Please note this meeting will be audio recorded.

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8 December 2014

To: The Mayor and Members of Melton Borough Council

Dear Sir or Madam

You are summoned to a **MEETING OF THE COUNCIL** to be held at Parkside, Station Approach, Burton Street, Melton Mowbray, LE13 1GH on <u>Tuesday 16 December 2014</u> <u>at 6.30 p.m.</u>

Yours faithfully

Lynn Aisbett Chief Executive

### **AGENDA**

AGLINDA
Item
APOLOGIES FOR ABSENCE
MINUTES To confirm the minutes of the Meeting held on 15 October 2014.
DECLARATIONS OF INTEREST  Members to declare any interest as appropriate in respect of items to be considered at this meeting
MAYOR'S ANNOUNCEMENTS Including an update on the activities of the Young Mayor
LEADER'S ANNOUNCEMENTS
PUBLIC QUESTION TIME The Leader and Chairmen of Policy Committees to answer any questions from the public of which notice has been given in accordance with Council Procedure Rule 9 of the Constitution.  There were no questions received.

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Item No.	Item		
7.	PETITIONS In accordance with Procedure Rule 24.1, the Chief Executive shall report the receipt of a petition to the next meeting of the Council where there shall debate or comment thereon.		
	There were no petitions received.		
8.	RECOMMENDATIONS AND REPORTS FROM COMMITTEES (a) Governance Committee: 18 November 2014: Consti 2014-15	itutional Update	
	<b>RESOLVED</b> that the Committee refer its recommendations to approval and inclusion in the Council's Constitution:-	o Full Council for	
	(1) that item 11 be removed from the Policy, Finance a Committee's delegations due to this function now being ca Governance Committee and for clarity the Governance Codelegation be amended to include the words 'and approve' as red.	arried out by the mmittee's item 3	
	PFA Committee Remove : 11. To consider and approve the Council's Statement	of Accounts.	
	Governance Committee Amend: 3. To review and approve the Financial Statements, I opinion and report to Members and monitor Management response to any issues raised.		
	(2) to agree the following additions, shown in red below, to t Delegations in connection with Staffing Matters within Part 3 at p Officer Delegations:-		
	In consultation with Management Team, to approve minor additions to the staff establishment subject to :-	Chief Executive	
	(1) There being adequate budgetary provision OR		
	In each case the gross cost not exceeding £5,000 per annum when implemented AND		
	The total cost in any financial year not exceeding the sum of £20,000 AND		
	Members of the Policy, Finance and Administration Committee being informed of any such changes when updated copies of the Council's staff list are issued. (Annually in July)		

Item	Item			
8. Cont/	(3) (a) To agree the following new Officer Delegation to the Head of Communications in consultation with the Head of Central Services:-			
	When a Member or employee dies in service, to have discretion to waive overpayment of allowance or salary up to a maximum of £1,000.			
	(b) If this new delegation is approved, it be applied from 1 September 2014.			
9.	QUESTIONS FROM MEMBERS  (a) The Chairmen of Committees to answer any questions upon items of rep of Committees when those items are being received or under consideration the Council in accordance with Council Procedure Rule 10.1 of the Constitution Planning Committee  Policy, Finance & Administration Committee  25 September 2014 30 September 2014			
	Ad Hoc Planning Committee Planning Committee Rural, Economic & Environmental Affairs Committee	2 October 2014 16 October 2014 29 October 2014		
	Planning Committee Community & Social Affairs Committee Governance Committee Ad Hoc Rural, Economic & Environmental Affairs Committee	6 November 2014 12 November 2014 18 November 2014 27 November 2014		
	<ul> <li>(b) The Mayor, the Leader and the Chairmen of Committees to answer ar questions on any matters in relation to which the Council has powers or duties which affect the Borough of which due notice has been given in accordance with Council Procedure Rule 10.5.</li> <li>(c) In accordance with Council Procedure Rule 10.5(a), the following question was received from Councillor J.T. Orson on 3 December 2014</li> <li>"Melton Borough Council has evolved over the past years to become a top performing council, with a heavy reliance on IT systems to run an efficient service to all customers.</li> </ul>			
	Given the concerns that the nation could face serious what resilience planning is in place to protect the courusers?"	•		
	The Leader to respond.			
10.	MOTIONS ON NOTICE There are no Motions on Notice.			

## Item Item No. BY-ELECTION: 27 NOVEMBER 2014 -11. **ALLOCATION OF SEATS ON COMMITTEES, SUB-COMMITTEES** AND THE CATTLE MARKET WORKING GROUP AND MELTON LOCAL PLAN WORKING GROUP, AND LEADERSHIP OF THE OPPOSITION The Chief Executive to submit a report the purpose of which is as follows:-(a) Following the by-election for the Asfordby Ward held on 27 November 2014 and the resulting change in political balance, it is a requirement that the Council reconsiders and determines the allocation of seats on Committees and Sub-Committees in accordance with the political balance rules set out in the Local Government and Housing Act 1989, S15-17 (as amended) for the period to the Annual Meeting in May 2015; (b) The Council is also requested to consider and determine the proposals of the political groups for the membership of the Cattle Market Working Group and the Melton Local Plan Working Group for the period to the Annual Meeting in 2015; To (c) As both Opposition Groups now have an equal number of Members, the **Follow** Council is requested to consider and determine the question of the Leader of the Opposition. MID YEAR REPORT ON THE TREASURY MANAGEMENT ACTIVITIES AND 12. PRUDENTIAL INDICATORS 2014-15 The Head of Central Services to submit a report which meets the requirement under the treasury management regulatory framework for the Council to receive a mid year treasury review in addition to the annual report and strategy on treasury management as reported to Council on 1 February 2014. This report also incorporates the needs of the Prudential Code to ensure adequate monitoring of capital expenditure and the Council's prudential indicators (Pl's). Revisions to future years are provided where required. MELTON MOWBRAY CUMULATIVE DEVELOPMENT TRANSPORT IMPACT 13. STUDY The Head of Regulatory Services to submit a report to update the Council on the Melton Mowbray Cumulative Development Transport Impact Study, that has been carried out by Jacobs UK Ltd., procured through the Leicestershire County Council framework contract. MELTON LOCAL PLAN FORWARD PLAN - THE STEPS BETWEEN 'ISSUES 14. AND OPTIONS' AND 'PREFERRED OPTIONS' (DRAFT MELTON LOCAL PLAN) The Head of Regulatory Services to submit a report which sets out the stages of work needed between the Melton Local Plan Issues and Options through to the To Preferred Options to feed into the Draft Melton Local Plan. **Follow**

# **Advice on Members' Interests**

#### **COUNCIL MEETINGS - COMMITTEE MINUTES : DECLARATION OF INTERESTS**

Interests need not be declared at Full Council in relation to Committee Minutes which do not become the subject of debate at Full Council (ie. Minutes referred to solely on a page by page basis when working through the Minutes of each Committee.)

An interest must be declared at Full Council as soon as it becomes apparent that a relevant Committee Minute is to be debated – this applies even if an interest has been declared at Committee and is recorded in the Minutes of that Committee.

#### PERSONAL AND NON-PECUNIARY INTERESTS

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal and non pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

You must state that you have a personal and non-pecuniary interest and the nature of your interest. You may stay, take part and vote in the meeting.

#### PERSONAL AND PECUNIARY INTERESTS

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a pecuniary interest, the nature of the interest and you must leave the room\*.** You must not seek improperly to influence a decision on that matter unless you have previously obtained a dispensation from the Authority's Governance Committee.

#### **DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS**

If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.

You may not attend a meeting or stay in the room as either an Observer Councillor or \*Ward Councillor or as a member of the public if you have a pecuniary or disclosable pecuniary interest\*.

#### **BIAS**

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) then you should not take part in the decision-making process; you should leave the room. You should state that your position in this matter prohibits you from taking part. You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings. A personal, pecuniary or disclosable pecuniary interest will take precedence over bias.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.\*

\*There are some exceptions – please refer to paragraphs 13(2) and 13(3) of the Code of Conduct.

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