

# ANNUAL COUNCIL MEETING 14<sup>th</sup> May 2008

## AGENDA

---

### Open to Press and Public

1. **PRAYERS**

Prayers to be said by the Reverend Derek Arnold of the Kidderminster West Team and Saint Peter's Birchen Coppice.

2. **ELECTION OF CHAIRMAN**

To elect a Chairman of the Council for the ensuing Municipal Year.

3. **CHAIRMAN – INVESTITURE AND DECLARATION OF ACCEPTANCE OF OFFICE**

To invest the Chairman of the Council with the Chain of Office after which the Chairman will make his or her Declaration of Acceptance of Office.

4. **CHAIRMAN'S RESPONSE**

The Chairman of the Council will express thanks for his or her election.

5. **RETIRING CHAIRMAN**

To thank the retiring Chairman of the Council.

6. **RETIRING CHAIRMAN AND CONSORT – PRESENTATION OF BADGES**

To present the retiring Chairman of the Council with a Past Chairman's Badge and his Consort with a Past Chairman's Consort's Badge. The retiring Chairman may wish to respond.

7. **APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Council for the ensuing Municipal Year.

8. **VICE-CHAIRMAN – INVESTITURE AND DECLARATION OF ACCEPTANCE OF OFFICE**

To invest the Vice-Chairman of the Council with his or her Badge of Office after which the Vice-Chairman to make a Declaration of Acceptance of Office.

9. **VICE-CHAIRMAN'S RESPONSE**

The Vice-Chairman of the Council to express his or her thanks for his or her appointment.

10. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

11. **DECLARATIONS OF INTEREST**

In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any personal or personal and prejudicial interests in the following agenda items. Members should indicate the action they will be taking when the item is considered.

Members are also invited to make any declaration in relation to Section 106 of the Local Government Finance Act 1992.

(See guidance note on first page.)

12. **MINUTES**

To approve as a correct record the minutes of the meeting held on 27<sup>th</sup> February 2008. (Attached) [Minutes 27-02-08](#)

13. **PUBLIC PARTICIPATION**

- In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 9 am, Monday 12<sup>th</sup> May 2008. (See front cover for contact details.)
- To receive a petition from Disability Action Wyre Forest regarding the time restriction on disabled parking permits otherwise known as Blue Badges in Wyre Forest District Council operated car parks.

14. **QUESTIONS**

To receive questions submitted in accordance with Standing Order A5 by Members of the Council, details of which have been received by 9 am, Monday 12<sup>th</sup> May 2008 and the replies of the Leader of the Council, or appropriate Cabinet Members.

15. **CHAIRMAN'S COMMUNICATIONS**

- a) To note the engagements of the outgoing Chairman of the Council since the Council's last meeting. (Attached) [Engagements of Chairman](#)
- b) To receive such communications as the new Chairman of the Council may desire to lay before the Council. (To follow)

16. **POLITICAL MANAGEMENT AND COMMITTEE STRUCTURE 2008/2009**

- a) To appoint a Leader of the Council and a Deputy Leader of the Council for the ensuing Municipal Year.
- b) To receive nominations from the Leader for the appointment of the Cabinet. (To follow or to be tabled at the meeting)
- c) To consider a report from the Head of Legal and Democratic Services on the proposed political management structure for 2008/2009. (To follow or to be tabled at the meeting)
- d) To constitute committees for the ensuing municipal year and to approve their Terms of Reference. (Standing Order B1). (To follow or to be tabled at the meeting)
- e) In accordance with the provisions of the Local Government and Housing Act 1989:-
  - i. To determine the allocation of seats to the different political groups on committees. (Proposals to follow or to be tabled at the meeting)
  - ii. To appoint Members to serve on committees and to appoint substitutes for the ensuing municipal year (Standing Orders, B1 and C11). (Proposals to follow or to be tabled at the meeting)
- f) To appoint Chairmen and Vice-Chairmen of committees for the ensuing municipal year (Standing Order B6 (1)). (Proposals to follow or to be tabled at the meeting)

17. **CALENDAR OF MEETINGS 2008/2009**

To approve a calendar of meetings for the ensuing municipal year, taking account of the decisions taken at agenda item 16 above. (To follow or to be tabled at the meeting)

**18. POLICY AND BUDGET FRAMEWORK – MATTERS WHICH REQUIRE A DECISION BY COUNCIL**

**a) Recommendations from the Cabinet 24<sup>th</sup> April 2008** (Attached)

[Recommendations from Cabinet 24-04-08](#)

- Shared Services Strategy [Shared Services Strategy](#)  
[Shared Services Strategy Appendix A](#)  
[Shared Services Strategy Appendix B](#)
- Environmental Health and Licensing Enforcement Policies [Cabinet 24 4 08 Env Health and Lic enforcement Policies](#)
- Amendment to Pro-active Enforcement Policy and Scheme of Delegation [Amendment to Pro-Active Enforcement Policy and Scheme of Delegation](#)
- Revision to Conformity Protocol Operating in the West Midlands  
[Revision to Conformity Protocol WM](#)  
[Revision to Conformity Protocol WM Appendix](#)
- Single Equality Scheme [recommendations from Corporate Service](#)  
[Single Equality Scheme](#)
- Corporate Plan [Recommendations from Corporate Service Corporate Plan](#)

**b) Recommendations from the Audit Committee 22<sup>nd</sup> April 2008** (Attached)

[Recommendations from Audit Committee 22-04.08](#)

- Terms of Reference

The reports and associated documents, referred to above, have been circulated electronically to Members and posted on the Council's website under the following web link  
<http://www.wyreforest.gov.uk/council/meetings/main.htm>  
Public inspection copies are available on request. (Please see front cover for contact details)

**19. MOTIONS - STANDING ORDER NO. D1 (7)**

No motions have been received in accordance with Standing Order No. D1 (7).

20. **URGENT MOTIONS SUBMITTED UNDER STANDING ORDER NO. D1 (7)**

To consider any motions in the order in which they have been received which, by reason of special circumstances, should be considered as a matter of urgency, in accordance with Standing Order No. D1(7).

21. **COMMUNITY LEADERSHIP FUND**

To consider a report from the Head of Community and Partnership Services.  
(To follow)

22. **MEMBERS' ANNUAL ACTIVITY REPORTS 2007/2008**

To consider Members' annual reports giving details of their activities in their role as District Councillors for the 2007/08 municipal year. (Attached) [Members Activity Reports](#)

23. **MEMBERS' ATTENDANCE 2007/2008**

To receive a record of Members' attendance at Council, Cabinet, Committees, Panels and other meetings for the 2007/08 municipal year in accordance with Standing Order No.C5 (3). (Attached) [Member Attendance Analysis](#)

24. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS 2008/2009**

To appoint/nominate representatives to serve on outside organisations as set out in the schedule. (To follow)

*If you are aware of any organisation on this list which is no longer in existence, or where the details have changed, please inform the Democratic Services Section before the meeting (See front cover for contact details).*

25. **EXCLUSION OF THE PRESS AND PUBLIC**

To consider passing the following resolution to exclude the press and public from the meeting during consideration of an item containing "exempt" information:

**"DECISION:**

**Under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of "exempt information" as defined in paragraphs 2 and 3 of Part 1 of Schedule 12A of the Act."**

**PART 2**

**Not Open to Press and Public**

26. **MINUTES**

To approve as a correct record the exempt minutes of the meeting held on 27<sup>th</sup> February 2008. (Attached) [Exempt Minutes 27-02-08](#)

**TO: ALL MEMBERS OF WYRE FOREST DISTRICT COUNCIL**