

22 April 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 **Wednesday 30 April 2014 at 6.30 p.m.**

Yours faithfully

Lynn Aisbett
Chief Executive

AGENDA

Item No.	Item
1.	APOLOGIES FOR ABSENCE
2.	MINUTES To confirm the minutes of the meeting held on 20 February 2014
3.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting
4.	MAYOR'S ANNOUNCEMENTS Including the presentation of the Mayor's Awards and an update on the activities of the Young Mayor
5.	LEADER'S ANNOUNCEMENTS
6.	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. The following question was received from Mr David Ogden on 17 April 2014 which met the notice requirement :-

Item No.	Item
6. Cont.	“Can the Leader of the Council advise me why it has been necessary to provide a subsidy of up to £30,000 to the Green Waste Subscription service?”
7.	<p>PETITIONS</p> <p>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 be debate or comment thereon.</p> <p>There are no petitions received.</p>
8.	<p>RECOMMENDATIONS AND REPORTS FROM COMMITTEES</p> <p><u>(1) Governance Committee: 2 April 2014 – Minute G10: Review of Corporate Counter Fraud Strategy</u></p> <p><u>RESOLVED</u> that</p> <p>(1) the revised Corporate Counter-Fraud Strategy be approved and referred to the Full Council for adoption in the Constitution.</p> <p>(2) a review and update of the Whistleblowing Policy be presented to a future meeting of the Committee;</p> <p>(3) benefits and Grant Application Forms be endorsed with suitable wording to ensure that applicants were aware that the Council would take action in cases of fraudulent claims.</p>
	<p><u>(2) Governance Committee: 2 April 2014 – Minute G14: Constitution Update 2013/14</u></p> <p><u>RESOLVED</u> that the following items be referred to the Council for adoption:-</p> <p>(a) following the Policy, Finance & Administration Committee’s approval of an operational change to booking arrangements for the Civic Rooms on 23 January 2013, the Committee is requested to note that the consequential changes have been made to item 7 of the Corporate Property Officer’s Delegations and a new item numbered 50 to the Head of Central Services’ delegations within the Constitution :-</p> <p><i>‘To approve a concession for the use of the civic suite rooms 1 and 2 in consultation with a member of Corporate Management Team.’</i></p> <p>(b) an additional delegated function to the Appeals Committee to reflect the appeals provision included within the Member Complaints Process as follows :-</p> <p><i>‘3. To determine any appeals in respect of the Member Complaints Process.’</i></p>

Item No.	Item
8. cont.	<p>(c) the following be added to the Chief Executive's delegations to be in line with the Corporate Compensation Policy :-</p> <p><i>'17. Approval to make compensation payments of over £250 and up to £10,000 with the Section 151 Officer and an agreement from the Legal department.'</i></p> <p>(d) following a recommendation from the Planning Committee on 13 March 2014, the Planning Committee site inspections procedure and associated protocol be changed as indicated in Appendix 2 and Appendix 3 of this report with the addition that the Ward Member(s) be included in Site Inspections;</p> <p>(e) at the Policy, Finance and Administration Committee meeting on 12 February 2014 (Minute P71- Business Rates Retail Relief Scheme) the following was resolved, therefore the Officer Delegations be updated accordingly :-</p> <p><i>'Delegated Authority is given to the Head of Central Services in consultation with the Head of Communities and Neighbourhoods to make any necessary changes to the Retail Relief Scheme, in accordance with further guidance from Central Government, consultation with partners across Leicestershire and to improve the scheme based on experience from delivery of the scheme.'</i></p> <p>(f) further to the Minister for Local Government's request that there be recorded votes of all Members on any decision involving the budget or Council Tax, the Terms of Reference for Full Council at Part 3 of the Constitution be amended at item 2 to read as follows :-</p> <p><i>'2. Approving or adopting the policy framework, the budget (by recorded vote of all Members) and any application to the Secretary of State in respect of any housing land transfer.'</i></p> <p>And there also be reference in the Procedure Rules at Part 4 that 15.5 become 15.5(a) and a new 15.5(b) read as follows :-</p> <p>Recorded vote</p> <p><i>15.5 (a) If three Members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. A demand for a recorded vote will override a demand for a ballot.</i></p> <p>(b) As directed by the Minister for Local Government in February 2014, there will be a recorded vote of all Members as indicated at 15.5(a), on any decisions related to the budget or Council Tax.</p> <p><i>A copy of the report previously circulated to the Governance Committee on 2 April 2014 has been re-circulated with this agenda</i></p>

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8. cont.	<p data-bbox="331 174 1316 248"><u>(3) Policy, Finance, & Administration Committee: 16 April 2014 – Minute P90: Recording Council and Committee Meetings</u></p> <p data-bbox="331 286 1460 360"><u>RESOLVED</u> that the following recommendations be referred to the Full Council for approval :-</p> <p data-bbox="331 398 1420 539">(1) a six month trial of audio recordings be taken of Full Council meetings and these be uploaded to the website within 48 hours of the meeting and at the end of the trial, feedback on quality and public interest be reported to the next available Policy, Finance and Administration Committee;</p> <p data-bbox="331 577 1452 719">(1) (2) a Protocol for trial of audio recordings be taken of Full Council meetings and these be uploaded to the website within 48 hours of the meeting and at the end of the trial, feedback on quality and public interest be reported to the next available Policy, Finance and Administration Committee;</p> <p data-bbox="331 763 1492 837"><i>A copy of the report previously circulated to the Policy, Finance, & Administration Committee on 16 April 2014 has been re-circulated with this agenda</i></p>																				
9.	<p data-bbox="331 913 798 947">QUESTIONS FROM MEMBERS</p> <p data-bbox="331 952 1500 1059">(a) The Chairmen of Committees to answer any questions upon items of reports of Committees when those items are being received or under consideration by the Council in accordance with Council Procedure Rule 10.1 of the Constitution :-</p> <table data-bbox="343 1086 1428 1529"> <tbody> <tr> <td>Planning Committee</td> <td>30 January 2014</td> </tr> <tr> <td>Policy, Finance & Administration Committee</td> <td>12 February 2014</td> </tr> <tr> <td>Ad Hoc Planning Committee</td> <td>13 February 2014</td> </tr> <tr> <td>Planning Committee</td> <td>18 February 2014</td> </tr> <tr> <td>Rural, Economic & Environmental Affairs Committee</td> <td>5 March 2014</td> </tr> <tr> <td>Ad Hoc Policy, Finance & Administration Committee</td> <td>11 March 2014</td> </tr> <tr> <td>Development Committee</td> <td>13 March 2014</td> </tr> <tr> <td>Community & Social Affairs Committee</td> <td>18 March 2014</td> </tr> <tr> <td>Governance Committee</td> <td>2 April 2014</td> </tr> <tr> <td>Planning Committee</td> <td>3 April 2014</td> </tr> </tbody> </table>	Planning Committee	30 January 2014	Policy, Finance & Administration Committee	12 February 2014	Ad Hoc Planning Committee	13 February 2014	Planning Committee	18 February 2014	Rural, Economic & Environmental Affairs Committee	5 March 2014	Ad Hoc Policy, Finance & Administration Committee	11 March 2014	Development Committee	13 March 2014	Community & Social Affairs Committee	18 March 2014	Governance Committee	2 April 2014	Planning Committee	3 April 2014
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	<p data-bbox="331 1579 1500 1720">(b) The Mayor, the Leader and the Chairmen of Committees to answer any questions on any matters in relation to which the Council has powers or duties or which affect the Borough of which due notice has been given in accordance with Council Procedure Rule 10.5.</p> <p data-bbox="331 1765 1236 1798">There are no questions received under Procedure Rule 10.5(a).</p>																				
10.	<p data-bbox="331 1839 670 1872">MOTIONS ON NOTICE</p> <p data-bbox="331 1877 1276 1910">No motions were received in accordance with Procedure Rule 11.1</p>																				

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11.	<p>MELTON LOCAL PLAN : VISION, OBJECTIVES AND KEY ISSUES The Head of Regulatory Services to submit a report to invite consideration of the Vision, Objectives and Key Issues of the new Melton Local Plan.</p>
12.	<p>MELTON LOCAL PLAN : LOCAL DEVELOPMENT SCHEME AND STATEMENT OF COMMUNITY INVOLVEMENT The Head of Regulatory Services to submit a report a proposing adoption of the the Local Development Scheme and Statement of Community Involvement.</p>
13.	<p>PAY POLICY 2014/15 The Head of Communications to submit a report seeking approval for the Annual Pay Policy Statement so that it can be published in line with the requirements of the Localism Act 2011.</p>

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.