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COUNCIL

Minutes of the Annual Meeting held on Thursday 24 May 2018 in the Council Chamber, Town Hall, Matlock at 6.00 pm.

PRESENT

Councillor Richard FitzHerbert - In the Chair

Councillors Jason Atkin, Deborah Botham, Susan Bull, Martin Burfoot, Sue Burfoot, Albert Catt, Tom Donnelly, Ann Elliott, Graham Elliott, Steve Flitter, Helen Froggatt, Chris Furness, Alyson Hill, Susan Hobson, Neil Horton, Angus Jenkins, Vicky Massey Bloodworth, Tony Millward BEM, Jean Monks, Tony Morley, Dermot Murphy, Joyce Pawley, Irene Ratcliffe, Mike Ratcliffe, Lewis Rose OBE, Mark Salt, Andrew Shirley, Peter Slack, Andrew Statham, Jacque Stevens and John Tibenham.

Dorcas Bunton (Chief Executive), Sandra Lamb (Head of Corporate Services), Paul Wilson (Corporate Director), Tim Braund (Head of Regulatory Services), Karen Henriksen (Head of Resources), Steve Capes (Head of Regeneration and Policy), Ashley Watts (Head of Community and Environmental Services), Deborah Unwin (Human Resources Manager), Jim Fearn (Communications and Marketing Manager) and Jackie Cullen (Committee Assistant).

9 members of the public.

The Chairman advised that the meeting was being recorded and broadcast live on YouTube.

The Chief Executive received the bid from the five Fairtrade towns (Ashbourne, Bakewell, Darley Dale, Matlock and Wirksworth) towards achieving district status for the Derbyshire Dales. The bid (consisting of 5 goals) was then signed off by the Chief Executive and Leader.

APOLOGIES

Apologies for absence were received from Councillors David Chapman, Garry Purdy, Colin Swindell and Philippa Tilbrook.

1/18 – ELECTION OF CHAIRMAN FOR THE YEAR 2018/19

It was moved by Councillor Lewis Rose OBE, seconded by Councillor Albert Catt and

RESOLVED
(unanimously)

That Councillor Richard FitzHerbert be elected Chairman of the Derbyshire Dales District Council until the next annual meeting of the Council.

2/18 – APPOINTMENT OF VICE-CHAIRMAN FOR THE YEAR 2018/19

It was moved by Councillor Lewis Rose OBE, seconded by Councillor Albert Catt and

RESOLVED That Councillor Andrew Shirley be appointed Vice-Chairman of the
(unanimously) Derbyshire Dales District Council until the next annual meeting of the Council.

3/18 – ELECTION OF CHAIRMAN OF THE DISTRICT OF DERBYSHIRE DALES 2018/19

Councillor Angus Jenkins arrived at 6.11pm during discussion of this item.

It was moved by Councillor Richard FitzHerbert, seconded by Councillor Irene Ratcliffe and

RESOLVED That Councillor Jean Monks be appointed Chairman of the District of
(unanimously) Derbyshire Dales until the next annual meeting of the Council.

The duly elected Chairman of the District of Derbyshire Dales signed the Declaration of Acceptance of Office and was invested with the Chain of Office.

The Chairman of the District of Derbyshire Dales expressed her thanks to Members. Cllr Monks advised that her nominated charities would be the Bakewell and Eyam Community Transport, Ashbourne Community Transport and the Citizens Advice Bureau, all of which served the immediate community, especially those who were vulnerable and isolated. Cllr Monks thanked Cllr Flitter and his wife Ann for their efforts throughout the year.

4/18 – APPOINTMENT OF THE DEPUTY CHAIRMAN OF THE DISTRICT OF DERBYSHIRE DALES FOR THE YEAR 2018/19

It was moved by Councillor Tony Millward BEM, seconded by Councillor Joyce Pawley and

RESOLVED That Councillor Tony Morley be appointed Deputy Chairman of the
(unanimously) District of Derbyshire Dales until the next annual meeting of the Council.

The duly appointed Deputy Chairman of the District of Derbyshire Dales signed the Declaration of Acceptance of Office and was invested with the Chain of Office.

5/18 – LEADER’S ANNOUNCEMENTS

The Leader of the Council began by recording his thanks to the Derbyshire Dales District Council staff for their continued efforts and commitment in these challenging times. The Leader of the Council then presented an update on issues arising at the County Council and how these impacted on the Derbyshire Dales, in particular the future of Local Government, Combined Authorities and LEAs. The Leader of the Council concluded by welcoming the formation of the Commercial Board as an exciting step forward and of great benefit to the Council. He paid tribute to the retiring Chief Executive, Dorcas Bunton, noted the significant progress the Council had made under her direction and welcomed the proposal that Paul Wilson be appointed as her successor.

6/18 – MINUTES

It was moved by Councillor Richard FitzHerbert, seconded by Councillor Andrew Shirley and

RESOLVED That the Minutes of the meetings of the Derbyshire Dales District
(unanimously) Council held on 12 April 2018, 30 April 2018 and 3 May 2018 be approved as a correct record.

The minutes were signed by the Chairman.

7/18 – INTERESTS

The Corporate Director declared a personal interest in Agenda Item 17 and stated that he had had no involvement in the report. The Corporate Director left the meeting during discussion of and voting on this item.

8/18 – COMMERCIAL BOARD

The Council considered a report that detailed the Commercial Board's make-up, protocols and functions for incorporation into the Council's Constitution, as detailed in Appendix 1 to the report. It also proposed the Assessment Criteria to be used by the Board and Council when reviewing potential Investment Projects as detailed in Appendix 2 to the report. .

At the Council meeting on the 5th March 2018 a Working Group of Members was established comprising Councillors Catt, Fitzherbert, Flitter, M. Ratcliffe, Rose and Shirley, for the municipal year 2018/19, to report and make recommendations to the Annual meeting on the following three areas:-

- The Board make-up and Terms of Reference.
- Detailed assessment criteria for projects.
- Discharge of functions to the Board and potential decisions to be delegated to Officers.

It was moved by Councillor Albert Catt, seconded by Councillor Mike Ratcliffe and

RESOLVED
(unanimously)

1. That Appendix 1 attached to the report detailing the Board make-up, Aims, Terms of Reference, Functions and Delegations to Officers be approved and incorporated into the Council's Constitution;
2. That the Assessment Criteria detailed in appendix 2 to the report are approved.
3. That Ward Members be advised of any land transactions that may be put forward for consideration in their Ward.

9/18 - RESPONSIBILITY FOR FUNCTIONS AND REVISIONS TO THE COUNCIL'S CONSTITUTION

The Council considered a report that sought approval of amendments to the Council's Constitution in terms of its decision-making structure and delegation to officers, Contract Standing Orders and Financial Regulations, as detailed in Appendix 1 to the report.

The calendar of meetings, together with dates for mandatory training (attached as Appendix 2 to the report) and delegation to officers reflected the revised arrangements overall.

It was noted that Contract Standing Orders and Financial Regulations had been reviewed to reflect changes to procurement thresholds and best practice, as tabled in paragraph 3.2 of the report.

The proposed decision-making structure illustrated in paragraph 2.3 of the report saw the removal of the Local Plan Advisory Group as no longer required, and the insertion of the new Commercial Board as set out in a separate report on the Agenda. No other changes to the decision making structure were proposed.

A review of the scheme of delegation to Officers had been undertaken, and updates had been made to the relevant legislation. Changes/amendments for 2018/19 were set out in the report.

Amendments to the Financial Regulations were set out in paragraph 4.1 of the report.

It was moved by Councillor Lewis Rose OBE, seconded by Councillor Albert Catt and

- RESOLVED**
(unanimously)
1. That the decision making structure as set out in paragraph 2.3 of the report is approved.
 2. That Council discharges functions to Committees within that revised structure and delegates decision making to Officers as set out in Part 3 of the Constitution.
 3. That the 3 minute time limit to Public Participation at meetings of the Council is approved.
 4. That the update to Contract Standing Orders and Financial Regulations as described in paragraph 3 of the report is approved.
 5. That the programme of meetings for the 2018/19 is approved. (see appendix 1 to these minutes).

10/18 – APPOINTMENT TO COMMITTEES

Council considered a report that set out the political group leaders' nominations for Councillors to serve on the various Committees of the Council for the year 2018/19.

A table demonstrating the allocation of seats was shown in Appendix 1 to the report, with a schedule of appointments to Committees in accordance with the wishes of the political groups attached as Appendix 2.

It was noted that following a review of the decision making framework by the Leaders Advisory Group, no changes were to be made to the framework overall.

It was moved by Councillor Lewis Rose OBE, seconded by Councillor Albert Catt and

- RESOLVED**
(unanimously)
- That Councillors be appointed to serve on the Committees of the Council in accordance with the wishes of the political groups as set out in Appendix 2 of the report. (See appendix 2 to these minutes).

11/18 – APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES

Council considered a report that set out the appointments to the positions of Chairman and Vice-Chairman to the various decision-making bodies, together with the Chairmen of the Area Community Forums, as set out in Appendix 1 to the report. (See appendix 3 to these minutes).

It was moved by Councillor Lewis Rose OBE, seconded by Councillor Albert Catt and

RESOLVED

(unanimously)

1. That the appointments of Committee Chairman and Vice-Chairman are approved to hold office until the next Annual Meeting of the Council.
2. That the appointment of Chairmen to the Area Community Forums is approved to hold office until the next Annual Meeting of the Council.

12/18 - APPOINTMENTS TO OUTSIDE BODIES

Council considered a report that reviewed its affiliations with outside bodies and invited nominations to act as the Council's representatives.

It was noted that the following affiliations and representative arrangements had changed since the last Annual Meeting:

- Waste Strategy Group – representation not required for 2018/19
- Sheffield City Region – Combined Authority Transport Committee – representation not required for 2018/19
- Derwent Valley Mills (Cromford) Conservation Area Grant Scheme – the grant scheme had finished – representation not required for 2018/19
- Wirksworth Leisure Community Group – new arrangements to be made direct by new Leisure Contractor

The full list of outside bodies that required the Council's consideration at this time was attached as Appendix 1 to the report. Those bodies that did not afford their representatives the benefit of personal liability insurance were highlighted in bold. At a previous meeting of Council it was agreed that Members report back annually on their involvement with an outside body. It was recommended that Members be reminded of this requirement.

The list of Approved Conferences and recommended representation was tabled in paragraph 2.1 of the report. It was noted that the District Council Network Conference was a new addition for 2019/19.

It was moved by Councillor Lewis Rose OBE, seconded by Councillor Albert Catt and

RESOLVED

(unanimously)

1. That the appointments to outside bodies, identified in Appendix 1 to the report, be approved
2. That the position of organisations where no indemnity insurance currently exists be noted accordingly;
3. That the Members identified in Appendix 1 to the report be appointed to the relevant outside body to serve until the next Annual Meeting of the Council; (See appendix 4 to these minutes)
4. That the list of Conferences for 2018/19 is approved.

13/18 - ANNUAL REPORT OF THE AREA COMMUNITY FORUMS

The Council was requested to endorse the Annual report of the Area Community Forums, which was intended to be a summary of the work in 2017/18 and looked forward to the 2018/2019 Forums. The Annual report enabled the District Council to monitor the work of the Area Community Forums and was attached at Appendix 1 to the report.

It was moved by Councillor Lewis Rose OBE, seconded by Councillor Albert Catt and

RESOLVED That the Annual report of the Area Community Forums be endorsed (unanimously)

14/18 – REVIEW OF ROLE OF MEMBER REPRESENTATIVE

The Council considered a report on the effectiveness of the Member Representative role, as part of the annual consideration of the District Council's governance and constitutional issues, carried out in accordance with a recommendation by the Independent Remuneration Panel (IRP).

Furthermore, the Leaders' Advisory Group (LAG) met on 4 April 2018 and considered reviews prepared by the Officer Lead for each of the Hubs, as summarised in the report.

Council was also asked to note the potential for the establishment of an empty homes hub in order to consider the options available to the District Council to reduce the number of empty properties in the District, as set out in the report. Once complete, the terms of the Hub would be presented to Council with a view to engaging a Member Representative.

It was moved by Councillor Lewis Rose OBE, seconded by Councillor Albert Catt and

- RESOLVED** (unanimously)
1. That the findings of the Review of the role of Member Representative be noted.
 2. That the Member Representative role be removed from the Transformation, Health and Wellbeing and Procurement Hubs.
 3. That, in light of the workload involved in the development of an Induction Programme, an additional Member Representative be appointed to the Member Development Hub in 2018/19.
 4. That nominations for the Member Development Hub in 2018/19 include members with varying degrees of experience
 5. That Member Representatives be appointed to the Place Shaping, Member Development, Communications and Marketing and Community and Engagement Hubs as detailed in Appendix 1. (See summary of Member Representative appointments at appendix 5 to these minutes).
 6. That the potential for an additional hub, led by the Head of Housing, to consider the District Council's approach to empty homes is noted.

15/18 – ANNUAL REPORT OF THE MEMBER REPRESENTATIVES

The Council was asked to consider the Annual Report of the Member Representatives, as listed in the report, attached as Appendix 1 to the report.

It was moved by Councillor Lewis Rose OBE, seconded by Councillor Alyson Hill and

RESOLVED That the Annual Reports are received. (unanimously)

16/18 – APPOINTMENT OF CHIEF EXECUTIVE

The Council were asked to consider a report that detailed the recruitment process, as outlined in the Council report of the 12 April 2018, that had been carried out by the Chief Officer Selection Committee, with assistance from SOLACE, partner organisations and the Corporate Leadership Team, and the Committee's final recommendation to Council resulting from that process.

The Job Description and Person Specification for the post of Chief Executive were updated by the Human Resources Manager and reviewed by the Society of Local Authority Chief Executives (SOLACE in Business), an independent agency experienced in supporting Local Authority Chief Executive appointments. These were attached as Appendix 1 to the report and the terms of appointment and the proposed salary range were set out in the report.

The Selection Committee concluded on the basis of merit to unanimously recommend Paul Wilson for appointment to the position of Chief Executive from 1 June, 2018.

It was moved by Councillor Albert Catt, seconded by Councillor Steve Flitter and

RESOLVED That Paul Wilson be appointed to the role of Chief Executive, on the
(unanimously) retirement of Dorcas Bunton, with effect from 1 June 2018 on Chief Executive salary scale commencing at £96,379 (2018 Chief Officer pay award pending).


17/18 – SEALING OF DOCUMENTS

It was moved by Councillor Tony Millward BEM, seconded by Councillor Dermot Murphy and

RESOLVED That the common seal of the Council be affixed to those documents,
(unanimously) if any, required to complete transactions undertaken by Committees or by way of delegated authority to officers since the last meeting of the Council.

MEETING CLOSED 7.02PM

CHAIRMAN

		Notable dates in 2018/19 28 May 2018 27 August 2018 25 December 2018 26 December 2018 1 January 2019 5, 6 March 2019 19 April 2019 22 April 2019 6 May 2019		Spring Bank Holiday August Bank Holiday Christmas Day Boxing Day New Year's Day Shrovetide Good Friday Easter Monday May Day		PROGRAMME OF MEETINGS 2018/2019 1 = Budget Meeting 2 = Annual Meeting 26/03/19 = Purdah Begins 02/05/19 = District & Parish Council Elections									
		2018					2019								
MEETINGS All at 6.00pm (unless otherwise stated)	VENUE	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
Council	M	24 ⁽²⁾ 31		26		27		29		24		7 ⁽¹⁾ 21		23 ⁽²⁾	
Community & Environment	M		7	12		13		15		10	21				
Governance & Resources	M		14	19		20		22		17	28				
Planning A = The Venue, Ashbourne M = Town Hall, Matlock	M/A	22 A	19 M	17 A	14 M	11 A	9 M	6 A	4 M	15 A	5 M	12 A			
Joint Consultative Group 2.30 pm	M			3				8			14				
Central Forum 7.00 pm						10					4				
Southern Forum 7.00 pm						18					12				
Northern Forum 7.00 pm						25					26				
Ernest Bailey	M							20							
Licensing/Appeals	M			11				1				6			
Commercial Board	M		6			5			12			13			
Town & Parish Council Meeting 7.00pm Matlock (one meeting only) - TBA															
MANDATORY TRAINING: Planning & Ethics A = The Venue, Ashbourne 4.00pm M = Town Hall, Matlock 4.00pm	M/A		19 M	17 A 26 M											

COMMITTEE MEMBERSHIP – 2018-2019

GOVERNANCE AND RESOURCES

17 SEATS

2018/19 Conservative 13	2018/19 Labour 2	2018/19 Liberal Democrats 1	2018/19 Independent 1
Albert Catt	Deborah Botham	Steve Flitter	Colin Swindell
Tom Donnelly	Mike Ratcliffe		
Chris Furness (V)			
Alyson Hill			
Neil Horton			
Angus Jenkins			
Jean Monks			
Garry Purdy			
Lewis Rose			
Mark Salt			
Jacquie Stevens (C)			
John Tibenham			
Joanne Wild			
Substitutes	Substitutes	Substitute	
Jason Atkin	Joyce Pawley	Sue Burfoot	
Jennifer Bower	Irene Ratcliffe		
Richard Bright			
Sue Bull			
David Chapman			
Ann Elliott			
Richard FitzHerbert			
Helen Froggatt			
Susan Hobson			
Vicky Massey-Bloodworth			
Tony Millward			
Dermot Murphy			
Philippa Tilbrook			

COMMUNITY & ENVIRONMENT COMMITTEE

17 SEATS

2018/19 Conservative 13	2018/19 Labour 2	2018/19 Liberal Democrat 1	2018/19 Independent 1
Jason Atkin	Joyce Pawley	Martin Burfoot	Colin Swindell
Richard Bright	Mike Ratcliffe		
Sue Bull			
Albert Catt			
Ann Elliott			
Chris Furness			
Susan Hobson (V)			
Vicky Massey- Bloodworth			
Tony Morley			
Dermot Murphy			
Lewis Rose			
Andrew Statham			
Jo Wild (C)			
Substitutes	Substitutes	Substitutes	
Jennifer Bower	Deborah Botham	Steve Flitter	
David Chapman	Irene Ratcliffe		
Tom Donnelly			
Richard FitzHerbert			
Alyson Hill			
Angus Jenkins			
Tony Millward			
Jean Monks			
Garry Purdy			
Mark Salt			
Jacquie Stevens			
John Tibenham			
Philippa Tilbrook			

PLANNING COMMITTEE

13 SEATS

2018/19 Conservative 10	2018/19 Labour 1	2018/19 Liberal Democrats 1	2017/18 Independent 1
Jason Atkin (V)	Peter Slack	Sue Burfoot	Graham Elliott
Sue Bull			
Albert Catt			
Tom Donnelly			
Richard FitzHerbert			
Tony Morley			
Dermot Murphy			
Garry Purdy (C)			
Lewis Rose			
Joanne Wild			
Substitutes	Substitutes	Substitutes	
Richard Bright	Joyce Pawley	Martin Burfoot	
Ann Elliott			
Helen Froggatt			
Chris Furness			
Susan Hobson			
Angus Jenkins			
Tony Millward			
Jean Monks			
Mark Salt			
Jacquie Stevens			

JOINT CONSULTATIVE GROUP

6 SEATS

2018/19 Conservative 4	2018/19 Labour 1	2018/19 Liberal Democrats 1
Albert Catt	Joyce Pawley	Steve Flitter
Jean Monks		
Garry Purdy		
Lewis Rose		
Substitutes	Substitutes	Substitutes
Tom Donnelly	Irene Ratcliffe	Sue Burfoot
Ann Elliott		
Chris Furness		

JOINT ICT SERVICE COMMITTEE

3 SEATS

2018/19 Conservative 2	2018/19 Labour 1
Lewis Rose	Mike Ratcliffe
Chris Furness	
Substitutes	Substitutes
Albert Catt	Peter Slack

ERNEST BAILEY CHARITY COMMITTEE (Area based)

13 SEATS

2018/19

Councillors Jason Atkin (V), Martin Burfoot, Sue Burfoot, Deborah Botham, Ann Elliott, Steve Flitter, Joyce Pawley, Garry Purdy, Mark Salt (C), Andrew Statham, Jacquie Stevens, Colin Swindell, Jo Wild
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LICENSING AND APPEALS COMMITTEE

12 SEATS

2018/19 Conservative 9	2018/19 Labour 1	2018/19 Liberal Democrats 1	2018/19 Independent 1
Sue Bull	Joyce Pawley	Steve Flitter	Graham Elliott
Tom Donnelly			
Ann Elliott			
Richard FitzHerbert			
Helen Froggatt			
Alyson Hill			
Angus Jenkins (V)			
Jean Monks (C)			
John Tibenham			

COMMERCIAL BOARD

6 SEATS

2018/19 Conservative 4	2018/19 Labour 1	2018/19 Liberal Democrats 1
Albert Catt (C)	Mike Ratcliffe (V)	Steve Flitter
Richard FitzHerbert		
Lewis Rose		
Andrew Shirley		

MEMBER REPRESENTATIVES

2018/19	
Communications & Marketing Hub	Joyce Pawley
Community Engagement Hub	Colin Swindell
Member Development	Alyson Hill and Sue Bull
Place Shaping Hub	Tony Morley
Procurement Hub	A proposal elsewhere in the agenda would end Member involvement in these hubs, if agreed.
Health & Wellbeing Hub	
ICT	

APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN 2018/2019

Committee/Decision Making Body	Chairman	Vice-Chairman
Community & Environment	Joanne Wild	Susan Hobson
Governance and Resources	Jacquie Stevens	Chris Furness
Planning Committee	Garry Purdy	Jason Atkin
Licensing/Appeals	Jean Monks	Angus Jenkins
JCG	To be appointed at first meeting	To be appointed at first meeting
Ernest Bailey Charity	Mark Salt	Jason Atkin
Commercial Board	Albert Catt	Mike Ratcliffe

Community Consultative Groups	Chairman	Vice-Chairman
Central Area Community Forum	Ann Elliott	Jason Atkin
Southern Area Community Forum	Sue Bull	Richard Bright
Northern Area Community Forum	Helen Froggatt	John Tibenham

APPOINTMENTS TO OUTSIDE BODIES 2018/2019

OUTSIDE BODY	Representative(s) 2018/19	Substitute(s) 2018/19
Active Derbyshire (Derbyshire Sport)	Susan Hobson	
Ashbourne Community Transport	Tom Donnelly	Not Applicable
Arvato Strategic Board	Chris Furness Mike Ratcliffe	Not Applicable
Derby and Derbyshire Strategic Leadership Forum	Lewis Rose	Albert Catt
Derbyshire Economic Partnership	Lewis Rose	Tony Morley
Derbyshire Dales Council for Voluntary Service	Susan Hobson	
Derbyshire Police and Crime Panel	Garry Purdy	Richard Bright
Derwent Valley Community Rail Partnership	Garry Purdy	
Derwent Valley Mills World Heritage Board	Richard FitzHerbert	Not Applicable
District Councils' Network	Lewis Rose	Albert Catt
East Midlands Council	Lewis Rose (Leader)	Jacquie Stevens
Peak District and Derbyshire Destination Management Partnership	Tony Morley	
Peak District Partnership	Lewis Rose (Leader)	
High Peak and Hope Valley Community Rail Partnership	Chris Furness	Jean Monks
LGA Cultural Champion	Richard FitzHerbert	
LGA General Assembly	Lewis Rose	Albert Catt
National Association of British Market Authorities	Joanne Wild	Not Applicable
Peak District National Park Authority	David Chapman Chris Furness	Not Applicable
Sheffield City Region	Lewis Rose	
Sheffield City Region – Audit Committee	Chris Furness	
Sheffield City Region – Overview and Scrutiny	Chris Furness	

MEMBER REPRESENTATIVES 2018/19

2018/19	
Communications & Marketing Hub	Joyce Pawley
Community Engagement Hub	Colin Swindell
Member Development	Alyson Hill and Sue Bull
Place Shaping Hub	Tony Morley