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Date: Friday, 3 May 2024

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 Council 14 May 2024](#)

Dear Sir or Madam

**Summons to attend the Council Meeting – Tuesday, 14 May 2024 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, 14 May 2024.

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/HzxMNoVjQWs>

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 2024/25**
3. **Appointment of the Vice-Chairperson of the Council for the Municipal Year 2024/25**
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, 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. **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 meeting 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.

6. **Minutes - 16 April 2024** (Pages 7 - 24)

16 April 2024, to approve as a correct record (attached).

7. **Forward Plan dated 3 May 2024** (Pages 25 - 44)

(attached)

8. Motions by Members (Standing Order No. 14) (Pages 45 - 48)

(1) “This council recommends that the Executive puts in place a mechanism where the opinion of ward member(s) is sought 5 working days prior to decisions being made, unless urgent” – Councillor Luke Smith.

(2) Local Plan changes to support public realm and public art – Councillor Bridget Petty (attached).

9. Corporate Parenting Report (Pages 49 - 52)

Report of Councillor Gibbons (attached).

10. Support Services - ICT Contract (Pages 53 - 108)

Report of Councillor Bell (attached).

11. 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.

12. 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.

13. Petitions to be presented by Members (Standing Order No. 16)

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

14. The Council's Constitution 2024 (Pages 109 - 172)

Report of the Assistant Director Legal & Governance (attached).

15. Political Balance and Leaders and Deputy Leaders of the Political Groups for the Municipal Year 2024/25

The Assistant Director Legal & Governance will report orally.

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. Appointments to Outside Bodies 2024/25 (Council) (Pages 173 - 182)

Report of Assistant Director Legal & Governance (attached).

18. Municipal Calendar 2024/25 (Pages 183 - 188)

Report of Assistant Director Legal & Governance (attached).

19. Announcements (if any)

(1) Chairperson's Announcements

(2) Leader's Announcements

(3) Chief Executive's Announcements

20. 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 Chairperson 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