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North Devon Council
Brynsworthy Environment Centre
Barnstaple
North Devon EX31 3NP

K. Miles
Chief Executive.

To: All Members of the Council
and Chief Officers

NOTE: PLEASE NOTE THAT PRAYERS WILL BE SAID AT 6.20 P.M. PRIOR TO THE COUNCIL MEETING FOR ANY MEMBER WHO WISHES TO ATTEND

ANNUAL COUNCIL MEETING

YOU ARE HEREBY SUMMONED to attend a Annual meeting of **NORTH DEVON COUNCIL** to be held in the Crematorium Meeting Room - North Devon Crematorium on **WEDNESDAY, 6TH APRIL, 2022 at 7.00 pm.**

(NOTE: A location plan for the Brynsworthy Environment Centre is attached to the agenda front pages. From the 7 May 2021, the law requires all councils to hold formal meetings in person. The council is also ensuring that all venues used are Covid secure and that all appropriate measures are put in place. There are a limited number of spaces available for members of the public to attend. Please check the Council's website for the latest information regarding the arrangements that are in place and the requirement to book a place 2 working days prior to the meeting [Taking part in meetings \(northdevon.gov.uk\)](http://northdevon.gov.uk))

A handwritten signature in black ink, appearing to read 'K. Miles', is written over a light blue horizontal line.

Chief Executive

AGENDA

8. Appointment of Committees (Pages 9 - 14)
Report by Chief Executive (attached).

It is RECOMMENDED:

If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253

29.03.22

GUIDANCE NOTES FOR RULES OF DEBATE AT MEETINGS OF COUNCIL

Part 4, Council Procedure Rules of the Constitution

The basics

At a meeting of Full Council, Members shall stand when speaking unless unable to do so and shall address the Chair.

While a Member is speaking, other Members shall remain seated unless rising for a point of order, a point of information or in personal explanation.

No speeches may be made after the mover had moved a proposal and explained the purpose of it until the motion has been seconded.

Unless notice of motion has already been given, the Chair may require it to be written down and handed to him before it is discussed.

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

Speeches must be directed to the question under discussion or to be personal explanation or point of order.

A speech by the mover of a motion may not exceed 5 minutes without the consent of the Chair.

Speeches by other Members may not exceed 3 minutes without the consent of the Chair, unless when the Council's annual budget is under discussion, the leader of each political group on the Council may speak for up to 5 minutes or such longer period as the Chair shall allow.

The rules of Question Time

At a meeting of the Council, other than the Annual meeting, a Member of the Council may ask the Leader or the chair of a committee any question without notice upon an item of the report of a committee when that item is being received or under consideration by the Council.



North Devon Council protocol on recording/filming at Council meetings

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

Notes for guidance:

Please contact either our Corporate and Community Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Corporate and Community Services team on **01271 388253** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.

North Devon Council offices at Brynsworthy, the full address is:
Brynsworthy Environment Centre (BEC), Roundswell,
Barnstaple, Devon, EX31 3NP.

Sat Nav postcode is EX31 3NS.

At the Roundswell roundabout take the exit onto the B3232, after about ½ mile take the first right, BEC is about ½ a mile on the right.

Drive into the site, visitors parking is in front of the main building on the left hand side.

On arrival at the main entrance, please sign in using the Track and Trace App and follow the signage and instructions in order to access the Meeting Rooms. Alternatively, dial 8253 for Corporate and Community Services if you have any problems.



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Table 3 Group Nominations to Committees:						
	Liberal Democrat	Conservative	Independent	Green Group	N D	Independents
Building Control Joint Committee	○ Tucker	○ Yabsley				
Governance Committee	○ Bushell ○ Phillips ○ Roome ○ Topps ○ Walker	○ Henderson ○ Turton	○ Campbell			○ Luggar
Harbour Board	○ Fowler ○ Wilkinson	○ Turton	○ Campbell			

Table 3 Group Nominations to Committees:					
	Liberal Democrat	Conservative	Independent	Green Group	N D Independents
Licensing and Community Safety Committee	<ul style="list-style-type: none"> ○ Cann ○ Hunt ○ Orange ○ D. Spear ○ E. Spear ○ Tucker ○ York 	<ul style="list-style-type: none"> ○ Bulled ○ Henderson ○ Yabsley 	<ul style="list-style-type: none"> ○ Biederman ○ Campbell ○ Gubb 	<ul style="list-style-type: none"> ○ Pearson 	<ul style="list-style-type: none"> ○ Chesters
North Devon Crematorium Joint Committee	<ul style="list-style-type: none"> ○ Cann ○ Lovering ○ Phillips ○ Walker 	<ul style="list-style-type: none"> ○ Bulled ○ Davis 	<ul style="list-style-type: none"> ○ Gubb 		

Table 3 Group Nominations to Committees:					
	Liberal Democrat	Conservative	Independent	Green Group	N D Independents
Planning Committee	<ul style="list-style-type: none"> ○ Davies ○ Fowler ○ Leaver ○ D. Spear ○ E. Spear ○ Tucker 	<ul style="list-style-type: none"> ○ Crabb ○ Jenkins ○ Yabsley 	<ul style="list-style-type: none"> ○ Gubb ○ Ley ○ Mackie ○ Prowse 	<ul style="list-style-type: none"> ○ Mack 	<ul style="list-style-type: none"> ○ Chesters
Policy Development Committee	<ul style="list-style-type: none"> ○ Hunt ○ Roome ○ D. Spear ○ Walker ○ York 	<ul style="list-style-type: none"> ○ Bulled ○ Jenkins 	<ul style="list-style-type: none"> ○ Campbell ○ Mackie 		<ul style="list-style-type: none"> ○ Luggar

Table 3 Group Nominations to Committees:						
	Liberal Democrat	Conservative	Independent	Green Group	N D Independents	
Strategy and Resources Committee	<ul style="list-style-type: none"> ○ Knight ○ Lofthouse ○ E. Spear ○ Wilkinson ○ Worden 	<ul style="list-style-type: none"> ○ Crabb ○ Yabsley 	<ul style="list-style-type: none"> ○ Prowse ○ Patrinos 	<ul style="list-style-type: none"> ○ Pearson 	<ul style="list-style-type: none"> ○ Lane 	
Planning Committee Reserve List for substitutions	<ul style="list-style-type: none"> ○ Bushell ○ Hunt ○ Phillips ○ Walker 	<ul style="list-style-type: none"> ○ Barker ○ Bulled 	<ul style="list-style-type: none"> ○ Biederman 	<ul style="list-style-type: none"> ○ Pearson 	<ul style="list-style-type: none"> ○ Lane 	

4. Council must also appoint the following Chairs and Vice Chairs.

Table 4	Chair	Vice-Chair
Committee:		
Governance Committee	Roome	Phillips
Harbour Board	Fowler	Wilkinson
Licensing and Community Safety Committee	York	Hunt
Planning Committee	Ley	Mackie
Policy Development Committee (see note below)	D. Spear	Campbell
Strategy and Resources Committee (see note below)	Worden	Prowse

Notes on Table 4:

Policy Development Committee

- The Chair of the Committee may not be a member of the Strategy and Resources Committee.

Strategy and Resources Committee

- The Chair shall be the Leader of the Council.

Building Control Joint Committee and North Devon Crematorium Joint Committee

- As these are Joint Committees with other Local Authorities, appointment of Chair and Vice Chair will be made at the first meeting of the Joint Committee.

5. Council can also appoint to the Local Government Association for 2022/23

Table 5		
Local Government Association:		
General Assembly (1 Councillor)	Leaver	
South West Branch (1 Councillor)	Yabsley	
Coastal Issues Group (2 Councillors)	Wilkinson	Davis
District Council's Network Assembly (1 Councillor + Chief Executive)	Cllr Worden (Substitute Councillor Prowse) and Chief Executive	