

30 April 2012

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 in the Council Chamber, Parkside ,Station Approach, Burton Street, Melton Mowbray on **Wednesday 9 May 2012 at 7 p.m.**

Yours faithfully

Lynn Aisbett
Chief Executive

AGENDA

No.	Item
1.	APOLOGIES FOR ABSENCE
2.	MAYOR'S ANNOUNCEMENTS AND REMARKS To include Mayor's Outgoing speech To include a presentation by the Young Mayor on her activities
3.	ELECTION OF MAYOR To elect the Mayor for the period until the Annual Meeting in 2013
4.	INVESTITURE OF MAYOR AND MAYORESS/CONSORT (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.	VOTE OF THANKS TO RETIRING MAYOR AND CONSORT To receive a vote of thanks for the retiring Mayor and Consort.

No.	Item
6.	<p>ELECTION OF DEPUTY MAYOR To elect the Deputy Mayor for the period until the Annual Meeting in 2013</p>
7.	<p>INVESTITURE OF DEPUTY MAYOR AND DEPUTY MAYORESS/CONSORT (a) To invest the Deputy Mayor and Deputy Mayoress/Consort (b) The Deputy Mayor to give thanks for his/her election</p>
8.	<p>ELECTION OF LEADER To elect the Leader of the Council for the period until the Annual Meeting in 2013</p>
9.	<p>LEADER'S REPORT To receive the report of the Leader of the Council</p>
10.	<p>ELECTION OF DEPUTY LEADER To elect the Deputy Leader of the Council for the period until the Annual Meeting in 2013</p>
11.	<p>NEW MAYOR'S ANNOUNCEMENTS</p>
12.	<p>APPROVAL OF THE CONSTITUTION 2012/13 The Monitoring Officer to submit a report for Members to approve the revised Constitution.</p>
To Follow	
13.	<p>ALLOCATION OF SEATS ON COMMITTEES AND SUB-COMMITTEES, MEMBERSHIP OF FORUMS, PARTNERSHIPS, WORKING GROUPS, OUTSIDE ORGANISATIONS AND APPOINTMENT OF LEAD MEMBERS 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 2013 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</p> <p>(a) the proposals of the political groups for membership on each Committee and Sub-Committee for the period to the Annual Meeting in 2013;</p> <p>(b) 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 2013;</p> <p>(c) the proposals of the political groups for membership of Forums, Partnerships and Working Groups for the period to the Annual Meeting in 2013;</p> <p>(d) the proposals of the political groups for membership to Outside Organisations for the period to the Annual Meeting in 2013;</p> <p>(e) the proposals of the political groups to the positions of Lead Members for the period to the Annual Meeting in 2013.</p>

14.	CALENDAR OF MEETINGS 2012/13 The Council to consider and approve a Calendar of Meetings for 2012/13.
15.	URGENT BUSINESS To consider any other item(s) that the Mayor considers urgent

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 (i.e. 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 personal and prejudicial 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 and Prejudicial 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 the Code of Conduct and Guidance.