

**MINUTES OF THE COUNCIL
HELD ON**

21 May 2020

7.30 - 8.26 pm

PRESENT

COUNCILLORS

Clive Souter (Chair)
Maggie Hulcoop (Vice-Chair)

David Carter	Andrew Johnson
Simon Carter	Eddie Johnson
Joel Charles	Shona Johnson
Nick Churchill	Sue Livings
Jean Clark	Frances Mason
Mike Danvers	Stefan Mullard
Jodi Dunne	Russell Perrin
Bob Davis	Danny Purton
Tony Durcan	Lanie Shears
Tony Edwards	John Strachan
Michael Garnett	Emma Toal
Michael Hardware	Chris Vince
Eugenie Harvey	Phil Waite
Mark Ingall	Nancy Watson
Shannon Jezzard	Mark Wilkinson

OFFICERS

Brian Keane, Chief Executive
Hannah Criddle, Governance
Support Officer
Simon Hill, Head of
Governance
Adam Rees, Governance
Support Officer
Lisa Thornett, Corporate and
Governance Support Officer

58. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Tony Hall.

59. **DECLARATIONS OF INTEREST**

None.

60. **REPORTS FROM OFFICERS**

a) Virtual Committee Procedure Rules

Councillor Mark Ingall proposed and Councillor Eugenie Harvey seconded the formal ratification of the decision of the Chief Executive to adopt the Virtual Committee Procedure Rules (attached as Appendix A to the report).

RESOLVED that the Virtual Committee Procedure Rules are adopted with immediate effect until 7 May 2021 and are inserted into Part 4 of the Constitution.

61. **MINUTES**

RESOLVED that the minutes of the meetings held on 30 January 2020 and 27 February 2020 are agreed as correct records and signed by the Chair.

62. **COMMUNICATIONS FROM THE CHAIR**

The Chair of the Council, Councillor Clive Souter, welcomed everyone to the first virtual Council meeting. The Chair held a minute's silence for the victims of the Covid-19 pandemic.

The Chair announced that he had raised £11,800 for his two chosen charities. The Chair had personally topped the amount raised up to £12,000. Livewire and Addenbrooks Renal Unit would both be presented with a cheque for £6,000 each for 2019/20.

The Chair gave his thanks for the Municipal Year. Councillor Souter gave his thanks to Councillor Frances Mason for donating to his two chosen charities each month. He also thanked Playhouse Manager Rory Davies, Vice-Chair Councillor Maggie Hulcoop, Corporate and Governance Support Officer Lisa Thornett and his wife, Stephanie, for their support throughout the year.

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

Councillor Emma Toal proposed and Councillor Mark Wilkinson seconded the nomination of Councillor Maggie Hulcoop as Chair of the Council.

RESOLVED that Councillor Maggie Hulcoop is elected as Chair of the Council for 2020/21 and is invested with the chain and badge of office.

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

She thanked her colleagues for her appointment as Chair of the Council and also thanked Councillor Clive Souter for his service to the town during his term in office.

Councillor Hulcoop announced that her chosen charities would be Petals and Mind.

From this point, Councillor Hulcoop chaired the meeting.

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

Councillor Chris Vince proposed and Councillor Frances Mason seconded the nomination of Councillor Bob Davis as the Vice Chair of the Council.

RESOLVED that Councillor Bob Davis is appointed as Vice Chair of the Council for 2020/21 and is invested with the chain and badge of office.

Councillor Davis signed the Declaration of Acceptance of Office.

65. **APPOINTMENT TO THE CABINET**

Councillor Mark Ingall announced his Cabinet as follows:

Councillor Eugenie Harvey – Deputy Leader and Portfolio Holder for Resilience and Recovery

Councillor Chris Vince – Portfolio Holder for Community and Wellbeing

Councillor Tony Durcan – Portfolio Holder for Growth and Prosperity

Councillor Danny Purton – Portfolio Holder for Environment

Councillor Frances Mason – Portfolio Holder for Governance, Equality and Diversity

Councillor Mark Wilkinson – Portfolio Holder for Housing

Councillor Mike Danvers – Portfolio Holder for Resources

Councillor Ingall thanked Councillors Lanie Shears and John Strachan for their work last year.

66. **APPOINTMENT TO COMMITTEES, SUB COMMITTEES AND PANELS OF THE COUNCIL AND THEIR CHAIR AND VICE CHAIR**

RESOLVED that Councillors are appointed as members/substitute members of Council Committees, Sub Committees and Panels as appended to the minutes.

67. **APPOINTMENT OF MEMBER CHAMPIONS**

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

68. **NOMINATIONS FOR APPOINTMENT OF COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

RESOLVED that the Council representatives nominated for appointment to the outside bodies as appended to the minutes.

69. **REFERENCES FROM CABINET AND COMMITTEES**

- a) Referral from Audit and Standards Committee - Amendments to Code of Conduct

Councillor Stefan Mullard proposed and Councillor Eugenie Harvey seconded the adoption of the revised Code of Conduct (attached as Appendix A to the report).

RESOLVED that the revised Code of Conduct was adopted subject to the amendment of paragraph 14.1 of the Code to set a limit of £25 or totalling £50 over a year from a single source.

- b) Referral from Licensing Committee - Updated Licensing Committee Terms of Reference

Councillor Stefan Mullard proposed and Councillor Eugenie Harvey seconded the adoption of the Licensing Committee, Licensing Sub Committee and Regulatory Sub Committee Terms of Reference (attached as Appendix A to the report).

RESOLVED that the Licensing Committee, Licensing Sub Committee and Regulatory Sub Committee Terms of Reference were adopted.

70. **CALENDAR OF MEETINGS 2020/21**

RESOLVED that the calendar of meeting for 2020/21, as amended at the meeting and as appended to the minutes, is approved.

71. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COUNCIL

Nominations for Appointment to Committees, Sub Committees, Panels and Substitutes 2020/21

Audit & Standards Committee (10)	Hearing Sub Committee (6)
Stefan Mullard (c)	Stefan Mullard (c)
Shannon Jezzard (vc)	Eddie Johnson (vc)
Simon Carter	Simon Carter
Jean Clark	Jodi Dunne
Jodi Dunne	Shannon Jezzard
Michael Hardware	Russell Perrin
Maggie Hulcoop	Joel Charles (sub)
Eddie Johnson	Tony Edwards (sub)
Frances Mason	Andrew Johnson (sub)
Russell Perrin	Frances Mason (sub)
Joel Charles (sub)	
Nick Churchill (sub)	
Tony Edwards (sub)	
Tony Hall (sub)	
Andrew Johnson (sub)	
Chris Vince (sub)	
Scrutiny Committee (10)	Call In Sub Committee (7)
Tony Edwards (c)	David Carter (c)
David Carter (vc)	Emma Toal (vc)
Simon Carter	Simon Carter
Joel Charles	Joel Charles
Bob Davis	Bob Davis
Maggie Hulcoop	Maggie Hulcoop
Shannon Jezzard	Nancy Watson
Shona Johnson	Nick Churchill (sub)
Emma Toal	Andrew Johnson (sub)
Nancy Watson	Eddie Johnson (sub)
Nick Churchill (sub)	Shona Johnson (sub)
Michael Hardware (sub)	
Andrew Johnson (sub)	
Stefan Mullard (sub)	
Russell Perrin (sub)	
Phil Waite (sub)	
Licensing Committee (10)	Licensing Sub Committee & Regulatory Sub Committee
Shannon Jezzard (c)	Licensing Committee & Regulatory Sub Committee members form a pool from which individual Licensing Sub Committees & Regulatory Sub Committees of 3
Nancy Watson (vc)	
Nick Churchill	
Tony Edwards	

Mike Garnett	members are drawn
Tony Hall	
Maggie Hulcoop	
Andrew Johnson	
Lanie Shears	
John Strachan	
Development Management Committee (10)	
Phil Waite (c)	
Nancy Watson (vc)	
Jean Clark	
Mike Danvers	
Bob Davis	
Mike Garnett	
Michael Hardware	
Maggie Hulcoop	
Sue Livings	
Clive Souter	
Simon Carter (sub)	
Jodi Dunne (sub)	
Tony Hall (sub)	
Andrew Johnson (sub)	
Shona Johnson (sub)	
Stefan Mullard (sub)	
Appointments Panel (3)	
Civic Awards Panel (4)	
Mark Ingall (c)	Maggie Hulcoop (c)
Eugenie Harvey (vc)	Bob Davis (vc)
Eddie Johnson	Shona Johnson
Andrew Johnson (sub)	Chris Vince
Chief Executive's Appraisal Panel (3)	
Harlow Fairness and Diversity Partnership (4)	
Mark Ingall (c)	Mark Ingall
Eugenie Harvey (vc)	Shona Johnson
Andrew Johnson	Sue Livings
Joel Charles (sub)	Frances Mason
	Eugenie Harvey (sub)
	Nick Churchill (sub)

Member Champions 2020/21

Champion	Nominations
Highways and Infrastructure	Danny Purton
Mental Health	Shannon Jezzard
IT	John Strachan

Council Representatives on Outside Bodies 2020/21

Outside Body	Appointments
Active Harlow Partnership	Eugenie Harvey
Age Concern	Bob Davis
Citizens Advice Bureau	John Strachan
District Councils' Network	Mark Ingall
East of England Local Government Association	Mark Ingall Eugenie Harvey (substitute)
Epping Forest Community Transport	Danny Purton
Essex County Council's Essex Health Overview and Scrutiny Committee	Tony Edwards
Essex Police and Crime Panel	Frances Mason Mike Danvers (substitute)
Fawbert & Barnard Educational Foundation	Sue Livings (12/11/20) Eugenie Harvey (25/5/20) Joel Charles (25/5/20) Tom Newens (29/5/21) <i>(Three year terms of office)</i>
Great Parndon Community Association Board	Danny Purton
Harlow Art Trust	Tony Edwards
Harlow Arts Council	Jean Clark
Harlow Homelessness Prevention Partnership	Maggie Hulcoop
Harlow Occupational Health Service	Frances Mason
Harlow Recreation Trust Fund – Advisory Panel	<i>The Trust to advise when vacancies arise</i>
Harlow-Stansted Gateway Transportation Board	Danny Purton
Local Government Association General Assembly	Mark Ingall Mike Danvers (substitute)

Local Government Association District Council's Network Assembly	Mark Ingall Eugenie Harvey (substitute)
PATROL Adjudication Joint Committee	Mike Danvers
Playhouse Trust	Stefan Mullard
Safer Harlow Partnership	Lanie Shears Frances Mason John Strachan
Shopmobility Management Committee	Maggie Hulcoop
St Johns Arts & Recreation Association	Sue Livings
Stansted Airport Community Trust Fund	Eugenie Harvey
Stansted Airport Consultative Committee	Danny Purton Tony Durcan (substitute)
Town Centre Partnership	Tony Durcan Tony Edwards (substitute)
Veolia Partnership Board	Danny Purton Mike Danvers (substitute)
Waste Member Partnership Board and IAA Member Working Group	Danny Purton Mark Ingall
Welfare Panel	David Carter Simon Carter Nick Churchill Nancy Watson Bob Davis Tony Edwards Mark Ingall Sue Livings Frances Mason Phil Waite Lanie Shears
Young Concern Trust	Mark Ingall

Meeting Schedule 2020/21

	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Full Council (6 + (s) + (a))			16		17	29		10	28 Budget	25 (s) Council Tax Resolution		1	27 (a)
Cabinet (7)			9		10	15		3	21 Budget	25	25		
Audit and Standards (4)		10		27 Audit of Accounts			25				3		
Development Management (12)	27	3	1	19	16	14	11	9	13	10	17	14	
Licensing (5)			7		8		17		19		9		
Licensing/ Regulatory Sub Committee (10)		16	28	18	22	27	24		26	23	23	20	
Cabinet Overview Working Group (5)				6		8	26		14		11		
Scrutiny (6)			14		1	13		1		9	16		
Shareholder Sub Committee (2)			21								18		

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