties are not Council appointments and are therefore provided for noting only.*

## **15. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 29 - 40**

Summary: This report requires Members to make nominations and appointments to the Council's schedule of approved Outside Bodies for the 2022/23 civic year.

### **Recommendations:**

- 1. That the Outside Bodies list be amended in accordance with section 2, 3 and 4 of the report**
- 2. That the Council appoints Members to the schedule of approved Outside Bodies for the 2022/23 civic year (Appendix A)**
- 3. That Council approves the appointment recommended by the**

**Overview & Scrutiny Committee to the  
Norfolk Health Overview & Scrutiny  
Committee (NHOSC) (Appendix C)**

- 4. That Council receives the appointments made by the Executive to those outside bodies that fall to the Executive to appoint (Appendix B)**

Wards affected	All
Contact Officer,	Emma Denny, Democratic Services Team Leader
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*(Please note that the Overview & Scrutiny Committee meeting takes place after the Full Council agenda is issued. If there is a change to Appendix C, an oral update will be provided at the AGM on 18<sup>th</sup> May)*

**16. EXCLUSION OF PRESS AND PUBLIC**

To pass the following resolution – if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) \_ of Part 1 of Schedule 12A (as amended) to the Act.”

**17. PRIVATE BUSINESS**