



Minutes of the Annual Council Meeting held on Wednesday 11th May 2022 at 7.30pm in the Sportsman Meeting Room, Birchwood Leisure Centre, Longmead, Hatfield.

PRESENT:

Councillor James Bond	Councillor Caron Juggins
Councillor Jackie Brennan	Councillor Hazel Laming
Councillor Richard Brisbin	Councillor Linda Mendez
Councillor Eames-Petersen	Councillor Tim Rowse
Councillor Richard Griffiths	Councillor Tristan Wiltshire
Councillor Helena Goldwater	

ALSO PRESENT Nigel Hutton – Co-option candidate

OFFICERS: Jonah Anthony (Town Clerk)
Sam Frake (Head of Operations and Deputy Town Clerk)
Jane Anderson (Manager)

1. ELECTION OF TOWN MAYOR

Councillor Bond was elected Mayor for the ensuing Municipal Year and signed his acceptance of office.

2. ELECTION OF DEPUTY MAYOR

Two nominations were received for the post of Deputy Mayor; Councillor Wiltshire (proposed and seconded by Councillor Juggins and Councillor Brisbin) and Councillor Griffiths (proposed and seconded by Councillor Brennan and Councillor Laming). Following a vote of those present

RESOLVED: Councillor Tristan was elected Deputy Mayor for the ensuing Municipal Year and signed his acceptance of office.

3. PROPOSED CO-OPTION OF NEW COUNCILLOR FOR THE EAST WARD

Following a vacancy arising in the Hatfield East Ward, and no poll being claimed, the Town Clerk explained that the Council had advertised the vacancy and invited candidates for co-option. One application was received and Members invited Nigel Hutton to introduce himself and present his credentials. Following a short question and answer session, Mr Hutton was asked to leave the meeting whilst the Members deliberated and considered the co-option. It was proposed and seconded by Councillor Juggins and Councillor Rowse that Mr Hutton be co-opted onto the Council to fill the vacancy.

RESOLVED: that Nigel Hutton was co-opted onto the Council to fill the East Ward vacancy and signed his acceptance of office.

4. APOLOGIES

Apologies for absence were received from Councillor John Percival and Councillor Rory Craig (work).

5. DECLARATIONS OF INTEREST BY MEMBERS

No new declarations were made.

6. MINUTES

Members approved the minutes of 30th March 2022 as a correct record.

7. REVIEW AND ADOPTION OF REVISED STANDING ORDERS, COMMITTEES' TERMS OF REFERENCE AND FINANCIAL REGULATIONS

Report of the Town Clerk, presenting updated Standing Orders, Committee's Terms of Reference and Financial Regulations for review and adoption. It was noted that these documents would be kept on continuous review and should Members note any changes that were advisable, those amendments could be brought forward to subsequent meetings.

The Town Clerk highlighted paragraph 3.2 of the report which set out the changes that had been made to the Standing Orders. The Town Clerk also explained the reasoning behind disbanding the Sport & Leisure Committee. The aim was to have fewer, but more effective Council meetings, supported by Task and Finish Groups, comprehensive reports and a focus on decision making. Those areas previously covered by the Sport & Leisure Committee would be split between the new Resources, Operations and Estate Management Committee and the Planning, Environment and Policy Committee.

Following a question from Members, the Town Clerk confirmed that the Council and its Standing Committees would be able to create Sub-Committees and Task and Finish Groups as and when they were required. However these would need to be properly defined, with clear objectives, timescales and an agreed Chair.

Members noted an ambiguity with paragraph 4.7 of the Financial Regulations. It was agreed by Members that the text should be updated to make clear that reference to "excess of 15%" should be interpreted as referring to both overspend and underspend. A number of terminology updates were also noted (e.g. reference to Chairman and Vice Chairman in paragraph 11.1 a) v.) and it was agreed that these should be made before the document is reissued. The reports recommendations were proposed and seconded by Councillor Wiltshire and Councillor Rowse.

RESOLVED:

- a) that the revised Standing Orders (Annex A) are adopted;

- b) that the Committees' Terms of Reference (Annex B) are adopted;
- c) that the Financial Regulations (Annex C) are adopted subject to the changes and updates noted.

8. LEADER AND DEPUTY LEADER OF THE COUNCIL, AND LEADERS OF POLITICAL GROUPS

The Council recognised that Councillor Juggins, as Leader of the largest group (Conservatives), would be the Leader of the Council.

In line with the newly adopted Standing Orders, Councillor Juggins advised that she had nominated Councillor Brennan as Deputy Leader of the Council.

At the meeting the following Leaders and Deputy Leaders of the political groups were noted:

- Councillor Juggins and Councillor Wiltshire as the Leader and Deputy Leader of the Conservative Group
- Councillor Brennan and Councillor Rowse as Leader and Deputy Leader of the Liberal Democrats Group
- Councillor Eames-Petersen and Councillor Percival as Leader and Deputy Leader of the Labour Group.

9. QUESTION TIME

One question from the public was received at the meeting. A member of the public enquired about the outcome of the recent consultation on the proposed sport facilities and grounds. The Mayor confirmed that the consultation had concluded and the Council was reviewing the outcome and its implications, with a view to reporting back at subsequent meetings.

10. APPOINTMENT OF COMMITTEE AND SUB COMMITTEES

The Town Clerk circulated an amended proposal for Committee Membership following feedback from Members. It was noted that a space on the Establishment Committee would remain vacant at present. The revised proposals were proposed and seconded by Councillor Brennan and Councillor Juggins.

RESOLVED:

That the Committee Membership are agreed as follows:

Resources, Operations and Estate Management Committee: 7 Members

Chair: Cllr. T. Wiltshire

Vice Chair: Cllr. R. Griffiths

Members: Councillors Brisbin, Bond, Eames-Petersen, Goldwater, Percival

Planning, Environment & Policy Committee: 7 Members

Chair: Cllr. J. Brennan

Vice Chair: Cllr. L. Mendez

Members: Councillors Craig, Hutton, Laming, Mackay, Rowse,

Queen's Jubilee Grants Sub Committee: 3 Members

Chair: Cllr. J. Bond

Members: Councillors Griffiths, Mendez

Establishment Sub Committee: 4 Members (to include Chair/Vice Chair of Resources, Operations and Estate Management, Council Leader, Council Deputy Leader)

Chair: Cllr. C. Juggins

Vice Chair: J. Brennan

Members: Councillors T. Wiltshire, vacant

11. APPOINTMENT TO OUTSIDE BODIES

The Town Clerk spoke to the proposed appointments. The following amendments were made, in the understanding that these would be additional appointments and not replacement.

- Councillor Goldwater to be added to the Welwyn Hatfield Highways Liaison Meeting
- Councillor Rowse to be added to the Community Liaison Forum (University)
- Councillor Eames-Petersen to be added to the Ellenbrook Park Preservation Trust
- Councillor Goldwater replaces Councillor Brennan on the Police Liaison group

The proposals, as amended were proposed and seconded by Councillor Griffiths and Councillor Rowse.

RESOLVED:

That the appointments be made and confirmed, subject to confirmation that additional seats were permissible.

It was agreed that Councillor Hutton should have the opportunity to be appointed to one of the outside bodies which would utilise his skills and experience. An action was placed on the Town Clerk to follow up after the meeting with a view to proposing an appropriate appointment at the next meeting.

Members also noted that should a Member be unable to represent the Council at a meeting or event, another Member is able to substitute for them. It was agreed that this should be done through the Town Clerk to avoid any confusion.

12. DATE OF NEXT MEETING

Members noted that the next Full Council meeting would be 7.30pm on 22nd June 2022. Apologies were received in advance from Councillors Brennan and Rowse.

Closure: 20:22

Mayor