

Public Document Pack

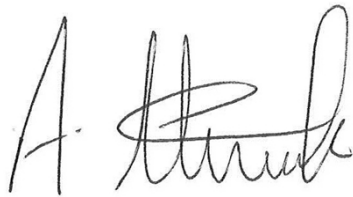
Civic Services Manager: Andrew Scott

Direct line: (01628) 796028

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

YOU ARE HEREBY SUMMONED TO ATTEND the Meeting of the Council of the Royal Borough of Windsor & Maidenhead to be held in the **Desborough Suite - Town Hall** on **Tuesday, 24 May 2016 at 7.30 pm** for the purpose of transacting the business specified in the Agenda set out hereunder.

Dated this Monday, 16 May 2016



Managing Director

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

PART 1

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

To receive declarations of interests in respect of any item to be considered at this meeting

3. ELECTION OF MAYOR FOR 2016/2017

For details of the Order of Proceedings please see page 7

4. APPOINTMENT OF DEPUTY MAYOR FOR 2016/2017

For details of the Order of Proceedings please see page 7

5. ELECTION OF LEADER

To elect a Leader of the council, on the nomination of the Group forming the Administration of the Council.

6. 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. (*Report to follow*)

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' GUIDANCE NOTE

DECLARING INTERESTS IN MEETINGS

DISCLOSABLE PECUNIARY INTERESTS (DPIs)

DPIs 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 license 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.

PREJUDICIAL INTERESTS

This is an interest which a reasonable fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs your ability to judge the public interest. That is, your decision making is influenced by your interest that you are not able to impartially consider only relevant issues.

DECLARING INTERESTS

If you have not disclosed your interest in the register, you **must make** the declaration of interest at the beginning of the meeting, or as soon as you are aware that you have a DPI or Prejudicial Interest. If you have already disclosed the interest in your Register of Interests you 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' has been taken to mean a discussion by the members of the committee or other body determining the issue. You should notify Democratic Services before the meeting of your intention to speak. In order to avoid any accusations of taking part in the discussion or vote, you must move to the public area, having made your representations.

If you have any queries then you should obtain advice from the Legal or Democratic Services Officer before participating in the meeting.

If the interest declared has not been entered on to your Register of Interests, you must notify the Monitoring Officer in writing within the next 28 days following the meeting.

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Agenda Item 3

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 Quick, 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 Quick will propose and Councillor Kellaway will second the motion that Councillor Sayonara Luxton 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 Mayoress 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 to the Chamber and the new Mayor will make the Declaration of Acceptance of Office duly witnessed by Councillors Quick and Kellaway.
12. Councillor Quick will hand to the new Mayor the Mace and will pass to her the Borough Seal and keys to the Mayor's Parlour.
13. The Mayor will address the meeting and will propose a vote of thanks to Councillor Quick and Reverend John Quick, following which she will present them with their Past Mayor's badge and Past Mayor's Consort's badge respectively.
14. The Mayor will invite nominations for the office of Deputy Mayor for the ensuing year.
15. Councillor Dudley will propose and Councillor Coppinger will second the motion that Councillor John Lenton 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 Mayor's Consort, the new Deputy Mayor and Deputy Mayoress will retire and the new Deputy Mayor will put on the apparel and Chain of office. The Party will return to the Desborough Suite.
19. Witnessed by Councillors Dudley and Coppinger, the Deputy Mayor will make the Declaration of Acceptance of Office.
20. The Deputy Mayor will address the meeting and propose a vote of thanks to Councillor Luxton and Mr Ian Luxton.
21. The Deputy Mayor will present Councillor Luxton and Mr Ian Luxton with their Past Deputy Mayor's and Past Deputy Mayor's Consort's badges respectively.
20. The new Mayor will then conduct the remainder of the agenda.