

HAVANT BOROUGH COUNCIL  
PUBLIC SERVICE PLAZA  
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HAVANT  
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**Havant**  
BOROUGH COUNCIL

Cleaner, Safer,  
More Prosperous

## ANNUAL COUNCIL / MAYOR MAKING AGENDA

<b>Membership:</b> All Elected Members of Havant Borough Council
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**Meeting:** Annual Council / Mayor Making

**Date:** Wednesday 9 May 2018

**Time:** 11.00 am

**Venue:** Hurstwood Room, Public Service Plaza, Civic Centre Road,  
Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Nick Leach  
Monitoring Officer

1 May 2018

Contact Officer: Penny Milne 023 9244 6234  
Email: [penny.milne@havant.gov.uk](mailto:penny.milne@havant.gov.uk)

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### 1 To Elect a Member of the Council to be Mayor of the Borough

To elect a Member of the Council to be Mayor of the Borough. The newly elected Mayor will make a declaration of acceptance of office, take the Chair and be free to address the Council.

### 2 Vote of Thanks to Last Year's Mayor

### 3 Reply by Retiring Mayor

### 4 Appointment of Deputy Mayor

To appoint a Member of the Council to be Deputy Mayor, who will then make a declaration of acceptance of office.

### 5 Discharges and Appointments of Trustees



To make discharges and appointments of Trustees of the Mayor of the Borough of Havant Appeal fund Charitable Trust following the election of Mayor.

## **6 Apologies for Absence**

To receive and record any apologies for absence.

## **7 Declarations of Interests**

To receive and record any declarations of interest.

## **8 Minutes**

**1 - 8**

To confirm the minutes of the meeting of the Council held on 28 March 2018.

## **9 Appointment of Leader**

To elect a Leader of the Council in accordance with Article 7 of the Council's Constitution.

## **10 Committee Appointments**

Recommended that the Council:

- (i) Notes the appointments made to the Cabinet by the Leader of the Council as set out in Part A of Appendix A (***Appendix A to be circulated following the elections***);
- (ii) Receives notification from the Leader of the Council that unless and until the Leader of the Council otherwise directs, the Cabinet, being the body which will undertake the relevant functions and powers set out in Part 3 (Responsibility for functions) of the Constitution of Havant Borough Council, will undertake all those functions and powers by acting together, save that, where Cabinet functions have been delegated to individual members of the Cabinet in accordance with the Scheme of Delegations to Portfolio Holders set out in Part 3B of the Constitution and/or to officers in accordance with the Scheme of Delegations to Officers set out in Part 3D of the Constitution, those delegations will continue to have effect.
- (iii) Reviews the representation of the different political groups on each of the Committees and Boards set out in Appendix B (***Appendix B to be circulated following the elections***) and determines:
  - (a) the allocation of seats on each of those bodies to each of the political groups into which the Council is divided and
  - (b) the membership of those bodies in accordance with the wishes of those groups; and

(iv) Approves:

- (a) the appointment and functions of the various Committees and Boards;
- (b) the appointment of Councillors to those Committees and Boards;
- (c) the appointment of Chairs and Vice-Chairs (as appropriate) to those Committees and Boards, and standing deputies, all as set out in Parts B and C of Appendix A; and

(v) Approves the sundry appointments set out in Part D of Appendix A.

## **11 Scrutiny Board Annual Report**

RECOMMENDED to Council that the Scrutiny Board Annual Report for 2017/18 be noted. The report can be viewed via the following link:

[Scrutiny Annual Report 2017 to 2018](#)

A hard copy of the report can be made available for inspection on request.

## **12 Pay Policy Statement**

To consider any recommendation from the meeting of the Joint Human Resources Committee held on 30 April 2018, following publication of this agenda, in connection with the 2018/19 Pay Policy Statement. The agenda and reports for Joint HR Committee can be viewed via the following link:

<http://easthants.moderngov.co.uk/ieListDocuments.aspx?CId=143&MId=2391>

## **GENERAL INFORMATION**

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### **Internet**

This agenda and its accompanying reports can also be found on the Havant Borough Council website: [www.havant.gov.uk](http://www.havant.gov.uk)

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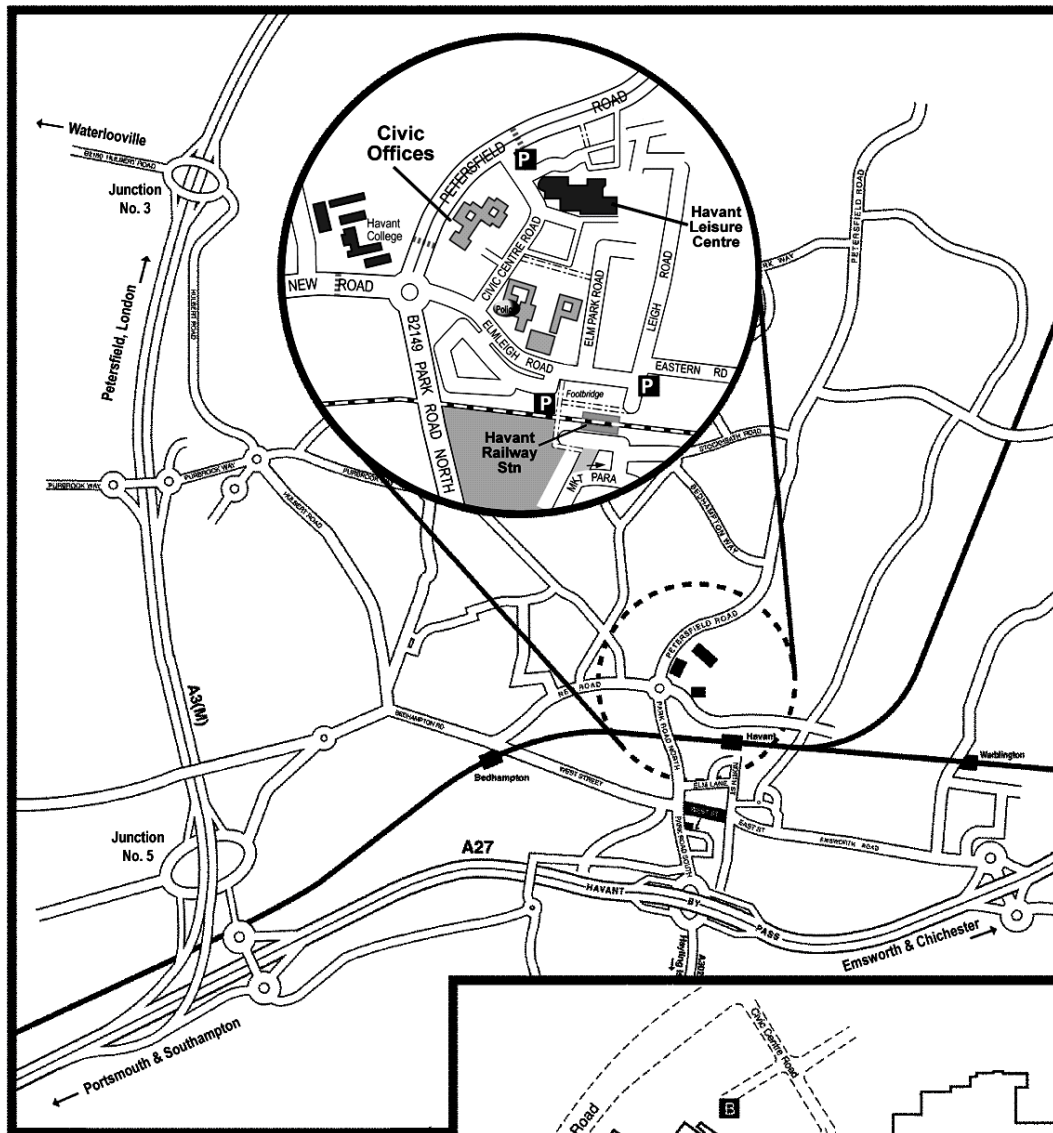
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### **No Smoking Policy**

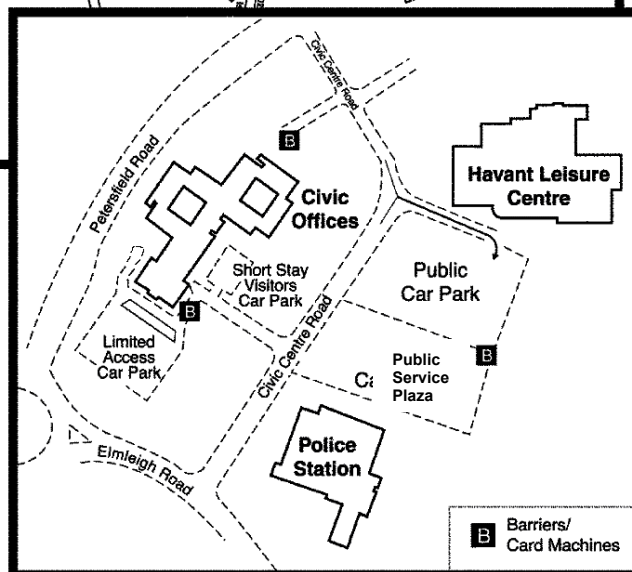
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## HAVANT BOROUGH COUNCIL

At a meeting of the Council held on 28 March 2018

Present

Councillor Mrs Shimbart (Mayor)

Councillors Bains, Mrs Blackett, Bowerman, Briggs, Branson, Buckley, Carpenter, Cheshire, Cresswell, Fairhurst, Francis, Guest, Hart, Howard, Hughes, Keast, Kennett, Kerrin, Lloyd, Patrick, Perry, Ponsonby, Quantrill, Satchwell, Sceal, Shimbart, Smith K, Thomas, Turner, Wade, Weeks and Wilson

### **166 Apologies for Absence**

Apologies were received from Councillors Davis, Pike, Rees and D Smith.

### **167 Declarations of Interests**

There were no declarations of interest.

### **168 Minutes**

Proposed by Councillor Keast and seconded by Councillor K Smith, it was

RESOLVED that the minutes of the meeting of the Council held on 21 February were approved as a correct record.

### **169 Charter for Elected Member Development**

On behalf of the Council the Mayor received formal presentation of the Charter for Elected Member Development awarded to the Council by South East Employers. The presentation was given by Councillor Richard Burrett, Deputy Leader of West Sussex County Council and a member of South East Employers' Executive Committee.

Having received the award, the Mayor thanked Councillor Burrett for taking the time to attend the meeting and address the Council.

### **170 Park Community School and Tuppenny Barn Organics**

The Council received a presentation from Steven Cross of Park Community School and Maggie Haynes of Tuppenny Barn Organics, on their work to promote healthy eating among young people in the Borough, working with local business and volunteer groups.

Councillors were given an opportunity to ask questions following the presentation, which is published on the Council's website alongside these minutes.

The Mayor thanked both Mr Cross and Ms Haynes for their interesting and informative presentation.

## 171 Mayor's Report

There were no questions in connection with the Mayor's published report to Council.

## 172 Public Questions under Standing Order 13.4(f)

There were no public questions.

## 173 Committee Recommendations

### (A) Corporate Surveillance Policy and Procedure

Councillor K Smith presented a recommendation arising from the meeting of the Governance and Audit Committee held on 14 March 2018.

Proposed by Councillor K Smith and seconded by Councillor G Shimbart, it was

RESOLVED that the Corporate Surveillance Policy and Procedure be approved with an amendment to page 4 of the report to the Governance and Audit Committee on 14 March 2018 as follows:

"Tom Horwood, Executive Director" be updated to read "Gill Kneller, Executive Director"

### (B) Amendments to the Constitution

Councillor K Smith presented a recommendation arising from the meeting of the Governance and Audit Committee held on 14 March 2018.

Proposed by Councillor K Smith and seconded by Councillor Buckley, it was

RECOMMENDED that the Standing Orders be amended as follows:

#### Standing Order 1.11

Every member of the Council must within twenty-eight days from the start of each municipal year sign a declaration on a form supplied by the Democratic Services Team, that she or he has read **and understood** the Council's latest version of the Constitution.

#### Standing Order 6.14

Every member of the Council must within twenty-eight days from being appointed to a Committee, Sub-Committee or Board sign a declaration on a form supplied by the Democratic Services Team, that he or she has read **and understood** the terms of reference for each Committee, Sub-Committee or Board he or she has been appointed to. A failure to comply with this standing order will be considered as a breach of the adopted Councillors' Code of Conduct.



\*amendments shown in bold

As an amendment, it was proposed by Councillor Briggs and seconded by Councillor Cheshire that:

The words 'and understood' be removed from the proposed amendment to Standing Order 1.11.

Having taken a vote, the Mayor declared the amendment CARRIED. The Mayor then put the substantive proposition, proposed by Councillor Briggs and seconded by Councillor Cheshire, it was

RESOLVED that the Council's Standing Orders be amended as follows:

Standing Order 1.11

Every member of the Council must within twenty eight days from the start of each municipal year sign a declaration on a form supplied by the Democratic Services Team, that she or he has read the Council's latest version of the Constitution.

Standing Order 6.14

Every member of the Council must within twenty eight days from being appointed to a Committee, Sub-Committee or Board sign a declaration on a form supplied by the Democratic Services Team, that he or she has read and understood the terms of reference for each Committee, Sub-Committee or Board he or she has been appointed to. A failure to comply with this standing order will be considered as a breach of the adopted Councillors' Code of Conduct.

## **174 Leader's Report**

In addition to presenting his published report, Councillor Cheshire took the opportunity to thank the following Councillors, who would not be standing for re-election in May 2018, for their contribution in their various roles:

Councillor Lance Quantrill, Bondfields Ward, 2016 to 2018  
Councillor David Smith, Bedhampton Ward, 2013 to 2018  
Councillor Faith Ponsonby, Battins Ward, 2006 to 2018  
Councillor Mike Fairhurst, Barncroft Ward, 2006 to 2018  
Former Councillor Andy Lenaghan, Hayling West Ward, 2003 to 2018  
Councillor Gwen Blackett, Purbrook Ward, 1974 to 2018

In recognition of Councillor Mrs Blackett's exceptional contribution over a period of 44 years, the Mayor thanked her and presented a bouquet of flowers on behalf of the Council.

## **175 Cabinet Lead Reports**

In addition to her published report, Councillor Bowerman reported that the new councillor induction programme had been agreed by the Councillor Development Panel and encouraged all councillors to attend the various sessions.

In addition to her published report, Councillor Turner reported that Citizens Advice Havant had recently secured a commission to provide advice services over an 18 month period. The new approach to delivering advice services would ensure value for money and better access for customers.

Councillor Guest gave a verbal update on current priorities within his portfolio, including an update on the new Local Plan public consultation.

## **176 Cabinet Leads and Chairmen's Question Time**

The Cabinet Leads took questions from Councillors on their published reports and the Committee Chairmen on their respective minutes.

## **177 Questions Under Standing Order 23**

### **(1) From Councillor Francis to Councillor Bowerman**

As Councillors representing residents in our wards, it has always been the practice that, when difficulties arose, we would have a quick word and advice from our officers and usually problems could be quickly resolved. With the new regime of reporting to Customer Services these links and the Councillor role are being eroded.

In response to messages all I get is a report number and the assurance that the matter will be looked into. There seems to be no acknowledgement of our responsibilities.

Are you concerned that the role of Councillor, with responsibility to care for our residents and wards, is rapidly disappearing?

Do you have a plan to create a less impersonal system?

### **Response:**

Thank you for the question regarding Councillors representing residents and the reporting links to Customer Services.

To be clear, there is no new regime. Councillors can and do, speak with officers to relay issues, give feedback or look for help in answering residents' queries i.e. signposting.

The important link with Customer Services is when there is a request for service or complaint, that this is captured and sent on to the correct team, so the interaction is not lost and the service can respond and complete the work.

The role of the Councillor continues to be important in helping our residents resolve questions and understand the complex structures of Local Government.

**(2) From Councillor Francis to Councillor Bains**

"Serving You" has been an important and appreciated source of information for our residents.

There are questions that arise from the proposal, accepted by the Cabinet, that in future it is to be financed by outside advertising.

As this is a Havant Borough production are there to be careful editorial principals about the kind and prominence of the advertisements published?

Is there some policy to ensure that the advertisements do not get in the way of the Borough news that we want the public to see?

Would we be seen to be recommending or guaranteeing products advertised?

Has this matter been thoroughly investigated and rules set?

**Response:**

Serving You magazine already carries advertising from 'like-minded' and partner organisations such as PCC, Horizon Leisure and the Police, Fire, etc.

The HBC Advertising Policy will ensure that the type and content of future adverts will remain principled. It contains a list of the prohibited types of material and content.

The spaces available for adverts will fit in with the magazines template and design grid which means that they are restricted to standard sizes (quarter, half and full page). These mostly take up what are considered to be less prominent page positions, for example: left hand pages, and page bottoms, etc.

Adverts will also look noticeably different from the magazine brand style and will be easily identified as advertising by the reader. The graphic design team will also ensure that there will be a clear visual distinction between our content and adverts using colours, graphics and corporate style. This consistent approach will be maintained throughout the magazine.

During times of heightened political sensitivity, e.g. in the pre-election period, the location of adverts will be more carefully considered.

With good design and by following the policy guidelines the prominence and significance of our own messages will continue to have the most important visual impact and be the most relevant aspects of the magazine.

It states in the advertising policy that 'advertising with HBC does not infer endorsement.'

A disclaimer notice situated on the editorial page (currently the inside front page) refutes any such endorsement from third party advertisers or items delivered to the recipient at the same time.

The HBC Advertising Policy is a robust document that clearly sets out the rules for advertising.

It will be upheld by the communications team at HBC.

Advertisements are monitored by the Communications team for suitability and any considered to be inappropriate or that contradicts our values would be refused.

**(3) From Councillor Ponsonby to Councillor Wilson**

Could you find a way of enabling owners of businesses whose premises back on to Bishopstoke Road, Tidworth Road, Bordon Road and Basing Road, to park for short lengths of time to enable deliveries and pick-ups to be made? One owner of a café who delivers hot meals to customers has now had several parking fines and it is another potential nail in the coffin of these struggling businesses.

**Response:**

We do have lots of On and Off Street free bays around the centre of Leigh Park to allow businesses to carry out their deliveries. The location of these are as follows:

Tidworth Road Car Park, 15 free 30 min bays  
Greywell Car Park, 15 free 30 min bays  
Somborne Drive, 10 free 30 min bays  
Park Parade, 4 free 30 min bays  
Bishopstoke Road, 6 free 30 min bays

In addition businesses can legally load and unload from any vehicle parked in Bordon Road for the length of time it takes to load and unload. This activity should not result in a PCN being issued. If however, any other activity is being carried out, or vehicles are not parked in this specific location then this may result in a PCN.

**(4) From Councillor Ponsonby to Councillor Keast**

Yet again the Licensing committee meeting scheduled this month was cancelled with your agreement for 'lack of business'. Could you explain to committee members and fellow councillors what has been happening during your year of office, and why members of the committee, who requested regular updates on licence applications, are not receiving these and tell us how many meetings of the committee there have been this year?

**Response:**

Licensing Committees are only held when there is sufficient business to justify holding a meeting. Most of the functions of the Committee are delegated to officers or the sub-

committee, therefore it is normal for scheduled meetings of the Committee to be cancelled throughout the year. It is anticipated that 4 meetings will be held this year which is the same number of meetings held last year. In addition, the Licensing Sub Committee has been convened once during this year. Unfortunately, staff shortages and a high workload has affected the ability to keep members of the Committee updated on the work of the Licensing Team. However, the officers are looking at ways of overcoming this problem. Details of the licensing applications are published on the Council's website.

#### **178 Urgent Questions Under Standing Order 23**

There were no urgent questions.

#### **179 Notices of Motion**

There were no notices of motion.

#### **180 Acceptance of Minutes**

Proposed by Councillor Branson and seconded by Councillor Wilson, it was

RESOLVED that the minutes of committees held since the last meeting of the council be received.

#### **Councillor Cheshire**

Councillor Buckley was given an opportunity to thank Councillor Cheshire for his contribution as a highly effective Councillor since his election in 2006. In particular, Councillor Buckley referred to Councillor Cheshire's proactive efforts to engage with all members of the Council in his role as Leader since 2014 and to encourage members, in their various roles, to become actively involved in taking forward the Council's strategic priorities. On behalf of the Council, Councillor Buckley wished Councillor a long and happy retirement.

**The meeting commenced at 5.00 pm and concluded at 7.37 pm**

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