

**Presentation by Charity Link:**

Please note that a special presentation for Members on the work of Charity Link will take place in the Council Chamber at **6pm**, prior to the meeting.



Parkside, Station Approach  
Burton Street  
Melton Mowbray  
Leicestershire LE13 1GH  
Telephone: 01664 502502  
www.melton.gov.uk  
democracy@melton.gov.uk

15 February 2017

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 **Thursday 23 February 2017 at 6.30 p.m.**

Yours faithfully

Lynn Aisbett  
Chief Executive

**AGENDA**

| <b>Item No.</b> | <b>Item</b>  |
|-----------------|--|
| 1.              | <b>APOLOGIES FOR ABSENCE</b>   |
| 2.              | <b>MINUTES</b><br>To confirm the minutes of the Meeting held on 8 February 2017.   |
| 3.              | <b>DECLARATIONS OF INTEREST</b><br>Members to declare any interest as appropriate in respect of items to be considered at this meeting   |
| 4.              | <b>MAYOR'S ANNOUNCEMENTS</b>   |
| 5.              | <b>LEADER'S ANNOUNCEMENTS</b>  |
| 6.              | <b>PUBLIC QUESTION TIME</b><br>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.<br><br>No questions were received by the deadline. |

| Item No. | Item  |
|----------|---|
| 7.       | <p><b>PETITIONS</b></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 no debate or comment thereon.</p> <p>There were no petitions received.</p>  |
| 8.       | <p><b>RECOMMENDATIONS AND REPORTS FROM COMMITTEES:</b></p> <hr/> <p><b><u>Governance Committee: 7 February 2017 – Constitution Update 2016/17</u></b></p> <p><b>RECOMMENDED:</b> that the following be referred to the Council for adoption and incorporation into the Council's Constitution:</p> <p>(a) <b><u>Part 4 – Rules of Procedure</u></b><br/> <b><u>Procedure Rule 22.2 – Public Speaking at Planning Committee</u></b></p> <p>To approve the tracked changed amendments to Part 4 (Appendix A), Procedure Rule 22.2 relating to public speaking at the Planning Committee</p> <p>(b) <b><u>Part 5 – Codes and Protocols</u></b><br/> <b><u>Code of Conduct for Members and Officers dealing with Planning Matters</u></b></p> <p>To approve the tracked changed amendments to Part 5 (Appendix B), relating to the Code of Conduct for Members and Officers dealing with Planning Matters</p> <p>(c) <b><u>Part 4 – Rules of Procedure</u></b><br/> <b><u>Substitute Policy for Committees and Sub Committees</u></b></p> <p>To approve a slightly updated version of the Substitute Policy which amends the example Attendance Register to reflect current Members</p> <p>(d) <b><u>Part 5 – Codes and Protocols</u></b><br/> <b><u>Members' Code of Conduct – Page 5</u></b></p> <p>To update reference to the Equality Act to be 2010 and not 2006</p> <p><i>(The report originally submitted to the Governance Committee on 7 February 2017 is re-circulated with this agenda.)</i></p> |

| Item No.  | Item  |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |
|---|---|--------------------|-----------------|---------------------|------------------|--------------------|------------------|---|-----------------|--------------------|-----------------|--------------------------------------|-----------------|--|-----------------|---|-----------------|--------------------|-----------------|---|-----------------|----------------------|-----------------|
| 9.  | <p><b>QUESTIONS FROM MEMBERS</b></p> <p>(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="341 383 1437 786"> <tr> <td>Planning Committee</td> <td>1 December 2016</td> </tr> <tr> <td>Town Area Committee</td> <td>19 December 2016</td> </tr> <tr> <td>Planning Committee</td> <td>22 December 2016</td> </tr> <tr> <td>Rural, Economic &amp; Environmental Affairs Committee</td> <td>11 January 2017</td> </tr> <tr> <td>Planning Committee</td> <td>12 January 2017</td> </tr> <tr> <td>Community &amp; Social Affairs Committee</td> <td>24 January 2017</td> </tr> <tr> <td>Policy, Finance &amp; Administration Committee</td> <td>25 January 2017</td> </tr> <tr> <td>Ad Hoc Community &amp; Social Affairs Committee</td> <td>1 February 2017</td> </tr> <tr> <td>Planning Committee</td> <td>2 February 2017</td> </tr> <tr> <td>Ad Hoc Policy, Finance &amp; Administration Committee</td> <td>6 February 2017</td> </tr> <tr> <td>Governance Committee</td> <td>7 February 2017</td> </tr> </table> <p>(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>No questions were received by the deadline.</p> | Planning Committee | 1 December 2016 | Town Area Committee | 19 December 2016 | Planning Committee | 22 December 2016 | Rural, Economic & Environmental Affairs Committee | 11 January 2017 | Planning Committee | 12 January 2017 | Community & Social Affairs Committee | 24 January 2017 | Policy, Finance & Administration Committee | 25 January 2017 | Ad Hoc Community & Social Affairs Committee | 1 February 2017 | Planning Committee | 2 February 2017 | Ad Hoc Policy, Finance & Administration Committee | 6 February 2017 | Governance Committee | 7 February 2017 |
| Planning Committee                                | 1 December 2016   |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |
| Town Area Committee                               | 19 December 2016  |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |
| Planning Committee                                | 22 December 2016  |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |
| Rural, Economic & Environmental Affairs Committee | 11 January 2017   |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |
| Planning Committee                                | 12 January 2017   |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |
| Community & Social Affairs Committee              | 24 January 2017   |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |
| Policy, Finance & Administration Committee        | 25 January 2017   |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |
| Ad Hoc Community & Social Affairs Committee       | 1 February 2017   |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |
| Planning Committee                                | 2 February 2017   |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |
| Ad Hoc Policy, Finance & Administration Committee | 6 February 2017   |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |
| Governance Committee                              | 7 February 2017   |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |
| 10.   | <p><b>MOTIONS ON NOTICE</b></p> <p>There were no motions received in accordance with Procedure Rule 11.1</p>  |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |
| 11.   | <p><b>COUNCIL TAX 2017/18</b></p> <p>The Head of Central Services to submit a report which enables the Council to calculate and set the Council Tax for 2017/18 as required under the Local Government Finance Act 1992.</p> <p><b>The Leicestershire County Council figures are subject to approval at their meeting on 22 February 2017.</b></p> <p><b>The amounts set out in the report at paragraph 3.4 a, b, and c are subject the final Local Government Finance Settlement for 2017/18 expected week commencing 20<sup>th</sup> February 2017.</b></p>   |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |
| 12.   | <p><b>SENIOR MANAGEMENT REVIEW SUB-COMMITTEE</b></p> <p>The Policy, Finance and Administration Committee set up the above mentioned Sub-Committee at its meeting of 6<sup>th</sup> February 2017. The Sub-Committee is subject to the rules of Political Balance with six Conservative and one Independent Member. The Chief Executive was to exercise her delegated authority to implement the wishes of the Groups as appropriate.</p>  |                    |                 |                     |                  |                    |                  |   |                 |                    |                 |                                      |                 |  |                 |   |                 |                    |                 |   |                 |                      |                 |

| Item No.      | Item  |
|---------------|---|
| 12.<br>Cont./ | <p data-bbox="327 174 1445 322">The Conservative Group have advised that they wish two of those Members to be appointed to the Sub-Committee who do not sit on the Committee. This is to ensure views and understanding across the Council's priorities are appropriately represented.</p> <p data-bbox="327 360 1425 468">Full Council is therefore asked to approve the appointments of Councillor John Illingworth and Councillor Malise Graham to the Sub-Committee to fully implement the wishes of the Political Group.</p> <p data-bbox="327 506 1441 613">It is recommended that Councillor John Illingworth and Councillor Malise Graham are appointed to the Senior Management Review Sub-Committee for the duration of its tenure.</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.