

**CANNOCK CHASE COUNCIL**  
**ANNUAL COUNCIL MEETING**  
**WEDNESDAY, 23 MAY, 2012 AT 4.00 P.M.**  
**COUNCIL CHAMBER, CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

Notice is hereby given of the above mentioned meeting of the Council, which you are summoned to attend for the purpose of transacting the business set out on the attached Agenda.

Prior to the commencement of the formal business the following will take place:

- Outgoing Chairman's Remarks.
- Youth Endeavour Award presentation.

Following the conclusion of the meeting, photographs will be taken of the new Chairman, Committee Chairmen and Members.



# **A G E N D A**

## **PART 1**

### **1. Apologies**

### **2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

To declare any personal or prejudicial interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

Under the Code of Conduct, if you declare a personal interest, you may remain in the meeting, take part in the debate and vote. If you declare a personal and prejudicial interest, and you have not obtained a dispensation from the Council's Standards Committee, you must withdraw from the meeting and not take any part in the debate unless the public are also allowed to attend the meeting to make representations, answer questions or give evidence relating to the business on the agenda. In such circumstance, whilst you are entitled to make representations, answer questions or give evidence, you must withdraw from the meeting and take no part in the debate or the decision making process.

### **3. Chairman of the Council**

To elect a Chairman of the Council for the Municipal year 2012-13.

### **4. Vice-Chairman of the Council**

To elect a Vice-Chairman of the Council for the Municipal year 2012-13.

### **5. Minutes**

To confirm the Minutes of the meeting of the Council held on 4 April, 2012, Minute Nos. 102 – 113 and 114 - 115, Page Nos. 60 – 64 and 65.

### **6. The Chairman's Announcements and Correspondence**

### **7. Form and Composition of the Cabinet**

To receive notification from the Leader of the Council of the number and identity of Cabinet Members, their portfolios and the allocation of responsibilities.

### **8. Leader of the Opposition**

To receive confirmation of acceptance of office of the Leader of the Opposition.

### **9. Form and Composition of the Shadow Cabinet**

To receive notification from the Leader of the Opposition of the number and identity of Shadow Cabinet Members, their portfolios and the allocation of responsibilities.

**10. Allocation of Seats to Political Groups to Committees and Other Bodies**

Report of the Chief Executive (Enclosure 10.1 – 10.5, plus attachment).

**11. Appointment of Members, Chairmen and Vice-Chairmen to the Council's Committees, Sub-Committees and Other Bodies**

Council is requested to consider:

- (i) The appointment of Chairman and Vice-Chairman to Committees provided that advance notification of any Political Group's proposed Chairman, Vice-Chairman and membership has been circulated by the Proper Officer to all Members at least 24 hours prior to the Annual Meeting;
- (ii) The appointment of Councillors to Committees as proposed by each of the Group Leaders.

(A schedule setting out the proposed Committee memberships together with the nominations for Committee Chairmen and Vice-Chairmen, as submitted by each of the political groups, will be circulated at the meeting).

**12. Notice of Motion**

To consider Motions submitted under Rule 6. The following Motion has been submitted by Councillor G. Adamson, Leader of the Council:

"This Council requests that the Cabinet allocate the land at the stadium site for use as public open space and sport and leisure purposes. The Cabinet is requested to remove the Stadium site from the list of land available for housing development."

**13. Representatives on Outside Bodies**

Report of the Chief Executive (Enclosure 13.1 – 13.4, plus attachments).

(A schedule of outside bodies, together with the nominations received by each of the Political Groups, will be circulated at the meeting).

**14. Authorisation to Advertise for Independent Member(s) under New Standards Regime**

Report of the Monitoring Officer (To follow).

**15. Appointment to Staffordshire Police and Crime Panel**

Report of the Chief Executive (To follow).



S.G. Brown  
Chief Executive

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Cannock.  
WS11 1BG



## **GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS**

### **DEFINITION OF WHAT IS A PERSONAL OR PREJUDICIAL INTEREST**

**A PERSONAL INTEREST** is one where your well-being or financial position, or those of a relative or friend would be affected by the decision.

You automatically have a personal interest if you have given notice in the Register of Members' Interests under Paragraph 14 and 15, e.g. if you are appointed to an outside body by the Council.

**A PREJUDICIAL INTEREST** is where a member of the public knowing the facts would reasonably regard the interest as so significant that it would prejudice your judgement of the public interest.

### **PLEASE MAKE IT CLEAR WHETHER IT IS A PERSONAL OR PREJUDICIAL INTEREST.**

It would be helpful if, prior to the commencement of the meeting, members informed Legal & Democratic Services Unit of any declarations of interest, of which you are aware. This will help in the recording of the declarations in the minutes of the meeting.

### **DECLARING INTERESTS AT FULL COUNCIL**

The Code of Conduct only requires that personal interests (or personal and prejudicial interests) are declared where the matter to which the interest relates is being considered. Some items will be mentioned in the papers for full Council but are not actually being considered by Full Council. In particular, some items are mentioned as having been dealt with in Cabinet but are not actually mentioned or discussed at full Council. In such circumstances the Monitoring Officer's advice to Members is that there is no need to declare an interest unless the particular matter is mentioned or discussed. As a general rule, Members only need to declare an interest at full Council in the following circumstances:

- Where a matter is before the Council for a decision and/or
- Where the matter in which the Member has an interest is specifically mentioned or discussed at the Council meeting.