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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 **Council Chamber - Guildhall Windsor** on **Tuesday, 21 May 2019 at 7.30 pm** for the purpose of transacting the business specified in the Agenda set out hereunder.

Dated this Monday, 13 May 2019



Managing Director

Rev Quick will say prayers for the meeting.

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
(Pages 5 - 6)

3. ELECTION OF MAYOR FOR 2019/20

For details of the Order of Proceedings please see page 7
(Pages 7 - 8)

4. ELECTION OF DEPUTY MAYOR FOR 2019/20

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. POLITICAL BALANCE AND APPOINTMENT OF PANELS, CHAIRMEN/VICE CHAIRMAN 2019-20

To consider the political balance of the council, and 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.

(To Follow)

COUNCIL MOTIONS – PROCEDURE

- Motion proposed (mover of Motion to speak on Motion)
- Motion seconded (Seconder 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 the conclusion of debate on Motion, the Mayor shall call for a vote. A named vote will be taken if five or more councillors request one. The result of the vote 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 the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. 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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Royal Borough of Windsor and Maidenhead

Annual Council Meeting - 21 May 2019

Order of Proceedings

7.25 pm

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

7.29 pm

2. Led by the Mace Bearer, the Mayoral Party will enter the Guildhall Chamber. All present are requested to remain standing.
3. Prayers will be said by Reverend John Quick.
4. The Mayor, Paul Lion, 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. It will be moved and seconded 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, the Deputy Mayor, the Deputy 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 Guildhall Chamber and the new Mayor will make the Declaration of Acceptance of Office duly witnessed by their proposer and seconder.
12. Paul Lion 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, following which Paul Lion and Mrs Laura Lion will be presented by the Mayor their Past Mayor's badge and Past Mayoress' badge respectively.
14. The Mayor will then invite nominations for the office of Deputy Mayor for the ensuing year.

15. It will be moved and seconded that Councillor Gary Muir 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 will retire and the new Deputy Mayor will put on the apparel and Chain of office.
19. The Party will return to the Guildhall Chamber and the Deputy Mayor will make the Declaration of Acceptance of Office duly witnessed by their proposer and seconder.
20. The Deputy Mayor will address the meeting.
21. The Deputy Mayor will present Colin Rayner and Councillor Samantha Rayner 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 nominations for the office of Leader of the Council.
24. The Mayor will invite Members to approve the membership and chairmanship of the various Council committees and panels.
25. The Mayor will close the meeting and invite those present to follow the Mayoral Party and have drinks outside on the Corn Exchange. (The Chamber will be rearranged to allow those attending to return to the room to continue with the refreshments.)