



## Public Document Pack

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 5.55 P.M. PRIOR TO THE COUNCIL MEETING FOR ANY MEMBER WHO WISHES TO ATTEND**

### **EXTRAORDINARY COUNCIL MEETING**

**YOU ARE HEREBY SUMMONED** to attend a Extraordinary meeting of **NORTH DEVON COUNCIL** to be held in the Barum Room - Brynsworthy on **WEDNESDAY, 25TH SEPTEMBER, 2019 at 5.45 pm.**

A handwritten signature in black ink, appearing to read "K. Miles", written in a cursive style.

**Chief Executive**

### **AGENDA**

1. Apologies for absence
2. Business brought forward by or with the consent of the Chairman
3. Declarations of Interest  
**(NB. Members only need to re-declare any interests previously declared at Committee and Sub-Committee meetings if the item is discussed at Council).**
4. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

### **PART A**

5. **Appointment of Aldermen/Alderwomen** (Pages 7 - 10)  
Report by Chief Executive (attached).

### **PART B (CONFIDENTIAL RESTRICTED INFORMATION)**

Nil.

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

17.09.19

## **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 dial 8253 for Corporate and Community Services.



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Open

## NORTH DEVON COUNCIL

**REPORT TO: EXTRAORDINARY COUNCIL**  
**DATE: 25<sup>TH</sup> SEPTEMBER 2019**  
**TOPIC: APPOINTMENT OF ALDERMEN/ALDERWOMEN**  
**REPORT BY: CHIEF EXECUTIVE**

### 1 INTRODUCTION

- 1.1 Section 249 of the Local Government Act 1972, empowers the Council to confer the title of Honorary Alderman. The title can be conferred on persons who have, in the opinion of the Council, rendered eminent services as past Members of that Council, but who are not then Councillors. NDC's Constitution also provides for the appointment honorary Aldermen/Alderwomen.
- 1.2 The Procedures Committee at its meeting on 20th February 2012 considered the process for the appointment of Honorary Aldermen and recommended that the appointment of Aldermen be considered every four years following the ordinary election of Councillors.
- 1.3 At the last Full Council, Members considered whether to hold an extraordinary Council to consider the possible appointment of Honorary Aldermen and decided to do so.
- 1.4 Group Leaders have been asked to make nominations and these form the recommendations below.

### 2 . RECOMMENDATIONS

That Council appoint the following people to be Honorary Aldermen/Alderwomen in recognition of the long and eminent service that each has given to North Devon Council, to local government and to the community:-

Des Brailey  
Michael Edmunds  
Faye Webber

### 3 REASONS FOR RECOMMENDATIONS

- 3.1 To obtain Council's view on whether it wishes to confer the title of Honorary Aldermen/Alderwomen on the three nominations.

## 4 REPORT

4.1 The Act provides for the title of Honorary Aldermen/Alderwomen to be conferred on persons who have, in the opinion of the Council, rendered eminent services to the Council as past Members of that Council, but who are not then Councillors.

4.2 To do this the Act requires:

- a specially convened extraordinary Council meeting for the appointment of the title of Honorary Aldermen/Alderwomen.
- a Council resolution passed by two-thirds of the Members voting

4.3 Any Alderman/Alderwoman subsequently elected a Member of the Council would no longer be entitled to be addressed as Honorary Alderman/Alderwoman or to attend or take part in any civic ceremonies of the Council in that capacity.

4.4 An Honorary Alderman/Alderwoman may attend and take part in such civic ceremonies as the Council decide, but doesn't have the right to:

- attend and take part in Council meeting or committees, or
- receive such allowances or other payment as are payable to Members of the Council

4.5 Nominations have been sought from Group Leaders and these are reflected in the recommendations.

## 5 RESOURCE IMPLICATIONS

5.1 None, except the potential convening of a special Council meeting and the printing of a certificate.

## 6 EQUALITIES ASSESSMENT

6.1 There are not any equalities impacts anticipated as a result of this report.

## 7 CONSTITUTIONAL CONTEXT

Article or Appendix and paragraph	Referred or delegated power?
Article 4, paragraph 4.5.10	Delegated

## 8 STATEMENT OF CONFIDENTIALITY

8.1 Nothing in this report is confidential.



## 9 BACKGROUND PAPERS

### 9.1 Local Government Act 1972

### 9.2 Background papers will be available for inspection and will be kept by the author of the report.

Author: Ken Miles/Bev Triggs      Date: 16<sup>th</sup> September 2019

Reference: 2019.09.25 extraordinary council honorary alderman

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