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Date: Monday, 15 May 2023

To all Members of the Council

Note to councillors:

The full agenda papers for the Annual Council Meeting are available to view on the Modern Gov app on members' council device and on the council's website via the link below:

[Link to papers Annual Council Meeting May 2023](#)

Dear Sir or Madam

**Summons to attend the Council Meeting – Tuesday, 23 May 2023 at 6.00 pm
New Council Chamber**

You are requested to attend the Meeting of the Council to be held at 6.00 pm on Tuesday, 23 May 2023.

Please Note that any member of the press and public may listen in to proceedings at this meeting via the weblink below –

<https://youtube.com/live/vENbNcwMHok>

The agenda is set out below.

Yours faithfully

Assistant Director Legal & Governance and Monitoring Officer

This document and associated papers may be made available in a different format on request.

Agenda

- 1. Apologies for absence**
- 2. Election of the Chairperson of the Council for the Municipal Year 2023/24**
- 3. Appointment of the Vice-Chairperson of the Council for the Municipal Year 2023/24**
- 4. Public Participation, petitions, and deputations (Standing Orders 2 (vi) and 17)**

The Council will hear any person who wishes to address it in accordance with the Standing Orders. The Chairperson will select the order of the matters to be heard.

Each person will be limited to a period of five minutes for public participation and deputations and three minutes for petitions. This section of the meeting must not exceed 30 minutes and discussion must not refer to a current planning application.

The Council will also receive questions from the public and provide answers thereto, subject to the Chairperson being satisfied that the questions are relevant to the business of the meeting.

Requests must be submitted in writing to the Assistant Director Legal & Governance and Monitoring Officer, or to the officer mentioned at the top of this agenda letter, by noon on the day before the meeting and the request must detail the subject matter of the address.

- 5. Petitions to be presented by Members (Standing Order No. 16)**

These have to be received by the Assistant Director Legal & Governance and Monitoring Officer by 12.00 noon on the day of the meeting.

- 6. Declaration of Disclosable Pecuniary Interest (Standing Order 37)**

A Member must declare any disclosable pecuniary interest where it relates to any matter being considered at the meeting. A declaration of a disclosable pecuniary interest should indicate the interest and the agenda item to which it relates. A Member is not permitted to participate in this agenda item by law and should immediately leave the meeting before the start of any debate.

If the Member leaves the Chamber in respect of a declaration, he or she should ensure that the Chairperson is aware of this before he or she leaves to enable their exit from the meeting to be recorded in the minutes in accordance with Standing Order 37.

- 7. Minutes (Pages 7 - 24)**

21 February 2023, to approve as a correct record (attached)

8. Motions by Members (Standing Order No. 14) (Pages 25 - 26)

(1) Clevedon Sea Front – Councillors Pryke and Smith (attached)

9. Matters referred from previous meeting

None.

10. Election of the Leader of the Council for a four-year term, 2023/24 - 2026/27

11. Political Balance and Leaders and Deputy Leaders of the Political Groups for the Municipal Year 2023/24

The Solicitor will report orally.

12. Chairperson's announcements

13. Leader's announcements

14. Chief Executive's announcements

15. The Council's Constitution

The latest version (amended May 2022) of the Constitution 2021 is available on the Council's website via the following link:

<https://www.n-somerset.gov.uk/council-democracy/councillors-committees/council-constitution>

The Council is required to approve and adopt the Constitution for the 2023/24 Municipal Year.

16. Constitutional appointments etc.

The Leader to appoint up to eight Members of the Council to form the Executive, including their portfolios.

The Council to approve arrangements for the Policy/Overview and Scrutiny Panels, the Committees and the Scheme of Delegation in accordance with the Constitution.

17. Municipal Calendar 2023/24 (Pages 27 - 32)

Report of Assistant Director, Legal & Governance and Monitoring Officer (attached)

18. Appointments to Outside Bodies 2023/24 (Council) (Pages 33 - 42)

Report of Assistant Director, Legal & Governance and Monitoring Officer (attached)

19. Forward Plan dated 3 May 2023 (Pages 43 - 66)

(attached)

20. Reports of the Policy/Overview and Scrutiny Panels

None.

21. Corporate Parenting Report

None.

22. Question Time (Standing Order No.18)

Questions must relate to issues relevant to the work of the Executive.

Members are requested to supply the Democratic Services Officer with a note of each question at, or just after, the meeting. A summary note of each question will be included in an appendix to the minutes.

23. Reports and matters referred from the Executive - dated 8 February 2023

None.

24. Reports and matters referred from the Policy/Overview and Scrutiny Panels other than those dealt with elsewhere on this agenda

None.

25. Reports and matters referred from the other Committees other than those dealt with elsewhere on this agenda

None.

26. Reports on joint arrangements and external organisations and questions relating thereto

(1) Avon Fire Authority

Oral report

(2) Avon and Somerset Police and Crime Panel

Oral report

(3) West of England Combined Authority Joint Scrutiny Committee

Oral report

27. Chairperson's notification of the appointment of a Chaplain and a Deputy Chaplain

28. Urgent business permitted by the Local Government Act 1972 (if any)

For a matter to be considered as an urgent item, the following question must be

addressed: “What harm to the public interest would flow from leaving it until the next meeting?” If harm can be demonstrated, then it is open to the Chairman to rule that it be considered as urgent. Otherwise the matter cannot be considered urgent within the statutory provisions.

Exempt Items

Should the Council wish to consider a matter as an Exempt Item, the following resolution should be passed -

“(1) That the press, public, and officers not required by the Members, the Chief Executive or the Director, to remain during the exempt session, be excluded from the meeting during consideration of the following item of business on the ground that its consideration will involve the disclosure of exempt information as defined in Section 100I of the Local Government Act 1972.”

Mobile phones and other mobile devices

All persons attending the meeting are requested to ensure that these devices are switched to silent mode. The chairperson may approve an exception to this request in special circumstances.

Filming and recording of meetings

The proceedings of this meeting may be recorded for broadcasting purposes.

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairperson. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting, focusing only on those actively participating in the meeting and having regard to the wishes of any members of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairperson or the Assistant Director Legal & Governance and Monitoring Officer’s representative before the start of the meeting so that all those present may be made aware that it is happening.

Members of the public may also use Facebook and Twitter or other forms of social media to report on proceedings at this meeting.

Emergency Evacuation Procedure

On hearing the alarm – (a continuous two tone siren)

Leave the room by the nearest exit door. Ensure that windows are closed.

Last person out to close the door.

Do not stop to collect personal belongings.

Do not use the lifts.

Follow the green and white exit signs and make your way to the assembly point.

Do not re-enter the building until authorised to do so by the Fire Authority.

Go to Assembly Point C – Outside the offices formerly occupied by Stephen & Co