

11 May 2011

To : The Mayor and Members of Melton Borough Council

Dear Sir or Madam

You are summoned to the **ANNUAL MEETING OF THE COUNCIL** to be held at Scaford Hall, Melton Road, Melton Mowbray, LE14 4UB on **Thursday 19 May 2011 at 7 p.m.**

Yours faithfully

Lynn Aisbett  
Chief Executive

### AGENDA

Item No.	Item
1.	<b>APOLOGIES FOR ABSENCE</b>
2.	<b>MAYOR'S ANNOUNCEMENTS AND REMARKS</b>
3.	<b>ELECTION OF MAYOR</b> To elect the Mayor for the period until the Annual Meeting in 2012
4.	<b>INVESTITURE OF MAYOR AND MAYORESS/CONSORT</b> (a) To invest the Mayor and Mayoress/Consort  <i>(New Mayor in the Chair)</i>  (b) The Mayor to give thanks for his/her election
5.	<b>VOTE OF THANKS TO RETIRING MAYOR AND CONSORT</b> To receive a vote of thanks for the retiring Mayor and Consort
6.	<b>ELECTION OF DEPUTY MAYOR</b> To elect the Deputy Mayor for the period until the Annual Meeting in 2012

Item No.	Item
7.	<b>INVESTITURE OF DEPUTY MAYOR AND DEPUTY MAYORESS/CONSORT</b> (a) To invest the Deputy Mayor and Deputy Mayoress/Consort (b) The Deputy Mayor to give thanks for his/her election
8.	<b>ELECTION OF LEADER</b> To elect the Leader of the Council for the period until the Annual Meeting in 2012
9.	<b>LEADER'S REPORT</b> To receive the report of the Leader of the Council
10.	<b>ELECTION OF DEPUTY LEADER</b> To elect the Deputy Leader of the Council for the period until the Annual Meeting in 2012
11.	<b>NEW MAYOR'S ANNOUNCEMENTS</b>
12.  Appendices to follow	<b>ALLOCATION OF SEATS ON COMMITTEES AND SUB-COMMITTEES, MEMBERSHIP OF FORUMS, PARTNERSHIPS, WORKING GROUPS, AND APPOINTMENT TO OUTSIDE ORGANISATIONS AND LEAD MEMBERS</b> The Chief Executive to submit a report which states that the Council is to determine the allocation of seats on Committees and Sub-Committee for the period to the Annual Meeting in 2012 in accordance with the political balance rules set out in the Local Government and Housing Act 1989, S15-17 (as amended). The report requests the Council to consider  (a) the political balance percentages and number of seats allocated to each political group within each Committee and across the Committees as set out in the report;;  (b) the proposals of the political groups for membership on each Committee and Sub-Committee for the period to the Annual Meeting in 2012;  (c) the proposals of the political groups for the positions of Chairmen and Vice Chairmen of Committees and Sub-Committee for the period to the Annual Meeting in 2012;  (d) the proposals of the political groups for membership of Forums, Partnerships and Working Groups for the period to the Annual Meeting in 2012;  (e) the proposals of the political groups for membership to Outside Organisations for the period to the Annual Meeting in 2012;  (f) the proposals of the political groups to the positions of Lead Members for the period to the Annual Meeting in 2012
13.	<b>CALENDAR OF MEETINGS 2011/12</b> The Council to consider and approve a Calendar of Meetings for 2011/12

# 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-PREJUDICIAL INTEREST**

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-prejudicial interest. You also have a personal and non-prejudicial interest if the issue relates to an interest you must register.

**You must state that you have a personal and non-prejudicial interest and the nature of your interest.** You may stay, take part and vote in the meeting (\*unless the interest is also prejudicial).

## **PERSONAL AND PREJUDICIAL INTEREST**

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 personal and prejudicial 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 Standards Committee.

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 prejudicial interest\*.

## **BIAS AND PREDETERMINATION**

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) or where you have given the impression that you have firmly and fixedly made up your mind on the issue prior to the meeting (predetermination) 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.

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 the Code of Conduct and Guidance.

Note : A prejudicial interest will take precedence over Bias and Predetermination