



Council Offices, Kiln Road,
Thundersley, Benfleet,
Essex SS7 1TF.
Tel. No: 01268 882200
Fax No: 01268 882455



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, 18th MAY, 2016 at 7.30 p.m.**, and all Members of the Council are hereby summoned to attend to transact the undermentioned business.

Chief Executive

AGENDA

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 – attached.

9. **Political Proportions of the Council and Appointments to Committees etc *** -
A report is attached. 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**
A report will be circulated separately.
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 2016/2017. Council and Cabinet meetings are shown marked bold (Details of other meetings and events are marked in italics for information).To be circulated separately.

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

CASTLE POINT BOROUGH COUNCIL
ELECTION OF BOROUGH COUNCILLORS
IN THIRTEEN WARDS OF THE BOROUGH
5 MAY 2016

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 5 May 2016, as follows:-

(a) Result

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

Appleton Ward	
BAILEY, Gwyneth Ann	289
GARDINER, Lee William	566
SKIPP, Thomas	832

Turnout – 32%

Boyce Ward	
BAILLIE, Robert Steven	604
REGAN, Audrey	275
STANLEY, Jeffrey Alan	803

Turnout – 33.2%

Cedar Hall Ward	
PARKIN, James Lee	513
THORNE, Bernard Arthur	278
WASS, Elizabeth	738

Turnout – 32.9%

St George's Ward	
COOKE, Joseph Patrick	404
PARKIN, Karen	437
WALTER, Arthur Clive	616

Turnout – 33%

St James' Ward	
DUFF, Geoff	192
HEMMINGS Robert James	455
MEHDI, Dina	234
SHARP, William Keith	838

Turnout – 33.3%

St Mary's Ward	
CROSS, David	628
RAWLINGS, Jack Henry	411
SMITH, James Michael	546

Turnout – 33%

St Peter's Ward	
AUBREY, Sandra Anne	594
EGAN, Beverley	718
EMBERSON, William Frederick	207

Turnout – 30.7%

Victoria Ward	
HARRISON, Thomas Francis	281
HART, Simon Evan	860
PARKYN, Samuel James Stewart	422

Turnout – 35.2%

Canvey Island Central	
ANDERSON, John Marshall	650
CUTLER, James Matthew	215
HARDY, John	19
MCKINLAY, Judith	394
SCOTT, Bill Michael	130

Turnout – 28.8%

Canvey Island East	
JOHNSON, Wayne	264
MAHONEY, Sarah Luanne	488
REILLY, Jacqueline Constance	130
SACH, Carole Joan	518

Turnout – 29.5%

Canvey Island North	
FROST, Daniel	514
MANCLARK, David George	308
MUTCH, Sonia Louise	147
PAYNE, John Albert	557

Turnout – 30.1%

Canvey Island South	
AUBREY, Michael Ivan	410
BELFORD, Anthony William	269
CAMPAGNA, Barry Charles	786
CURHAM, Michael Kevin	79

Turnout – 31.3%

Canvey Island Winter Gardens	
CATTERMOLE, Raymond	224
MCARTHUR-CURTIS, Margaret Edith	154
PARKIN, Lucy Louise	298
Taylor, Allan	579

Turnout – 26.1%

Overall turnout

31.5%

St George's Ward – BY ELECTION	
COLE, Steven Paul	630
WEST, Frederick George	384
WRIGHT, William Outram	432

Turnout – 33%

(b) Postal Voting

The number of postal voters on the register was 8754 and papers to this number were despatched. Up to the close of the poll 6401 (73%) 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 in thirteen of the fourteen Wards of the Borough (there was no Borough Election due in the Canvey Island West Ward this year) was taken together with the Police and Crime Commissioner Election for Essex and the By Election for the Vacancy in the St George's Ward following the death of former Councillor Jackie Govier.

Official polling cards were delivered to all registered electors between 30th March and 10th 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 following the review completed in January 2015. I am pleased to report that these arrangements continued to work well. Although it has been noted that the location of the Polling Station in the Boyce Ward at King John School within the Reception is constrained and while it was able to accommodate the recent Elections the location would not be adequate for a Poll where a high voter turnout is anticipated.

Accordingly arrangements will be made to adjust the location within King John School for the forthcoming Referendum to accommodate the expected high turnout.

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

This coupled with a national advertising campaign in the run up to election period alerting people that it was necessary to register to vote at these elections by 18th April resulted in very few, isolated instances of residents not being registered and unable to vote at last week's elections. (Although this did result in a high number of duplicate applications being received.)

As section (b) of this report states, nearly 9,000 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 delivered timely declarations for each of the thirteen Wards. This was achieved by the use of a fresh team of staff and by placing emphasis on accuracy through 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. My team's planning also took into account the higher turnout and increased number of votes for processing that is associated with a combined poll with the Police and Crime Commissioner Election, and this generally went well.

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

18TH MAY 2016

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

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.
- 1.3 Council is also requested to allocate and appoint the Independent Councillor on the Council to serve on Committees.

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 The Borough Elections took place on 5.5.2016.
- 2.3 In making these 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 At present the Council has one Independent Councillor namely Councillor Hurrell. It is for the Council to allocate seats and appoint Councillor Hurrell to the Council's Committees.
- 2.6 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.

Party	Seats	Proportions for allocation purposes
Conservative	22	54% (53.65%)
Canvey Island Independent	15	37% (36.58%)
UKIP	3	7% (7.31%)

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.
- 3.3 The table below shows the total number of seats allocated to each Group:-

Party	Actual Allocation	
Conservative	43	54%
Canvey Island Independent	29	37%
UKIP	5	7%
Independent Allocation	2	2%
Total	79	

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	UKIP Group	Independent Allocation
Scrutiny	8*	4	3	1	0
Environment	10	5	4	1	0
Wellbeing	10	6	3	0	1
Place & Communities	10	6	3	0	1
Total	38	21	13	2	2

*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	UKIP Group	Independent Allocation
Audit	5	3	2	0	0

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	UKIP Group	Independent Allocation
Licensing	15 (Note the Licensing Sub-Committee will consist of any 3 Members of the Committee)	8	6	1	0
Development Control	13 (plus 2 Canvey Town Council representatives as non voting members)	7	5	1	0
Review	8 (plus 2 Canvey Town Council representatives and independent persons appointed pursuant to Localism Act 2011 as non voting members)	4	3	1	0
Total	36	19	14	3	0
Overall Total	79	43	29	5	2

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 or Vice Chairman of the Committee.

6.3 Details of the Groups' wishes regarding the appointments will be circulated at the meeting.

Recommendation:

- 1. The Council is asked to appoint the Committees and confirm the allocations to the political groups as detailed above.**
- 2. The Council is asked to allocate and appoint the Independent Councillor to each of the seats identified on the Wellbeing and Place and Communities Committees.**

Resolution required.

Background Papers:

Report to Council 15.5.2012

Local Government (Committees and Political Groups) Regulations 1990