

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **NEWARK & SHERWOOD DISTRICT COUNCIL** held in the Civic Suite, Castle House Newark on Tuesday, 12 December 2017 at 6.00pm.

PRESENT: Councillor Mrs L.J.M. Tift (Chairman)  
Councillor K. Walker (Vice-Chairman)

Councillors: R.V. Blaney, Mrs B.M. Brooks, Mrs A.C. Brooks, Mrs I. Brown, D. Clarke, M.G. Cope, R.A. Crowe, Mrs R. Crowe, Mrs G.E. Dawn, Mrs M. Dobson, K. Girling, Mrs L. Hurst, R.J. Jackson, R.B. Laughton, J. Lee, D.J. Lloyd, Mrs S.M. Michael, N. Mison, N. Mitchell, D.R Payne, P. Peacock, Mrs P. Rainbow, A.C. Roberts, Mrs S.E. Saddington, D.B. Staples, F. Taylor, Mrs A.A. Truswell, I. Walker, B. Wells and T. Wendels.

APOLOGIES FOR Councillors: Mrs K. Arnold, M. Buttery, P.C. Duncan, G.P. Handley, Mrs S. Soar, D. Thompson and Mrs Y. Woodhead.

ABSENCE:

43. MINUTES

AGREED that the minutes of the meeting held on 10 October 2017 be approved as a correct record and signed by the Chairman.

44. DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS

NOTED: - (a) interests declared as shown in the schedule circulated at the meeting;  
(b) the additional interests which were declared at the meeting as follows:-

<u>Officers</u>	<u>Agenda Item No.</u>
Mrs K.H. Cole and Mrs K. White	Agenda Item No. 10 – Recruitment to the Post of Chief Executive and Transitional Arrangements

45. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

Other than the Council recording in accordance with usual practice, there were no declarations of intention to record the meeting.

46. COMMUNICATIONS FROM THE CHAIRMAN AND CHIEF EXECUTIVE

The Chief Executive advised Members to inform Democratic Services in what format they required their newly published version of the Electoral Register for their Ward.

The Chief Executive also invited the Council to congratulate the four members of staff, Andy Carolan, Deb Johnson, Leanne Monger and Julie Reader-Sullivan who had now graduated from the University of Birmingham with a Masters Degree in Public Administration.

47. COMMUNICATIONS FROM THE LEADER AND COMMITTEE CHAIRMAN

Councillor R.V. Blaney advised the Council that this would be Andrew Muter's last meeting of Council given he is to leave the authority to become the Chief Executive of the State of Alderney in February 2018.

The Group Leaders thanked Andrew Muter for his contribution to the Council during his time as Chief Executive.

Councillor D.J. Lloyd advised the Council that following an assessment by the Arts Council in November the National Civil War Centre had been awarded Museum status. He congratulated the officer team for this achievement.

48. SCHEDULE OF MEETINGS 2018/19

The Council considered the report of the Chief Executive which set out a proposed schedule of meetings for the period May 2018 to May 2019.

AGREED (unanimously) that the proposed Schedule of Meetings for 2017/18 (as attached as appendix A to these minutes) be approved.

49. RECRUITMENT TO THE POST OF CHIEF EXECUTIVE AND TRANSITIONAL ARRANGEMENTS

The Council considered the report of the Chief Executive concerning arrangements to appoint a permanent replacement for the post of Chief Executive and transitional arrangements until such an appointment was made.

The current Chief Executive had given notice to leave the authority with effect from 4 February 2018. As such transitional arrangements were required to be in place from 5 February 2018. It was recommended that Mrs K.H. Cole took on the role of Acting Chief Executive and fulfils the role of Head of Paid Service. As a consequence Mrs K.H. Cole would need to relinquish her role as the Council's Monitoring Officer. It was proposed that this role be performed by Mrs K. White the current Deputy Monitoring Officer. It was also necessary to increase the capacity supporting the Corporate Management Team during this transitional period which it was considered could be achieved by allocating additional responsibilities to other senior managers in the organisation.

The Council were also informed that Andrew Statham the Director – Community was to retire from his post with effect from 31 December 2017 so the interim arrangements would also need to take account of this. The report also proposed replacement directors for the Board of Active4Today.

In respect of the appointment of a new Chief Executive it was proposed that, if the Council determined they wished to replace the post, in accordance with the Constitution that a Chief Officer Appointments Panel be constituted to manage the recruitment process. Proposals for the Panel and an indicative timetable for the recruitment process were set out in the report.

AGREED (with 31 votes for and 1 abstention) that:

- (a) Mrs K.H. Cole be appointed to the role of Acting Chief Executive, including the statutory role of Head of Paid Service and the roles of Returning Officer and Electoral Registration Officer, from 5 February 2018 for the transitional period;
- (b) Mrs K. White be appointed to the role of Monitoring Officer from 5 February 2018 for the transitional period;
- (c) Mrs K.H. Cole and Mr S. Kohli are nominated as directors of the Board of Active4Today;
- (d) budget provision be made for the cost of the transitional arrangements set out in this report and any costs relating to filling the Chief Executive post by using savings arising from the vacant Chief Executive post;
- (e) the Council confirms it wishes to appoint a permanent replacement to the post of Chief Executive;
- (f) a Chief Officers Appointments Panel be constituted comprising five members to be drawn from the whole of the Council with three being nominated from the controlling group and two from the major opposition group with the delegated remit set out in paragraph 5.4 of the report; and
- (g) the Council approves the indicative timetable for the appointment to the permanent post of Chief Executive, and agrees to the arrangement of a special meeting of the Council, if necessary, to consider the recommendations of the Chief Officers Appointments Panel.

(Having declared interests in this item Mrs K.H. Cole and Mrs K. White withdrew from the meeting during its consideration.)

#### 50. NEWARK COMMUNITY GOVERNANCE REVIEW

The Council considered the report of the Chief Executive concerning a proposed Community Governance Review of the Newark Town Council boundaries.

In accordance with the Local Government and Public Involvement in Health Act 2007 the Council has the responsibility for undertaking community governance reviews. Although the boundaries were considered in a similar review in 2014, Newark Town Council had made a further request to the Council to undertake a review in light of the recent detailed proposals for new housing development on land south of Newark. In addition to reviewing land south of Newark the Town Council were requesting a review of the boundary between Newark and Balderton around the proposed new development site at Highfields School. The Town Council had also requested a review of the boundary with Winthorpe which it considered should follow the line of the A1.

A draft Terms of Reference for the review, which included a proposed timetable, was attached as Appendix A to the report. It was proposed to establish a Working Party to oversee the review process which would make recommendations to the Council.

AGREED (unanimously) that:

- (a) the Council conduct a Community Governance Review of the Newark Town Council boundaries in accordance with the draft terms of reference and indicative timetable as set out in Appendix A to the report;
- (b) the draft terms of reference be approved for the first stage of public consultation; and
- (c) a working group of Members be established (in accordance with paragraph 3.3 above) to oversee the review process and put forward recommendations to the Full Council in terms of the review.

#### 51. COMMUNITY INFRASTRUCTURE LEVY REVIEW - ADOPTION

The Council considered the report of the Deputy Chief Executive which presented the overall conclusions of the review of the Community Infrastructure Levy (CIL) and recommended adoption of the Draft Charging Schedule as the Council's CIL Charging Schedule to replace the 1 December 2011 CIL Charging Schedule.

Following the positive result of the Examination held in August 2017, it was proposed that the Council adopt the CIL Draft Charging Schedule as the final Charging Schedule. The finalised Charging Schedule was attached as Appendix 1 to the report. As part of the review process an updated Regulation 123 List of Projects which set out elements of infrastructure which would be funded by CIL had been prepared.

AGREED (unanimously) that:

- (a) the Charging Schedule attached at Appendix 1 to the report, subject to adjustment to reflect the most up to date indexation figure, be adopted as the Authority's Community Infrastructure Levy Charging Schedule to come into force on 1 January 2018; and
- (b) the Regulation 123 List of Projects to be funded by Community Infrastructure Levy, as set out in Appendix 2 to the report, comes into force on 1 January 2018.

#### 52. TREASURY MANAGEMENT 2017/18 MID YEAR REPORT

The Council considered the report of the Director Resources which provided an update on the Council's treasury activity and prudential indicators for the first half of 2017/18. It also sought to approve a change to the Minimum Revenue Provision (MRP) policy. It was reported that none of the Prudential Indicators had been breached and a prudent approach had been taken in relation to the investment activity, with priority being given to security and liquidity over yield. The report had been considered by the Audit and Accounts Committee at their meeting held on 29 November 2017 who had recommended approval of the MRP policy to the Council.

AGREED (unanimously) that:

- (a) the new MRP policy statement contained within the Treasury Management Strategy, as set out in Section 5 of the report, be approved;
- (b) the treasury activity be noted; and
- (c) the Prudential Indicators detailed in Section 10 of the report be noted.

#### 53. LOCALISED COUNCIL TAX SUPPORT SCHEME

The Council considered the report of the Director – Resources which sought to confirm the continuation of the Council’s Localised Council Tax Support Scheme, which had been implemented on 1 April 2013, for the 2018/19 financial year with minor changes. The changes sought were to uprate the income and disregard criteria in accordance with the annual uprating amounts applied by the Department for Works and Pensions.

The Local Government Finance Act 1992 required the Council to consider whether, each financial year, the scheme was to be revised or replaced, no later than 31 January. By making the proposed changes to uprate income and disregard criteria, it would demonstrate that the Council had continued to consider its obligations to vulnerable groups by maintaining the income disregards and premiums to protect families with children and claimants with disabilities.

AGREED (unanimously) that the Council continues to adopt the existing Localised Council Tax Support Scheme for all potential claimants for the financial year 2018/19 and uprates the income disregards and premiums in accordance with the Departments for Works and Pensions annual uprating criteria for 2018/19.

#### 54. NOTICES OF MOTION

In accordance with Council Procedure Rule No 13.1, Councillor R.V. Blaney moved and Councillor D. Staples seconded a motion to the following effect:

“The Council continues to have complete confidence in the Chairman, Councillor Mrs L.M.J. Tift.”

The motion, on being put to the vote was declared carried unanimously.

#### 55. MINUTES FOR NOTING

- (a) Policy & Finance Committee – 30 November 2017

In presenting the minutes Councillor R.V. Blaney advised that amendments would be made to certain minutes to better reflect discussion at the meeting.

- (b) Economic Development Committee – 22 November 2017

- (c) Homes & Communities Committee – 6 November 2017

In presenting the minutes Councillor R.B. Laughton thanked all those involved in making the Syrian families welcome at the event held at Castle House on 29 November 2017.

- (d) Leisure & Environment Committee – 14 November 2017

- (e) General Purposes Committee – 23 November 2017

- (f) Licensing Committee – 23 November 2017

In presenting the minutes Councillor Mrs R. Crowe advised that licensing managers from Nottingham were to meet with officers from Wolverhampton to discuss ongoing issues with their licensed taxi drivers operating in our District.

In addition she provided an update in respect of the government review of the regulations within the 2003 Licensing Act.

- (g) Audit & Accounts Committee – 29 November 2017

- (h) Planning Committee Meetings – 19 October, 7 November and 5 December 2017

Meeting closed at 7.17pm.

Chairman