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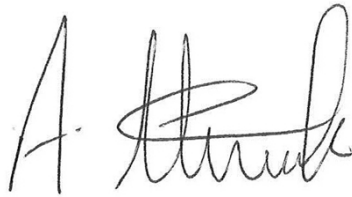
Civic Services Manager: Andrew Scott

Direct line: (01628) 796028

TO: **EVERY MEMBER OF THE COUNCIL FOR THE ROYAL BOROUGH OF WINDSOR & MAIDENHEAD**

YOU ARE HEREBY SUMMONED TO ATTEND the Annual Meeting of the Council of the Royal Borough of Windsor & Maidenhead to be held in the **Desborough Suite - Town Hall** on **Tuesday, 23 May 2017 at 7.30 pm** for the purpose of transacting the business specified in the Agenda set out hereunder.

Dated this Monday, 15 May 2017



Managing Director

Rev Stileman will say prayers for the meeting.
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A G E N D A

PART I

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence

2. DECLARATIONS OF INTEREST

To receive any declarations of interest

3. ELECTION OF MAYOR FOR 2017/18

For details of the Order of Proceedings please see page 7

4. APPOINTMENT OF DEPUTY MAYOR FOR 2017/18

For details of the Order of Proceedings please see page 7

5. PROPOSED STRUCTURE AND APPOINTMENT OF PANELS, CHAIRMEN OF COMMITTEE ETC

To consider the structure and appointment of Committees and Panels etc as the Council considers appropriate to deal with matters which are neither reserved to the Council nor part executive functions. Council is required also to appoint the Chairmen and Vice-Chairmen to each body appointed under this item with the

exception of the Appeals Panel, which shall select a Chairman from the Panel membership at the start of each Panel meeting for the duration of that meeting, and the Overview and Scrutiny Panels which shall elect Chairmen from their membership. (Pages 9 - 14)

COUNCIL MOTIONS – PROCEDURE

- Motion proposed (mover of Motion to speak on Motion)
- Motion seconded (Secunder has right to reserve their speech until **later** in the debate)
- Begin debate

Should An Amendment Be Proposed: (only one amendment may be moved and discussed at any one time)

NB – Any proposed amendment to a Motion to be passed to the Mayor for consideration before it is proposed and seconded.

- Amendment to Motion proposed
- Amendment must be seconded BEFORE any debate can take place on it
(At this point, the mover and seconder of original Motion can indicate their acceptance of the amendment if they are happy with it)
- Amendment debated (if required)
- Vote taken on Amendment
- If Agreed, the amended Motion becomes the substantive Motion and is then debated (any further amendments follow same procedure as above).
- If Amendment not agreed, original Motion is debated (any other amendments follow same procedure as above).

- The mover of the Motion has a right to reply at the end of the debate on the Motion, immediately before it is put to the vote.
- At conclusion of debate on Motion, the Mayor shall call for a vote. Unless the vote is unanimous, a named vote will be undertaken, the results of which will be announced in the meeting, and recorded in the Minutes of the meeting.

(All speeches maximum of 5 minutes, except for the Budget Meeting where the Member proposing the adoption of the budget and the Opposition Spokesperson shall each be allowed to speak for 10 minutes to respectively propose the budget and respond to it. The Member proposing the budget may speak for a further 5 minutes when exercising his/her right of reply.)

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MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in discussion or vote at a meeting.** The term 'discussion' means a discussion by the members of meeting. In order to avoid any accusations of taking part in the discussion or vote, Members should move to the public area or leave the room once they have made any representations. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: 'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'

Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: 'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'

Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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Agenda Item 3

Royal Borough of Windsor and Maidenhead

Annual Council Meeting - 23 May 2017

Order of Proceedings

7.25 pm

1. Led by the Mace Bearer, the Deputy Mayor, Members and Directors will enter the Desborough Suite and take their places.

7.30 pm

2. Led by the Mace Bearer, the Mayoral Party will enter the Desborough Suite. All present are requested to remain standing.
3. Prayers will be said by Reverend Will Stileman.
4. The Mayor, Councillor Luxton, will announce apologies for absence and invite Members to declare any interests on items to be considered at the meeting.
5. The Mayor will address the meeting.
6. The Mayor will invite nominations for the office of Mayor for the ensuing year.
7. Councillor Dudley will propose and Councillor Bicknell will second the motion that Councillor John Lenton be elected Mayor.
8. In the absence of any other nominations, the Mayor will put the motion to the Council and Members will vote.
9. The Managing Director will declare the successful nominee duly elected.
10. Led by the Mace Bearer, the new Mayor and Mayoress, accompanied by the Immediate Past Mayor, the Immediate Past Mayor's Consort and the Managing Director will retire and the new Mayor will put on the apparel and Chain of Office of Mayor.
11. The party will return and the new Mayor will make the Declaration of Acceptance of Office duly witnessed by Councillors Dudley and Bicknell.
12. Councillor Luxton will hand to the new Mayor the Mace and will pass to him the Borough Seal and keys to the Mayor's Parlour.
13. The Mayor will address the meeting, following which he will present to Councillor Luxton and Mr Ian Luxton their Past Mayor's badge and Past Mayor's Consort's badge respectively.
14. The Mayor will then invite nominations for the office of Deputy Mayor for the ensuing year.
15. Councillor D Evans will propose and Councillor E Wilson will second the motion that Councillor Eileen Quick be appointed Deputy Mayor.

16. In the absence of any other nominations, the Mayor will put the motion to the Council and Members will vote.
17. The Managing Director will declare the successful nominee duly appointed Deputy Mayor for the ensuing year.
18. Accompanied by the Mayor and the Mayoress, the new Deputy Mayor and Deputy Mayor's Consort will retire and the new Deputy Mayor will put on the apparel and Chain of office. The Party will return to the Desborough Suite stage.
19. Witnessed by Councillors D Evans and E Wilson, the Deputy Mayor will make the Declaration of Acceptance of Office.
20. The Deputy Mayor will address the meeting.
21. The Deputy Mayor will present Councillor Lenton and Mrs Margaret Lenton with their Past Deputy Mayor's and Past Deputy Mayoress' badges respectively.
22. The Mayor will then conduct the remainder of the agenda as follows.
23. The Mayor will invite Members to approve the membership and chairmanship of the various Council committees and panels.
24. The Mayor will close the meeting and invite those present to take refreshments in the room adjacent to the Desborough Suite.

APPOINTMENT OF PANELS, CHAIRMEN/VICE-CHAIRMEN OF PANELS 2017/18

To consider the appointment of Committees, Panels Forums etc as the Council considers appropriate to deal with matters which are neither reserved to the Council nor part executive functions. Council is required also to appoint the Chairmen and Vice-Chairmen to each body appointed under this item with the exception of the Appeals Panel, which shall select a Chairman from the Panel membership at the start of each Panel meeting for the duration of that meeting, and the Overview and Scrutiny Panels which shall elect Chairmen from their membership.

The recommendations below are in accordance with Section 15 of the Local Government and Housing Act 1989, relating to the political balance of council committees.

RECOMMENDATION: That:

- a) **The membership of the Committees, Panels, Forums for the ensuing Municipal Year be approved as detailed in Table 1.**
- b) **The Chairman and Vice-Chairman as indicated below be appointed for the ensuing Municipal Year.**
- c) **Authority to amend/make further appointments on the nomination of the relevant Group Leader be delegated to the Democratic Services Manager.**
- d) **Authority to amend the Constitution as appropriate in light of amendments to the structure of Panels, Committees and Forums as detailed in Table 1 be delegated to the Monitoring Officer.**

Table 1

COMMITTEE/PANEL/FORUM	Membership 2017/2018
Appeals (3 or 5 Members called on an 'as required' basis)	
Audit and Performance Review Panel (8 Members) (7C, 1TGOF)	<p>Chairman: Cllr Luxton Vice Chairman: Cllr Smith Cllrs Carroll, Dr L Evans, Rankin, Saunders, E Wilson (C), Da Costa (TGOF)</p> <p>Subs: Cllrs D Evans, Kellaway, McWilliams, Quick, C Rayner, Richards and Story (C) Beer, Jones OR Werner (TGOF)</p>
Berkshire Pension Fund Panel (5 Members) (4C, 1TGOF)	<p>Chairman: Cllr Lenton Vice Chairman: Cllr Hilton Cllrs Hill and Kellaway (C) & Rankin (C – TGOF seat)</p> <p>Subs: Cllrs Alexander, Dudley, Sharpe and Story (C) and 1 vacancy (TGOF seat)</p>

COMMITTEE/PANEL/FORUM	Membership 2017/2018
<p>Constitution Sub-Committee (4 Members)</p> <p>(3C, 1 TGOF)</p>	<p>Chairman: Cllr Targowska Vice-Chairman: Cllr Bicknell Story (C), Beer (TGOF)</p> <p>Subs: Cllrs Coppinger, Dudley, Kellaway (C), Da Costa, Jones OR Werner (TGOF)</p>
<p>Employment Panel (8 Members)</p> <p>(7C, 1TGOF)</p>	<p>Chairman: Cllr Targowska Vice Chairman: Cllr Quick Cllrs Bicknell, Brimacombe, Carroll, Dr L Evans and Saunders (C) Jones (TGOF)</p> <p>Subs: Cllrs Bateson, Dudley, Hilton, Rankin, Story, E Wilson and S Rayner (C), Beer, Da Costa, OR Werner (TGOF)</p>
<p>Licensing Panel (15 Members)</p> <p>(14C, 1TGOF)</p>	<p>Chairman: Cllr Grey Vice Chairman: Burbage Cllrs Alexander, Bhatti, Bicknell, Bowden, Hollingsworth, Hilton, Hunt, Muir, Richards, Sharp, Sharpe, D. Wilson (C) and Luxton (C – TGOF seat).</p> <p>Sub: Cllrs N. Airey, Bateson, Dr L Evans, Hill, Lenton, Mills, Pryer, Quick, S Rayner, Sharma, Shelim, Story, D Wilson, Yong (C), and 1 vacancy (TGOF seat).</p>
<p>Maidenhead Development Management Panel (9 Members)</p> <p>(8C, 1TGOF)</p>	<p>Chairman: Cllr Burbage Vice Chairman: Cllr D Wilson Cllrs Bullock, Clark, Hunt, Kellaway, Lion, Love (C) and Sharp (C - TGOF seat).</p> <p>Subs: Cllrs Brimacombe, Cox, Diment, Hill, Ilyas, Mills, Saunders and Sharma (C) and 1 vacancy (TGOF seat)</p>
<p>Rights of Way and Highway Licensing Panel (8 Members)</p> <p>(7C, 1TGOF)</p>	<p>Chairman: Cllr Hunt Vice Chairman: Cllr Yong Cllrs Bullock, Diment, Ilyas, Muir, S Rayner (C), Werner (TGOF)</p> <p>Subs: Cllrs Brimacombe, Gilmore, Grey, Hilton, Story, Pryer and Sharpe (C), Beer, Da Costa, OR Jones (TGOF).</p>
<p>Sustainability Panel (6 Members)</p> <p>(5C, 1TGOF)</p>	<p>Chairman: Cllr Mills Vice-Chairman: Cllr Coppinger Cllrs Pryer, Sharp, Yong (C), Werner (TGOF)</p> <p>Subs: Cllrs M Airey, Clark, Love, Rankin, E Wilson (C), Beer, Da Costa or Jones (TGOF)</p>

COMMITTEE/PANEL/FORUM	Membership 2017/2018
<p>Windsor Urban Development Management Panel (9 Members)</p> <p>(8C, 1TGOF)</p>	<p>Chairman: Cllr Alexander Vice Chairman: Cllr Bicknell Cllrs M Airey, Bowden, Grey, Quick, S Rayner and Shelim (C), Da Costa (TGOF).</p> <p>Subs: Cllrs N Airey, Bateson, Bhatti, Muir, Pryer, Rankin, Richards E Wilson (C) Beer, Jones OR Werner (TGOF)</p>
<p>Windsor Rural Development Management Panel (9 Members)</p> <p>(8C, 1TGOF)</p>	<p>Chairman: Cllr Dr L. Evans Vice Chairman: Cllr C. Rayner Cllrs M. Airey, Bateson, Hilton, Lenton, Sharpe and Yong (C), Beer (TGOF)</p> <p>Subs: Cllrs Bowden, Luxton, Pryer, Quick, Rankin, Richards, S. Rayner, Story (C), Da Costa, Jones OR Werner (TGOF)</p>
<p>Borough-wide Development Management Panel (13 Members)</p> <p>(12C, 1TGOF)</p>	<p>Chairman: Cllr Burbage Vice Chairman: Cllr Alexander Cllrs Bateson, Bicknell, Coppinger, L Evans, Hilton, Hunt, Kellaway, C Rayner, Smith and D Wilson, (C) Beer (TGOF)</p> <p>Subs: M. Airey, Bowden, Clark, Diment, Grey, Ilyas, Lion, Quick, Rankin, Saunders, Sharpe, Yong (C) Da Costa, Jones OR Werner (TGOF)</p>
<p>Local Plans Working Group (10 Members)</p> <p>(9C, 1TGOF)</p>	<p>Chairman: Cllr Bateson Vice Chairman: Cllr Saunders</p> <p>Cllrs Alexander, Bicknell, Dr L. Evans, Hill, Hilton, Walters, D. Wilson (C), Beer (TGOF)</p> <p>Subs: Bowden, Clark, Coppinger, Ilyas, Kellaway, Quick, Sharpe, Smith, Story (C), Da Costa, Jones OR Werner (TGOF)</p>
<p>Adult Services and Health Overview & Scrutiny Panel (6 Members)</p> <p>(5C 1TGOF)</p>	<p>Chairman: Vice Chairman: Cllrs M. Airey, Diment, Hollingsworth, Ilyas, Lenton (C), Da Costa (TGOF)</p> <p>Subs: Cllrs Clark, Dr L Evans, Mills, Quick, Yong (C), Beer, Jones OR Werner (TGOF)</p>
<p>Children's Services Overview & Scrutiny Panel (7 Members)</p> <p>(6C 1TGOF)</p>	<p>Chairman: Vice Chairman: Cllrs Bowden, McWilliams, Mills, Pryer, Quick, E Wilson (C), Jones (TGOF)</p> <p>Subs: Cllrs Bhatti, Hollingsworth, Hunt, Ilyas, Sharma, Story (C), Beer, Da Costa OR Werner (TGOF)</p>

COMMITTEE/PANEL/FORUM	Membership 2017/2018
<p>Corporate Services Overview & Scrutiny Panel (7 Members)</p> <p>(6C 1TGOF)</p>	<p>Chairman: Vice Chairman: Cllrs Bowden, Burbage, Dr L Evans, McWilliams, Quick, C Rayner (C), Jones (TGOF)</p> <p>Subs: Cllrs Clark, D Evans, Gilmore, Grey, Lenton, Story (C), Beer, Da Costa OR Werner (TGOF)</p>
<p>Crime and Disorder Overview & Scrutiny Panel (7 Members)</p> <p>(6C 1TGOF)</p>	<p>Chairman: Vice Chairman: Cllrs Bhatti, Bowden, Grey, Sharma, Sharp, Story (C), Werner (TGOF)</p> <p>Subs: Cllrs Alexander, Bullock, Muir, Ilyas, Sharpe, Shelim (C), Beer, Da Costa OR Jones (TGOF)</p>
<p>Highways, Transport & Environment Overview & Scrutiny Panel (7 Members)</p> <p>(6C 1TGOF)</p>	<p>Chairman: Vice Chairman: Cllrs Gilmore, Grey, Hunt, Lion, Sharma, Sharpe (C), Beer (TGOF)</p> <p>Subs: Cllrs D Evans, Hilton, Story, Sharp, Richards, Yong (C), Da Costa, Jones OR Werner (TGOF)</p>
<p>Culture and Communities Overview & Scrutiny Panel (7 Members)</p> <p>(6C 1TGOF)</p>	<p>Chairman: Vice Chairman: Cllrs Clark, Diment, Gilmore Grey, McWilliams, Shelim (C), Werner (TGOF)</p> <p>Subs: Cllrs Bhatti, Ilyas, Lenton, Luxton, Mills, Sharpe (C), Beer, Da Costa OR Jones (TGOF)</p>
<p>Planning and Housing Overview & Scrutiny Panel (7 Members)</p> <p>(6C 1TGOF)</p>	<p>Chairman: Vice Chairman: Cllrs M. Airey, Alexander, Burbage, Clark, Hilton, Kellaway (C), Beer (TGOF)</p> <p>Subs: Cllrs Bullock, Luxton, Sharpe, Smith, Walters, Yong (C), Da Costa, Jones OR Werner (TGOF)</p>
<p>Maidenhead Town Forum (7 Members)</p> <p>(6C, 1TGOF)</p>	<p>Chairman: Cllr Love Vice Chairman: Cllr Stretton Cllrs Gilmore, Hollingsworth, Sharma, D Wilson (C), Werner (TGOF).</p> <p>Subs: Cllrs Dudley, Hill, Lion, Mills, Smith, Targowska (C), Beer, Da Costa OR Jones (TGOF)</p>

COMMITTEE/PANEL/FORUM	Membership 2017/2018
<p>Windsor Town Forum (7 Members) (6C, 1TGOF)</p>	<p>Chairman: Cllr Rankin Vice Chairman: Cllr Alexander Cllrs Bowden, Bhatti, Quick, S Rayner (C) Da Costa (TGOF)</p> <p>Subs: Cllrs M Airey, Bicknell, Pryer, C Rayner, Richards and E. Wilson (C) Beer, Jones or Werner (TGOF).</p>
<p>Access Advisory Forum (2 Members) (1C, 1TGOF)</p>	<p>Cllrs Hollingsworth (C) & Love (C – TGOF seat)</p> <p>Subs: Cllrs Luxton (C) & Muir (C - TGOF seat)</p>
<p>Aviation Forum (5 Members) (4C 1TGOF)</p>	<p>Chairman: Cllr Bowden Cllrs Hilton, Lenton and Smith (C), Beer (TGOF)</p> <p>Subs: Cllrs D. Wilson, Grey, Dr L Evans, Cox (C), Da Costa, Jones OR Werner (TGOF)</p>
<p>Corporate Parenting Forum (5 Members) (4C, 1TGOF)</p>	<p>Chairman: Cllr Hollingsworth Vice Chairman: Cllr Clark Cllrs Luxton, E. Wilson (C), Jones (TGOF)</p> <p>Subs: Cllrs Bicknell, Cox, Mills, Yong (C), Beer, Da Costa OR Werner (TGOF)</p>
<p>Cycle Forum (4 Members) (3C, 1TGOF)</p>	<p>Chairman: Cllr D Wilson Vice-Chairman: Cllr Yong Cllr Lion (C), Beer (TGOF)</p> <p>Subs: Cllrs Hill, Luxton, Mills (C), Da Costa, Jones OR Werner (TGOF)</p>
<p>Grants Panel (5 Members) (4C, 1TGOF)</p>	<p>Chairman: Cllr Saunders Vice Chairman: Cllr Bateson Cllrs Bowden, Bullock (C), and Sharpe (C - TGOF seat)</p> <p>Subs: Cllrs Dudley, Hilton, Stretton, Hollingsworth (C) & D Wilson (C – TGOF seat).</p>
<p>Maidenhead Town Partnership Board (4 Members) (3C, 1 TGOF)</p>	<p>Cllrs D. Evans, Kellaway, D. Wilson (C), Werner (TGOF).</p> <p>Subs: Cllrs Brimacombe, Burbage, Saunders (C), Beer, Da Costa OR Jones (TGOF).</p>
<p>Rural Forum (6 Members) (5C, 1TGOF)</p>	<p>Chairman: Cllr Bateson Vice-Chairman: Cllr D Evans Cllrs Coppinger, Hilton, Kellaway (C) and C Rayner (C-TGOF seat).</p> <p>Subs: Cllrs Clark, Dr L Evans, Grey, Hunt, Lenton (C), and Luxton (C – TGOF seat).</p>

COMMITTEE/PANEL/FORUM	Membership 2017/2018
<p>School Improvement Forum (3 Members)</p> <p>(2C, 1TGOF)</p>	<p>Chairman: Cllr D. Evans (C) Vice-Chairman: Cllr N. Airey (C) Cllr Mills (C – TGOF seat)</p> <p>Subs: Cllrs Hilton, Lion (C) and Smith (C – TGOF seat)</p>
<p>Independent Remuneration Panel</p>	<p>Mr Karnail Pannu, Mr Chris Stevens and Mr Andrew Vallance (Chairman)</p>
<p>Tourism Development Forum (6 Members)</p> <p>(5C, 1 TGOF)</p>	<p>Chairman: Cllr C Rayner Vice Chairman: Cllr Burbage Cllrs Clark, Grey, Shelim (C), Pryer (C – TGOF seat).</p> <p>Subs: Cllrs M Airey, Bateson, Diment, Lion, Quick (C) and Yong (C - TGOF seat)</p>
<p>Windsor, Eton and Ascot Town Partnership Board (5 Members)</p> <p>(4C, 1 TGOF)</p>	<p>Chairman: Cllr Bowden Vice Chairman: Cllr Dr L. Evans Cllrs Alexander, Rankin (C) and Shelim (C – TGOF seat).</p> <p>Subs: Cllrs Bateson, Bicknell, Quick, Richards (C), and E Wilson (C – TGOF)</p>