

HAVANT BOROUGH COUNCIL  
PUBLIC SERVICE PLAZA  
CIVIC CENTRE ROAD  
HAVANT  
HAMPSHIRE PO9 2AX



**Havant**  
BOROUGH COUNCIL

Telephone: 023 9244 6019  
Website: [www.havant.gov.uk](http://www.havant.gov.uk)

7 May 2024

## SUMMONS

Dear Councillor

You are requested to attend the following meeting:

**Meeting:** Annual Council / Mayor Making  
**Date:** Wednesday 15 May 2024  
**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:

Steve Jordan  
Chief Executive

## ANNUAL COUNCIL / MAYOR MAKING MEMBERSHIP

**Chairman:** Councillor Raines (Mayor)

Councillors Berwick, Briggs, Brown, Collings, Faiz, Forrow, Hagan, Harrison, Horton, Hulls, Lind, Mychaleckyj, Oliver, Rhodes, Robert, Shepherd, Tansom, Blades, Rason, Briggs, Gray, Gray, Coates, Brent, Harris, Bowdell, Fairhurst, Diamond, Keast, Lloyd, Milne, Munday, Redsull, Robinson, Shimbart, Wade and Rennie

Contact Officer: Jenni Harding, Democratic & Electoral Services Manager 023 92446234 Email: [jenni.harding@havant.gov.uk](mailto:jenni.harding@havant.gov.uk)

## AGENDA

Page

### Part One - Mayor Making

#### 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.

(To include the announcement of the appointment of Mayor Cadets and recipient of the Havant Honorary Citizen Award.)

**2 Vote of Thanks to Last Year's Mayor and Reply**

**3 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.

**4 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.

**(The Meeting shall adjourn and reconvene at 2pm)**

**Part 2 - Other Matters to be Transacted at the Annual Council**

**5 Apologies for Absence**

To receive and record any apologies for absence.

**6 Minutes**

**To Follow**

To approve the minutes of the meeting of the Council held on 20 March 2024.

**7 Declarations of Interests**

To receive and note any disclosable pecuniary interests from councillors. In accordance with the Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter.

Councillors are further invited to disclose any personal or prejudicial interests which may be relevant to any matter on this agenda. Participation in the meeting and vote shall depend upon the nature of the interest.

Councillors should refer to the declaration of interest flowchart and raise any queries with the Monitoring Officer in advance of the meeting.

Members are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes

apparent and if appropriate, withdraw from the room immediately thereafter.

**8 Election of the Leader of the Council**

To elect a Leader of the Council in accordance with Part 2 of the Council's Constitution.

**9 Cabinet**

To note appointments to the Cabinet.

**10 Committee and Panel Structure**

**To Follow**

To agree the Council's committee/panel structure.

**11 Political Balance of the Council**

**To Follow**

To agree the Council's political balance.

**12 Committee Appointments**

**To Follow**

To agree appointments to committees.

**13 Appointments of Representatives to Outside Bodies**

**To Follow**

To agree the Council's appointments to outside bodies.

**14 Officer Scheme of Delegation - Non Executive Functions**

**To Follow**

To approve the delegation of the Council's non-executive functions in the Officer Scheme of Delegation set out in Part 2 of the Council's Constitution.

## **GENERAL INFORMATION**

**IF YOU WOULD LIKE A VERSION OF THIS AGENDA, OR ANY OF ITS REPORTS, IN LARGE PRINT, BRAILLE, AUDIO OR IN ANOTHER LANGUAGE PLEASE CONTACT DEMOCRATIC SERVICES ON 023 9244 6019**

### **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)

### **Public Attendance and Participation**

Members of the public are welcome to attend the Public Service Plaza and observe the meetings. We also endeavour to broadcast the meeting and make the recording available on the Council website for up to 6 months.

### **Disabled Access**

The Public Service Plaza has full access and facilities for the disabled.

### **Emergency Procedure**

Please ensure that you are familiar with the location of all emergency exits which are clearly marked. In the unlikely event of an emergency an alarm will sound.

PLEASE EVACUATE THE BUILDING IMMEDIATELY.

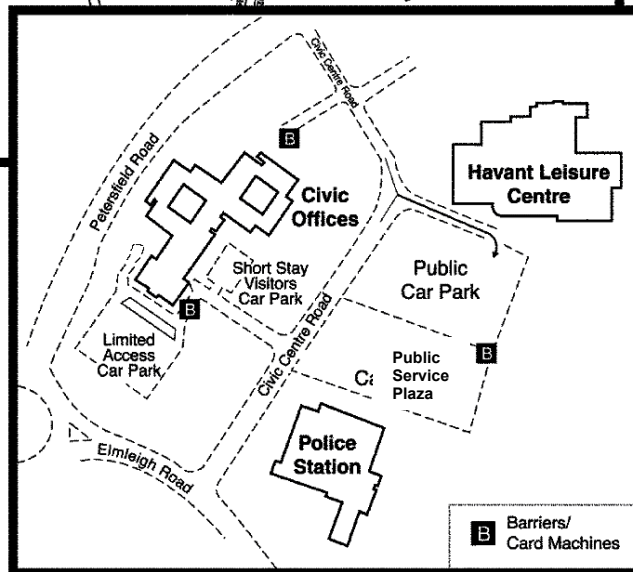
DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

### **No Smoking Policy**

The Public Service Plaza operates a strict No Smoking policy in all of its offices, corridors, meeting rooms and toilets.

### **Parking**

Pay and display car parking is available in the Leisure Centre car park opposite the Plaza.





# Havant

## BOROUGH COUNCIL

### PROTOCOL AT COUNCIL MEETING – AT A GLANCE

#### Sit or Stand?

Stand to address the Council/Mayor at all times

#### Rules of Debate

- always address each other as “Councillor ...”
- a motion or amendment has to be proposed and seconded
- once an amendment has been proposed and seconded, it becomes the subject of the debate until it is either accepted or rejected by a vote
- a seconder can choose to make their speech at a later time
- only one Councillor to stand at any one time
- except for speeches at the Council’s Budget meeting, all speeches will not exceed 5 minutes
- there will be no time limit for speeches made by the Leader of the Council or the Cabinet Lead for Finance and the finance spokesperson of the opposition group(s) at the Council’s Budget Meeting.
- a Councillor can only speak again on an amendment, to move a further amendment, on a point of order or personal explanation.

#### Questions and Motions

- Motions must be received in writing (or by email) to the Democratic Services Manager no later than 12 noon seven Clear Working Days before the meeting
- Councillors may ask questions, without notice, of the Leader and Cabinet Leads in respect of the Cabinet Lead reports submitted to Council
- Councillors may ask questions of the Leader, Cabinet Leads and Committee Chairmen, on any matter affect the Borough or its residents, providing that the Monitoring Officer has received a copy of the question to be asked before 12 noon five Clear Working Days prior to the day of the Council meeting

#### Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Mayor
- Two Councillors may request, before a vote is taken, that the names of those voting be recorded in the minutes
- A recorded vote will always be taken in respect of approval of the Annual Budget

- Councillors may not vote unless they are in the meeting for the full debate on any particular item
- A Councillor may request that his/her vote be recorded in the minutes

This page is intentionally left blank