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6 May 2014

To the Members of the Council,

You are hereby summoned to attend the **ANNUAL MEETING** of the **COUNCIL** to be held in the Council Chamber at these Offices on Wednesday 14 May 2014 at 6.00 pm for the transaction of the business set out in the Agenda.

Chief Executive

Members of the Council:

S R Nicholas (Chairman)	M R Eddy	K E Morris
P S Le Chevalier (Vice-Chairman)	R J Frost	M J Ovenden
J S Back	B Gardner	A S Pollitt
B W Bano	J H Goodwin	J A Rook
T J Bartlett	D Hannent	M A Russell
P M Beresford	P J Hawkins	F J W Scales
T A Bond	P G Heath	A R Smith
P M Brivio	G J Hood	C J Smith
B W Butcher	S J Jones	J M Smith
P I Carter	L A Keen	R J Thompson
S S Chandler	N S Kenton	J F Tranter
N J Collor	S M Le Chevalier	R S Walkden
M D Conolly	G Lymer	P Walker
G Cowan	S C Manion	P M Wallace
J A Cronk	K Mills	P A Watkins

AGENDA

1 **ELECTION OF A CHAIRMAN**

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

Upon election, the procedure will be followed:

- (a) The Chairman will sign the Declaration of Acceptance of Office.

- (b) The Chairman will address the Council.
- (c) The retiring Chairman (if applicable) will be presented with the past Chairman's badge.
- (d) The Retiring Chairman (if applicable) will address the Council.

2 **APPOINTMENT OF A VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Council for the ensuing municipal year. The Vice-Chairman will sign the Declaration of Acceptance of Office.

3 **APOLOGIES**

To receive any apologies for absence.

4 **DECLARATIONS OF INTEREST** (Page 5)

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

5 **MINUTES** (Pages 6 - 17)

To confirm the attached Minutes of the meeting held on 5 March 2014.

6 **ANNOUNCEMENTS**

To receive any announcements from the Chairman, Leader, Members of the Cabinet or Head of Paid Service.

7 **APPOINTMENT OF CABINET**

To receive any changes to the Members of the Cabinet and related portfolios.

8 **APPOINTMENT OF SHADOW CABINET**

To note the composition of the Shadow Cabinet. The Shadow Cabinet must directly reflect the composition of the Cabinet (in accordance with the Council Procedure Rules).

9 **ESTABLISHMENT AND COMPOSITION OF COMMITTEES** (Pages 18 - 25)

(a) **Committees**

To appoint the following Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions:

Dover Joint Transportation Board  
East Kent (Joint Arrangements) Committee  
Electoral Matters Committee  
General Purposes Committee  
Governance Committee  
Joint Health, Safety and Welfare Consultative Forum  
Joint Staff Consultative Forum  
Licensing Committee

Planning Committee  
Regulatory Committee  
Scrutiny (Community and Regeneration) Committee  
Scrutiny (Policy and Performance) Committee  
Standards Committee

(b) **Review of Allocation of Seats to Political Groups**

To determine the allocation of seats to political groups in accordance with Section 15 of the Local Government and Housing Act 1989. The attached report of the Chief Executive and Director of Governance sets out the recommended allocation of seats to political groups.

(c) **Chairmen, Vice-Chairmen and Spokespersons of Committees**

To appoint the Chairman, Vice-Chairman and Controlling Group Spokespersons and Deputy Controlling Group Spokespersons of the above Committees as appropriate.

10 **PROGRAMME OF MEETINGS 2014/15** (Pages 26 - 29)

To approve a programme of ordinary meetings of the Council for the ensuing year. The Council, at its meetings on 5 March 2014, provisionally approved the programme subject to ratification at this meeting.

11 **ANNUAL REPORT OF THE STANDARDS COMMITTEE**

To consider the joint report of the Chairman of the Standards Committee and the Monitoring Officer (to follow).

12 **ANNUAL REPORT ON SCRUTINY**

To consider the report of the Monitoring Officer (to follow).

13 **ANNUAL REPORT OF THE GOVERNANCE COMMITTEE**

To consider the joint report of the Chairman of the Governance Committee and the Director of Governance (to follow).

**Access to Meetings and Information**

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website [www.dover.gov.uk](http://www.dover.gov.uk). Minutes are normally published within five working

days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. Basic translations of specific reports and the Minutes are available on request in 12 different languages.

- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Rebecca Brough, Team Leader - Democratic Support, telephone: (01304) 872304 or email: [rebecca.brough@dover.gov.uk](mailto:rebecca.brough@dover.gov.uk) for details.

Large print copies of this agenda can be supplied on request.