



## **ANNUAL MEETING OF THE COUNCIL WEDNESDAY 16TH MAY 2018**

### **Book 1 - 2018/2019**

Council Enquiries – Ann Horgan, Ext. 2413

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**David Marchant** LLB (Hons) BSc (Hons) CEng FICE FCMI  
**Chief Executive**

The **ANNUAL MEETING OF THE COUNCIL** of the Borough of Castle Point will be held in the Council Chamber, Council Offices, Kiln Road, Thundersley, on **WEDNESDAY, 16th MAY, 2018 at 7.30 p.m.**, and all Members of the Council are hereby summoned to attend to transact the undermentioned business.

**Chief Executive**

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## **AGENDA**

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### **PART I (Business to be taken in public)**

Before commencing the business of the meeting, prayers will be offered by the Chaplain.

- 1. Apologies for absence and Members' Interests**
- 2. Mayor's Announcements**
- 3. Election of Mayor\***
- 4. Vote of thanks to retiring Mayor**
- 5. Election of Deputy Mayor\***
- 6. Election of Leader of the Council\***
- 7. Appointment of Deputy Leader of the Council\***
- 8. Borough Elections - Report of the Returning Officer**  
To receive the report of the Returning Officer which is attached.

9. **Political Proportions of the Council and Appointments to Committees etc \*** -  
A report is attached and details of the Political Groups' wishes will be circulated separately.
10. **To receive a report from the Leader of the Council regarding Appointments to Cabinet**  
Subject to agenda Item 6 a report is attached for information.
11. **To appoint, if so determined, representatives to serve on outside bodies:\***
12. **Day and Hour of Meetings**  
To approve the Calendar of Meetings for the Municipal year 2018/2019. Council and Cabinet meetings are shown marked bold (Details of other meetings and events are marked in italics for information).To be circulated separately.

\* Details of nominations for these appointments will be circulated separately.

**CASTLE POINT BOROUGH COUNCIL**  
**ELECTION OF BOROUGH COUNCILLORS**  
**IN FOURTEEN WARDS OF THE BOROUGH**  
**3 MAY 2018**

**REPORT OF THE RETURNING OFFICER**

As Returning Officer I have pleasure in submitting the following report on the result of the Borough Council Elections held on 3 May 2018, as follows:-

**(a) Result**

The number of votes for each candidate was as follows:-

<b>Appleton Ward</b>	
BAYLEY, Alan John	237
JOHNSON, Wayne	1,055
WEST, Frederick George	345
Turnout –	31%

<b>Boyce Ward</b>	
BAILEY, Gwyneth Ann	307
BAYLEY, Linda Mary	159
SMITH, Norman George	1,241
Turnout –	32.7%

<b>Cedar Hall Ward</b>	
DUFFIELD, Brendan Peter	367
HAUNTS, Patricia	987
HUDSON, Alan John	177
Turnout –	31.2%

<b>St George's Ward</b>	
COOKE, Joseph Patrick	480
LEE, Brian	181
WOOD, Brian Sidney	739
Turnout –	30.9%

<b>St James' Ward</b>	
ISAACS, Godfrey Ian	1,112
PRANKERD, Henry Arthur	246
ROWE, Leah	358
Turnout –	32.2%

<b>St Mary's Ward</b>	
AUBREY, Michael Ivan	127
MADDISON, Ian David	486
SHELDON, Andrew Graham	1,035
Turnout –	32.9%

<b>St Peter's Ward</b>	
DROGMAN, Nikki Bianca	914
HURRELL, Ronald	259
SHAW, Christine Marie	311
Turnout –	29%

<b>Victoria Ward</b>	
HARRISON, Thomas Francis	441
VARKEER, Paul Edward	1,075
Turnout –	33.5%

<b>Canvey Island Central</b>	
MAY, Peter James	790
TERRY, Jessica Mai	287
YOUNG, Abbie May	219
Turnout –	25.4%

<b>Canvey Island East</b>	
ACOTT, Alan James	756
MCARTHUR-CURTIS, Margaret Edith	144
RICHARDSON, Susan Caroline	466
Turnout –	28.4%

<b>Canvey Island North</b>	
CUTLER, James Matthew	345
HARVEY, Nigel Robert	975
REILLY, Jacqueline Constance	128
Turnout –	27.8%

<b>Canvey Island South</b>	
ANDERSON, Elizabeth	130
GRAVES, Barry Michael	396
PALMER, Barry Alan	890
Turnout –	28.1%

<b>Canvey Island West</b>	
BLISSETT, Jeanette Ann	445
KING, Jane Elizabeth	444
SMITH, Kieran	158
Turnout –	27.9%

<b>Canvey Island Winter Gardens</b>	
DOVER, Reginald Alfred	317
GREIG, Peter Charles	663
MAGUIRE, Mark Jonathan	201
Turnout –	24.2%

**Overall turnout 29.7%**

#### **(b) Postal Voting**

The number of postal voters on the register was 9,797 and papers to this number were despatched. Up to the close of the poll 6,863 (70.05%) had been returned and the number of votes recorded in (a) above included the postal votes which were found to be in order.

#### **(c) Return of Expenses**

These returns are required from candidates and election agents within 35 days of the election.

#### **(d) Declaration**

To receive a report as to declarations of acceptance of office as required by statute.

#### **(e) Commentary on the conduct of the Elections**

The poll for the Borough Elections was held in all of the fourteen Wards of the Borough, the first time since 2008 that due to electoral cycles these elections were not combined with another election type on the same day.

Official polling cards were delivered to all registered electors between 24th March and 8th April in an A5 format and the content as prescribed in election rules. The larger format was customer focused and gave sufficient notice to residents to ensure that they were (a) on the Register of Electors and (b) to apply for either a postal or proxy vote in the event that they were unable to attend at a polling station personally. The poll cards at this year's elections were again hand delivered by members of staff employed as delivery agents, to ensure that residents received their cards in a timely fashion and before key deadlines e.g. the closing date for applications for postal votes.

In terms of polling stations, no new locations were used this year to provide some stability for electors and as a periodic review of all polling places in the Borough is to commence later this year.

The elections were delivered under the system of Individual Electoral Registration (IER) introduced in June 2014. One of the effects being seen as a consequence of this system with the onus now on the individual to register is a reduction in the number of residents not registered to vote.

As section (b) of this report states, 9,797 postal votes were issued. The preparation of the postal ballot paper packs was outsourced to a mailing house and these arrangements were both efficient and effective. Accuracy in preparation of the main issue of postal votes was excellent. The delivery by Royal Mail both in respect of the initial mailing of the postal vote packs and the re-issued packs where postal votes had

either been spoilt or packs had not been received by electors went smoothly this year. The receipting of the postal votes was, as in previous years, undertaken in house and I am pleased to report that these arrangements worked well with candidate's representatives able to attend to oversee the process if they wished.

Finally, the verification and counting of the votes was carefully planned by my elections team and I am delighted to advise the Council that verification accuracy was exceptional and the declarations for all fourteen Wards were completed and announced in a record time. This was achieved by the use of a fresh team of staff and by placing emphasis on accuracy throughout the verification process and the counting of the votes between candidates. My elections team also took account of feedback from previous year's elections and focused again this year particularly on the verification of the votes to make this process faster whilst maintaining accuracy. The relatively low overall turnout also contributed to the speed of the processes.

The numbers of votes between the first and second placed candidates in Canvey Island West Ward was very close, and the elections team followed correct process when a re-count was requested.

In conclusion, I am pleased to report that the measures implemented by my elections team worked successfully and contributed to the delivery of timely and robust election results which should have the confidence of the Council, political parties, candidates and the electorate of the Borough.

**David Marchant**  
**Returning Officer**

**ANNUAL COUNCIL**

**16TH MAY 2018**

**Subject: Political Proportions of the Council and Appointment of Committees etc**

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**1. Purpose of Report**

- 1.1 To review the allocation of seats to the political groups on the Council.
- 1.2 To appoint Members to serve on the Committees and to appoint the Chairmen under the structure approved by Council designed to respond to the obligations and duties placed on the Council by the Localism Act 2011.

**2. Background**

- 2.1 Section 15 of the Local Government and Housing Act 1989 places a duty on the Council to review the allocation of seats to the political groups on the Council at the Annual Meeting of the Council or as soon as possible thereafter.
- 2.2 Borough Elections took place this year on 3 May 2018 as a result of which the allocation of seats to the political groups has changed.
- 2.3 In making the appointments to Council, the Council needs to consider the political proportions of the Council. The allocation of memberships on the Committees has to be on the basis of the political proportions of the Council.
- 2.4 It should be stressed that political proportions relate to proportions based on the respective memberships of political groups and not parties. In law, a group has to contain at least two Members.
- 2.5 Throughout the calculations on proportions, the figures have therefore been based on the proportions of the Groups to the total membership of the Council i.e. 41 as shown in the following table.

<b>Party</b>	<b>Seats</b>	<b>Proportions for allocation purposes</b>
Conservative	27	66% (65.85%)
Canvey Island Independent	14	34% (34.14%)



### 3. Appointment to Committees etc

- 3.1 In the remainder of this item relating to the appointment of Committees etc, the above political proportions have been applied and the allocations rounded to ensure compliance with the political balance requirement.
- 3.2 The Council also has to look at the overall allocation across all Committees etc to ensure the individual Committee roundings do not distort the overall balance, and there may have to be some overall adjustment to correct any imbalance caused through the roundings.(Licensing Committee has been used as the balancing committee \*)
- 3.3 The table below shows the total number of seats allocated to each Group:-

Party	Actual Allocation	
Conservative	52 (52.14)	66%
Canvey Island Independent	27 (26.86)	34%
Total	79	100%

### 4. To appoint Members to serve on the Scrutiny Committee, together with the Policy and Scrutiny Committees and the Chairmen

- 4.1 The Council is asked to appoint the following Policy and Scrutiny Committees:-

Policy& Scrutiny Committee	Membership total	Conservative Group	Canvey Island Independent Group
Scrutiny	8*	5	3
Environment	10	7	3
Wellbeing	10	7	3
Place & Communities	10	7	3
Total	38	26	12

\*Membership to comprise the Chairmen of the Policy and Scrutiny Committees DC & Audit Committees

**5. To appoint Members to serve on the Audit Committee and the Chairman**

5.1 The Council is asked to appoint the following Audit Committee:-

Committee	Membership total	Conservative Group	Canvey Island Independent Group
Audit	5	3	2

5.2 Council is also asked to agree that two substitute Members are appointed from the respective Groups on the Audit Committee to ensure that meetings are quorate.

**6. To appoint Members to serve on Regulatory Committees and where appropriate Chairmen and Vice Chairmen**

6.1 The Council is asked to appoint the following Regulatory Committees:-

Committee	Membership total	Conservative Group	Canvey Island Independent Group
Licensing	15 (Note the Licensing Sub- Committee will consist of any 3 Members of the Committee)	9*	6*
Development Control	13 (plus 2 Canvey Town Council representatives as non voting members)	9	4
Review	8 (plus 2 Canvey Town Council representatives and independent persons appointed pursuant to Localism Act 2011 as non voting members)	5	3

Total	36	23	13
<b>Overall Total</b>	<b>79</b>	<b>52</b>	<b>27</b>

- 6.2 With regard to membership of the Development Control Committee Members' attention is directed to the statutory guidance which suggests that full exchange of information between the Executive and the Committee taking the development control decisions is essential. The statutory guidance advises that the Council should consider including a member of the Executive on the membership of the Committee taking development control decisions although he or she should not be the Chairman of the Committee. The Council's Constitution states that the Cabinet Members shall not be eligible to be the Chairman or Vice Chairman of the Committee.
- 6.3 Details of the Groups' wishes regarding the appointments will be circulated at the meeting.

**Recommendation:**

**The Council is asked to appoint the Committees and confirm the allocations to the political groups as detailed above.**

**Resolution required.**

**Background Papers:**

Report to Council 15.5.2012

Local Government (Committees and Political Groups) Regulations 1990

**AGENDA ITEM NO. 10**

**ANNUAL COUNCIL**

**16TH MAY 2018**

**Subject: Appointments to Cabinet**

**Report of the: Leader of the Council**

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The Leader will report further on the appointments to Cabinet details of which are attached to this report.



COUNCILLOR NORMAN SMITH RESPONSIBILITIES - Chairman	COUNCILLOR STANLEY RESPONSIBILITIES – Finance, Policy and Resources	COUNCILLOR MACLEAN RESPONSIBILITIES - Health & Wellbeing
<ul style="list-style-type: none"> <li>• Strategic Policy including Corporate Plan – council vision- values and Priorities</li> <li>• Strategic Partnerships –</li> <li>• Chairman of the LSP –</li> <li>• Chairman of the Castle Point Regeneration Partnership</li> <li>• Liaison with Central and Regional government departments and organisations</li> <li>• Lead on Strategic Partnerships with other Authorities</li> <li>• Strategic Asset Management</li> <li>• Strategic Housing Policy</li> <li>• Strategic Planning Policy</li> <li>• Lead Member on Devolution</li> <li>• Lead Member on Sustainability</li> <li>• Lead Member on Communication</li> <li>• Liaison with Cabinet Members, Committee Chairmen and other Members</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Policy</li> <li>• Budget and Policy Framework</li> <li>• Use of Resources</li> <li>• Financial including Housing Revenue Account (HRA)&amp; Legal functions</li> </ul>	<ul style="list-style-type: none"> <li>• Community Wellbeing Initiatives</li> <li>• Health &amp; Safety</li> <li>• Food Safety</li> <li>• Public Health Statutory nuisance (eg. noise) - air quality</li> <li>• Disabled Facility Grants</li> <li>• Supporting People</li> <li>• Liaison with Wellbeing Policy and Scrutiny Committee</li> </ul>

<b>COUNCILLOR MUMFORD</b> <b>RESPONSIBILITIES - Regeneration &amp; Business Liaison</b>	<b>COUNCILLOR VARKER</b> <b>RESPONSIBILITIES – Environment &amp; Leisure</b>	<b>COUNCILLOR MRS EGAN</b> <b>RESPONSIBILITIES - Housing &amp; Council Homes</b>
<ul style="list-style-type: none"> <li>• Economic Development and Growth</li> <li>• Council representative on the Castle Point Regeneration Partnership</li> <li>• Liaison with Local Businesses</li> <li>• Chairman of Castle Point Business Forum</li> <li>• Liaison Member for Development Control Committee</li> <li>• Support member Strategic Planning Policy</li> <li>• Liaison with Place and Communities Policy and Scrutiny Committees</li> </ul>	<ul style="list-style-type: none"> <li>• Community Halls Programme</li> <li>• Leisure Centres</li> <li>• Open Spaces, Parks and Play areas; leisure spaces</li> <li>• Car Parks and Parking Enforcement</li> <li>• Street Scene and Infrastructure</li> <li>• Borough Improvements</li> <li>• Seasonal Road Maintenance</li> <li>• Council Representative on South Essex Parking Partnership</li> <li>• Sustrans</li> <li>• Liaison with Environment &amp; Wellbeing Policy and Scrutiny Committees</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Management Services</li> <li>• Council Homes</li> <li>• Homelessness</li> <li>• Liaison with Place and Communities Policy and Scrutiny Committee</li> </ul>

<b>COUNCILLOR ISAACS</b> <b>RESPONSIBILITIES - Neighbourhoods, Safer Communities</b>	<b>COUNCILLOR HOWARD MBE</b> <b>RESPONSIBILITIES – Streets, Waste, Floods and Water Management</b>	<b>COUNCILLOR SHELDON</b> <b>RESPONSIBILITIES - Commercial Contacts and Commercial Opportunity</b>
<ul style="list-style-type: none"> <li>• Community Liaison Groups initiatives</li> <li>• Community Safety initiatives</li> <li>• Safeguarding (Children and Vulnerable People)</li> <li>• Youth Engagement</li> <li>• Liaison on Licensing</li> <li>• Council Representative on Police &amp; Crime Panel</li> <li>• Lead member on Community Safety Partnership (CSP)</li> <li>• Liaison with Wellbeing Policy and Scrutiny Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Canvey Island Representative Member</li> <li>• Floods and Water Management; Surface Water Management Plans</li> <li>• Environment Agency Liaison</li> <li>• Highways engagement with Essex County Council</li> <li>• Street Cleaning</li> <li>• Waste Collection and Recycling</li> <li>• Castle Point representative on the Member Partnership Board (Waste)</li> <li>• Liaison with Environment Policy and Scrutiny Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Lead on Customer Engagement and First Contact</li> <li>• Diversity</li> <li>• Lead member for developing a commercial Council</li> <li>• Attracting inward investment</li> <li>• Procurement</li> <li>• Performance Management</li> <li>• Governance Processes</li> </ul>