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20 July 2018

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **COUNCIL** on Wednesday 25 July 2018 at 6.00 pm, the following reports that were unavailable when the agenda was printed.

2 **MINUTES** (Pages 2 - 9)

To confirm the Minutes of the meeting held on 23 May 2018 (to follow).

Yours sincerely

Chief Executive

MINUTES OF PROCEEDINGS

At the meeting of the Council for the District of Dover held at the Council Offices, Whitfield on Wednesday, 23 May 2018 at 6.00 pm.

Present:

Chairman: Councillor S S Chandler

Councillors:

J S Back	N Dixon	L A Keen
S F Bannister	M R Eddy	N S Kenton
T J Bartlett	A Friend	S C Manion
P M Beresford	R J Frost	K Mills
T A Bond	B Gardner	K E Morris
P M Brivio	B J Glayzer	D P Murphy
B W Butcher	D Hannent	M J Ovenden
P I Carter	P J Hawkins	A S Pollitt
N J Collor	P G Heath	M Rose
M D Conolly	J M Heron	D A Sargent
M I Cosin	M J Holloway	F J W Scales
G Cowan	S J Jones	P Walker
D G Cronk	P D Jull	P M Wallace

Officers: Chief Executive
Director of Environment and Corporate Assets
Director of Finance, Housing and Community
Director of Governance
Head of Leadership Support
Democratic Services Manager
Democratic Services Officer

1 ELECTION OF A CHAIRMAN

In the absence of the Chairman at the commencement of the meeting, the Vice-Chairman called for nominations for the position of Chairman of the Council for the ensuing municipal year 2018/19.

It was moved by Councillor M D Conolly and duly seconded, that Councillor S S Chandler be elected Chairman of Dover District Council for the ensuing municipal Year 2018/19.

In the absence of any other nominations it was put to the meeting and it was

RESOLVED: That Councillor S S Chandler be elected Chairman of Dover District Council for the ensuing municipal year 2018/19.

(Councillor S S Chandler, who had not been present at the meeting prior to the vote being taken, entered the Council Chamber and, having made her declaration of acceptance of office, took the chair.)

2 APPOINTMENT OF A VICE-CHAIRMAN

The Chairman called for nominations for the position of Vice-Chairman for the ensuing municipal year 2018/19.

It was moved by Councillor J S Back and duly seconded, that Councillor D Hannent be elected Vice-Chairman of Dover District Council for the ensuing municipal year 2018/19.

In the absence of any other nominations it was put to the meeting and it was

RESOLVED: That Councillor D Hannent be appointed Vice-Chairman of Dover District Council for the ensuing municipal year 2018/19.

(On being appointed, Councillor D Hannent made his declaration of acceptance of office.)

3 APOLOGIES

Apologies for absence were received from Councillors P S Le Chevalier, S M Le Chevalier, A M Napier and G Rapley.

4 MINUTES

The Minutes of the meeting held on 7 March 2018 and 28 March 2018 were approved as a correct record and signed by the Chairman.

5 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

6 ANNOUNCEMENTS

The Chairman of the Council, Councillor S S Chandler, made the following announcements:

(a) London Marathon

To congratulate Councillor P D Jull on his completion of the Marathon Walk London.

(b) The death of former Councillor W E Elliott

The Chairman announced the sad news of the recent death of former district councillor Wayne Elliott. Councillor Elliott represented the North Deal Ward between 1979 – 1987 and 2003 – 2007. He was also a member of Deal Town Council.

The Chairman called upon Members who wished to speak and they paid tribute to his service and the qualities he brought to the Council.

The Council stood in silence as a mark of respect for Councillor Elliott.

7 APPOINTMENT OF CABINET

The Leader of the Council, Councillor K E Morris, gave notice of his intention to appoint the following Members to the following Portfolios:

RESOLVED: (a) That it be noted that the Leader of the Council had given formal notification to the Monitoring Officer of his intention to appoint the following portfolio structure:

Leader of the Council
Deputy Leader of the Council
Portfolio for Access and Licensing
Portfolio for Environment, Waste and Health
Portfolio for Built Environment
Portfolio for Corporate Resources and Performance
Portfolio for Community Services
Portfolio for Housing and Homelessness
Portfolio for Property Management and Environmental Health

(b) That it be noted that the Leader of the Council had appointed the following Members to the following Portfolios:

Leader	K E Morris
Deputy Leader	M D Conolly
Access and Licensing	N J Collor
Environment, Waste and Health	N S Kenton
Built Environment	J S Back
Corporate Resources and Performance	M D Conolly
Community Services	M J Holloway
Housing and Homelessness	P M Beresford
Property Management & Environmental Health	T J Bartlett

8 APPOINTMENT OF SHADOW CABINET

It was moved by Councillor M R Eddy, duly seconded and

RESOLVED: That, in accordance with notice provided by the Leader of the Opposition Group, the Shadow Cabinet be composed of the following for the ensuing municipal year 2018/19:

Leader of the Opposition	M R Eddy
Deputy Leader of the Opposition	B Gardner
Access and Licensing	S F Bannister
Environment, Waste and Health	A M Napier
Built Environment	B Gardner

Corporate Resources and Performance	P Wallace
Community Services	P Walker
Housing and Homelessness	P M Brivio
Property Management and Environmental Health	S J Jones

9 ESTABLISHMENT AND COMPOSITION OF COMMITTEES

It was moved by Councillor K E Morris, duly seconded and

RESOLVED: (a) That the Dover Joint Transportation Board and the 2 Overview and Scrutiny Committees be considered as Ordinary Committees for the purposes of calculating the allocation of seats for political groups.

(b) That a Licensing Committee be appointed with 15 seats and, whilst noting the duty to ensure political proportionality does not apply to the Licensing Committee, its seats be allocated to reflect the overall proportionality of the Council.

(c) That, having noted the allocation of seats calculated in accordance with the provisions of the Local Government and Housing Act 1989, the Council Committees be constituted as indicated below for the remainder of the municipal year and the Boards and Forums be constituted with the membership, Chairman, Vice-Chairman and Spokespersons as shown:

Dover Joint Transportation Board
J S Back
P M Brivio
D G Cronk
A Friend
P D Jull
M J Ovenden
P Walker

East Kent Services Committee
K E Morris
M D Conolly

T J Bartlett (Substitute)
N J Collor (Substitute)

Electoral Matters Committee
K E Morris Chairman
S S Chandler Vice-Chairman
M R Eddy
B Gardner
F J W Scales

General Purposes Committee

S M Le Chevalier	Chairman
M D Conolly	Vice-Chairman
M R Eddy	
B Gardner	
D P Murphy	

Governance Committee

P G Heath	Chairman
D Hannent	Vice-Chairman
B W Butcher	
S F Bannister	
P I Carter	
M I Cosin	
M R Eddy	

Joint Staff Consultative Forum

M D Conolly
M I Cosin
P G Heath
S M Le Chevalier
K Mills

Joint Health, Safety And Welfare Consultative Forum

M D Conolly
M I Cosin
P G Heath
S M Le Chevalier
K Mills

Licensing Committee

S F Bannister
P M Brivio
B W Butcher
M R Eddy
A Friend
B Gardner
D Hannent
P D Jull
P S Le Chevalier
S M Le Chevalier
D P Murphy
A M Napier
M J Ovenden
M Rose
P Walker

Planning Committee

F J W Scales	Chairman
B W Butcher	Vice-Chairman
P M Beresford	
T A Bond	
B Gardner	Spokesperson
D G Cronk	

M R Eddy
D P Murphy
M J Ovenden
P M Wallace

Regulatory Committee

B W Butcher	Chairman
P S Le Chevalier	Vice-Chairman
P M Brivio	
B Gardner	
D P Murphy	

Scrutiny (Community and Regeneration) Committee

L A Keen	Chairman
G Cowan	Vice-Chairman
T A Bond	Spokesperson
P I Carter	
N Dixon	
R J Frost	
P J Hawkins	
P D Jull	
M J Ovenden	Deputy Spokesperson
N A G Richards	

Scrutiny (Policy and Performance) Committee

K Mills	Chairman
M I Cosin	Vice-Chairman
T A Bond	
P I Carter	
R J Frost	Deputy Spokesperson
J M Heron	
S C Manion	Spokesperson
M J Ovenden	
M Rose	
D A Sargent	

10 CALENDAR OF MEETINGS 2018/19

The Democratic Services Manager presented the Calendar of Meetings 2018/19.

It was moved by Councillor A Friend, duly seconded and

RESOLVED: That the Calendar of Meetings for 2018/19 be approved.

11 REVIEW OF CONSTITUTION REPORT 2018 - TRAINING AND DEVELOPMENT FOR MEMBERS

The Director of Governance presented the Review of the Constitution 2018 – Training and Development for Members.

It was moved by Councillor P G Heath, duly seconded and

RESOLVED: (a) That the proposed changes as part of the 2017/2018 Review of the Constitution relating to Part 2 – Articles of the Constitution, specifically Article 13 – Decision Making Appendix B to E

(Training Criteria for various committees) as detailed at para 2.1 of the report be approved and incorporated into the Council's Constitution, issue no. 21.

(b) That the amendments to Article 13 Appendix D are approved as shown at Annex 1 to the report and the Director of Governance and Monitoring Officer is authorised to make any associated incidental changes to the Constitution.

12 AMENDMENT TO THE SCHEME OF OFFICER DELEGATIONS

It was moved by Councillor N S Kenton, duly seconded and

RESOLVED: (a) That Part 3 (Responsibility for Functions) Scheme of Officer Delegations be amended to authorise the Planning Enforcement Manager to hold the same delegations as those currently held by the Head of Regeneration and Development.

(b) That the Director of Governance be authorised to make the necessary alterations to the Constitution.

13 STATE OF THE DISTRICT

The Leader of the Council presented the State of the District report.

It was moved by Councillor K E Morris, duly seconded and

RESOLVED: (a) That regular online updates to the data contained within the State of the District report online updates to the data collected be agreed, with members informed in a timely manner (via the Members' Weekly News) of any significant changes.

(b) That an annual strategic highlights report be prepared each year, capturing overall changes in trends, in addition to a full State of the District report, which would continue to be available on-line.

14 ANNUAL REPORT OF THE GOVERNANCE COMMITTEE

Councillor P G Heath presented the Annual Report of the Governance Committee.

It was moved by Councillor P G Heath, duly seconded and

RESOLVED: That the report be received and noted.

15 ANNUAL REPORT OF SCRUTINY

Councillor K Mills presented the Annual Report of Scrutiny.

It was moved by Councillor K Mills, duly seconded and

RESOLVED: That the report be received and noted.

16 URGENT BUSINESS TIME

There were no items of urgent business for consideration.

The meeting ended at 7.02 pm