

**MINUTES OF THE COUNCIL
HELD ON**

25 May 2023

7.30 - 8.19 pm

PRESENT

COUNCILLORS

Andrew Johnson (Chair)
Sue Livings (Vice-Chair)

David Carter	Colleen Morrison
Simon Carter	Kay Morrison
Joel Charles	O'Dell
Nick Churchill	Russell Perrin
Jodi Dunne	Daniella Pritchard
Tony Durcan	Nicky Purse
Tony Edwards	Matthew Saggars
Michael Garnett	Stacy Seales
James Griggs	Lanie Shears
Alastair Gunn	Clive Souter
Michael Hardware	John Steer
Maggie Hulcoop	Dan Swords
Eddie Johnson	Chris Vince
James Leppard	Mark Wilkinson
Ash Malik	

OFFICERS

Andrew Bramidge, Chief Executive
Emma Crouch, Corporate Support Officer
Simon Hill, Director of Governance and Corporate Services
Janet Jackson, Corporate and Democratic Services Manager
Hannah Marriott, Governance Support Officer

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Steve LeMay and Nancy Watson.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES**

RESOLVED that the minutes of the meeting held on 6 April 2023 are agreed as a correct record and signed by the Chair.

4. **COMMUNICATIONS FROM THE CHAIR**

The Chair welcomed Councillors Maggie Hulcoop, John Steer and Aiden O'Dell and congratulated them on their recent election as Councillors.

On behalf of Essex County Council, Councillor Eddie Johnson, outgoing Chair for Essex County Council, presented Councillor Tony Durcan with a certificate following his appointment as an Essex County Council Honorary Alderman.

The Chair advised that over the year he had attended many events across Essex and Hertfordshire. In total, he had raised £14,500 for his two charities, Harlow Rock School and Streets2Homes.

He presented both charities with cheques for £7,250.

The Chair advised that his year was filled with laughter and pride. Whilst he enjoyed all events that he attended and hosted throughout his year, there were a number of key events; Celebrate Harlow, the 70th Jubilee of HM Queen Elizabeth, the passing of HM Queen Elizabeth and the coronation of HM King Charles.

The Chair thanked his Vice Chair (Councillor Sue Livings), his wife, his daughter, his driver and council officers Emma Crouch, Janet Jackson and Rory Davis.

5. **PRESENTATION OF CIVIC AWARDS**

The Chair presented the following people and organisations Civic Awards in recognition of their commitment and contribution to the local community.

Carly Burd
Charlie Fisk
Yvonne Butler
Nigel Apps
Erik Thorpe
Harlow Running and Tri Club
Harlow Amateur Boxing Club
Alexandra Cunningham Lang
Ceylan Deniz

6. **ELECTION OF THE CHAIR OF THE COUNCIL AND DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Clive Souter proposed and Councillor Russell Perrin seconded the nomination of Councillor Andrew Johnson as Chair of the Council.

RESOLVED that Councillor Andrew Johnson is elected as Chair of the Council for 2023/24 and is invested with the chain and badge of office.

Councillor Johnson signed the Declaration of Acceptance of Office and gave an acceptance speech.

Councillor Johnson advised that he would announce his chosen charities at the next Full Council meeting.

7. **APPOINTMENT OF THE VICE CHAIR OF THE COUNCIL AND DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Dan Swords proposed and Councillor James Leppard seconded the nomination of Councillor Sue Livings as Vice Chair of the Council.

RESOLVED that Councillor Sue Livings is appointed as Vice Chair of the Council for 2023/24 and is invested with the chain and badge of office.

Councillor Sue Livings signed the Declaration of Acceptance of Office.

8. **ELECTION OF LEADER OF THE COUNCIL**

Councillor Mike Garnett proposed and Councillor David Carter seconded the nomination of Councillor Dan Swords as Leader of the Council.

RESOLVED that Councillor Dan Swords is elected as Leader of the Council.

9. **APPOINTMENT TO THE CABINET**

RESOLVED that Council notes that the following Councillors are appointed to the Cabinet as set out in the agenda:

Councillor David Carter – Deputy Leader and Portfolio Holder for Housing

Councillor Nicky Purse – Portfolio Holder for Sustainability and Environment

Councillor James Leppard – Portfolio Holder for Finance and Governance

Councillor Stacy Seales – Portfolio Holder for Community

Councillor Michael Hardware – Portfolio Holder for Economic Development

Councillor John Steer – Additional Attendee

10. **APPOINTMENT TO COMMITTEES, SUB COMMITTEES AND PANELS OF THE COUNCIL AND THEIR CHAIRS AND VICE CHAIRS**

Full Council received a report on appointments to committees, sub committees and panels of the council.

RESOLVED that:

- A** The Council notes the political balance calculations for 2023/24 and agrees that Committee seats are allocated to political groups as set out in the report in Tables 1 and 2.
- B** Councillors are appointed as members/substitute members of Council Committees, Sub Committees and Panels as set out in Appendix A.
- C** Chairs and Vice Chairs of Committees, Sub Committees and Panels are appointed as set out in Appendix A.

11. **APPOINTMENT OF MEMBER CHAMPIONS**

RESOLVED that Councillors are appointed as Member Champions as appended to the minutes.

12. **APPOINTMENT OF COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

RESOLVED that Councillors are nominated for appointment to the outside bodies as appended to the minutes.

13. **CALENDAR OF MEETINGS 2023/24**

RESOLVED that the calendar of meetings for 2023/24, as appended to the minutes, be approved.

14. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COUNCIL

Portfolio Holders 2023/24	
Leader of the Council	Dan Swords
Deputy Leader and Portfolio Holder for Housing	David Carter
Portfolio Holder for Sustainability and Environment	Nicky Purse
Portfolio Holder for Finance and Governance	James Leppard
Portfolio Holder for Community	Stacy Seales
Portfolio Holder for Economic Development	Michael Hardware
Additional Attendees	
John Steer	
Opposition Spokespeople 2023/24	
Leader of the Opposition and Opposition Spokesperson for Finance	Chris Vince
Deputy Leader of the Opposition	Tony Edwards
Opposition Spokesperson for Housing	Mark Wilkinson
Opposition Spokesperson for Community	Daniella Pritchard
Opposition Spokesperson for Governance	Lanie Shears
Opposition Spokesperson for Economic Development	Tony Durcan
Opposition Spokesperson for Sustainability and Environment	Nancy Watson

Nominations for Appointment to Committees, Sub Committees, Panels and Substitutes 2023/24

Audit & Standards Committee (8)	Hearing Sub Committee (6)
Simon Carter (c)	Eddie Johnson (c)
Colleen Morrison (vc)	Matthew Saggars (vc)
Jodi Dunne	Jodi Dunne
Tony Durcan	Tony Durcan
Eddie Johnson	Mike Garnett
Ash Malik	Aiden O'Dell
Aiden O'Dell	James Leppard (sub)
Matthew Saggars	Colleen Morrison (sub)
Andrew Johnson (sub)	Chris Vince (sub)
Stacy Seales (sub)	
Chris Vince (sub)	
Scrutiny Committee (8)	Call In Sub Committee
Tony Edwards (c)	The membership of the Call In Sub Committee is to be the same as the Scrutiny Committee
Alastair Gunn (vc)	
James Griggs	
Eddie Johnson	
Ash Malik	
Colleen Morrison	
Kay Morrison	
Matthew Saggars	
Tony Durcan (sub)	
Mike Garnett (sub)	
Sue Livings (sub)	
Clive Souter (sub)	
Lanie Shears (sub)	
Mark Wilkinson (sub)	
Licensing Committee (10)	Licensing Sub Committee & Regulatory Sub Committee
Nick Churchill (c)	Licensing Committee & Regulatory Sub Committee members form a pool from which individual Licensing Sub Committees & Regulatory Sub Committees of 3 members are drawn
Clive Souter (vc)	
Joel Charles	
Jodi Dunne	
James Griggs	
Alastair Gunn	
Andrew Johnson	
Ash Malik	
Lanie Shears	
John Steer	

Development Management Committee (8)

Mike Garnett (c)

Sue Livings (vc)

Maggie Hulcoop

James Leppard

Kay Morrison

Nicky Purse

John Steer

Nancy Watson

Simon Carter (sub)

Tony Edwards (sub)

Andrew Johnson (sub)

Clive Souter (sub)

Appointments Panel (3)

Dan Swords (c)

David Carter (vc)

Chris Vince

Tony Edwards (sub)

Civic Awards Panel (4)

Andrew Johnson (c)

Sue Livings (vc)

James Griggs

Matthew Saggars

Maggie Hulcoop (sub)

Chief Executive's Appraisal Panel (3)

Dan Swords (c)

David Carter (vc)

Chris Vince

Tony Edwards (sub)

Member Champions 2023/24

Champion	Nominations
Arts, Culture and Heritage	Sue Livings
Domestic Abuse	Lanie Shears
Community Wellbeing	James Griggs
For the Neighbourhoods	Colleen Morrison
IT and Digital Transformation	Matthew Saggars
Mental Health and Wellbeing	Nick Churchill

Council Representatives on Outside Bodies 2023/24

Outside Body	Appointments
Active Harlow Partnership	Stacy Seales
Age Concern	Maggie Hulcoop
Citizens Advice Bureau	James Griggs
District Councils' Network	Dan Swords David Carter (Sub)
East of England Local Government Association	Dan Swords David Carter (Sub)
Epping Forest Community Transport	Simon Carter
Essex County Council's Essex Health Overview and Scrutiny Committee	Stacy Seales
Essex Police and Crime Panel	Mike Garnett
Fawbert & Barnard Educational Foundation	Sue Livings (12/3/21) Joel Charles (25/5/21) Tom Newens (29/5/21) <i>(Three year terms of office)</i>
Great Parndon Community Association Board	Tony Durcan
Harlow Art Trust	Sue Livings
Harlow Homelessness Prevention Partnership	Maggie Hulcoop
Harlow Occupational Health Service	Tony Edwards
Harlow Recreation Trust Fund – Advisory Panel	<i>Appointed when vacancies arise</i>
Harlow-Stansted Gateway Transportation Board	Michael Hardware
Local Government Association General Assembly	Dan Swords David Carter (Sub)
Local Government Association District Council's Network Assembly	Dan Swords David Carter (Sub)
PATROL Adjudication Joint Committee	Tony Durcan

Playhouse Trust	Sue Livings
Safer Harlow Partnership	Stacy Seales
St Johns Arts & Recreation Association	Sue Livings
Stansted Airport Consultative Committee	Michael Hardware
Town Centre Partnership	Dan Swords
Veolia Partnership Board	James Leppard
Waste Member Partnership Board and IAA Member Working Group	James Leppard
Welfare Panel	David Carter Simon Carter Nick Churchill James Griggs Tony Edwards Sue Livings Kay Morrison Lanie Shears John Steer
Young Concern Trust	Stacy Seales

Meeting Schedule 2023/24

	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Full Council (6 + (a))		20		21		2	14		22 Budget		11	23 (a)
Cabinet (6)		13		7	12	30			15 Budget	21		
Audit and Standards (4)	28	26 Audit of Accounts				22				6		
Development Management (11)	7	5	16	13	11	8	6	10	7	13	10	
Licensing (5)		4		5		14		16		5		
Licensing/ Regulatory Sub Committee (9)		25	15	19	17	21		23	20	19	16	
Scrutiny (5)		11		12			5		6	12		
Shareholder Sub Committee (3)				27		15				27		