



## 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 G107, 1st Floor, South West Institute Development Building, Petroc, Barnstaple - Petroc College on **WEDNESDAY, 4TH OCTOBER, 2023 at 6.00 pm.**

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

**Chief Executive**

### **AGENDA**

1. Apologies for absence
2. Business brought forward by or with the consent of the Chair
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 9 - 12)

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

Nil.

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

26.09.23

## **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. Members of the public that attend meetings must be aware that these meetings are open to the public and so therefore both individuals and the Council itself have the right to record the meeting. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chair of the meeting will make sure any request not to be filmed 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 Chair 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 recording should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be filmed. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be filmed must advise the Chair at the earliest opportunity to allow them to be directed to an area in the room where they will not be caught on camera. Subject to paragraphs 1, 2 and 3 above, audio recordings shall be permitted at all times during public meetings.
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](mailto:memberservices@northdevon.gov.uk) or the Communications Team on **01271 388278**, email [communications@northdevon.gov.uk](mailto:communications@northdevon.gov.uk).

Room G107 is located on the first floor of the South West Institute Development building at Petroc, Old Sticklepath Hill, Barnstaple, Devon EX31 2BQ. A lift is available to the first floor.

The following page shows a location plan of Petroc.

G Block on the plan indicates the South West Institute Development building.

### **Parking**

Point 5 on the plan indicates the short stay car park which is located adjacent to the South West Institute Development building which is free to park after 5.00 p.m.

### **Cycle Racks**

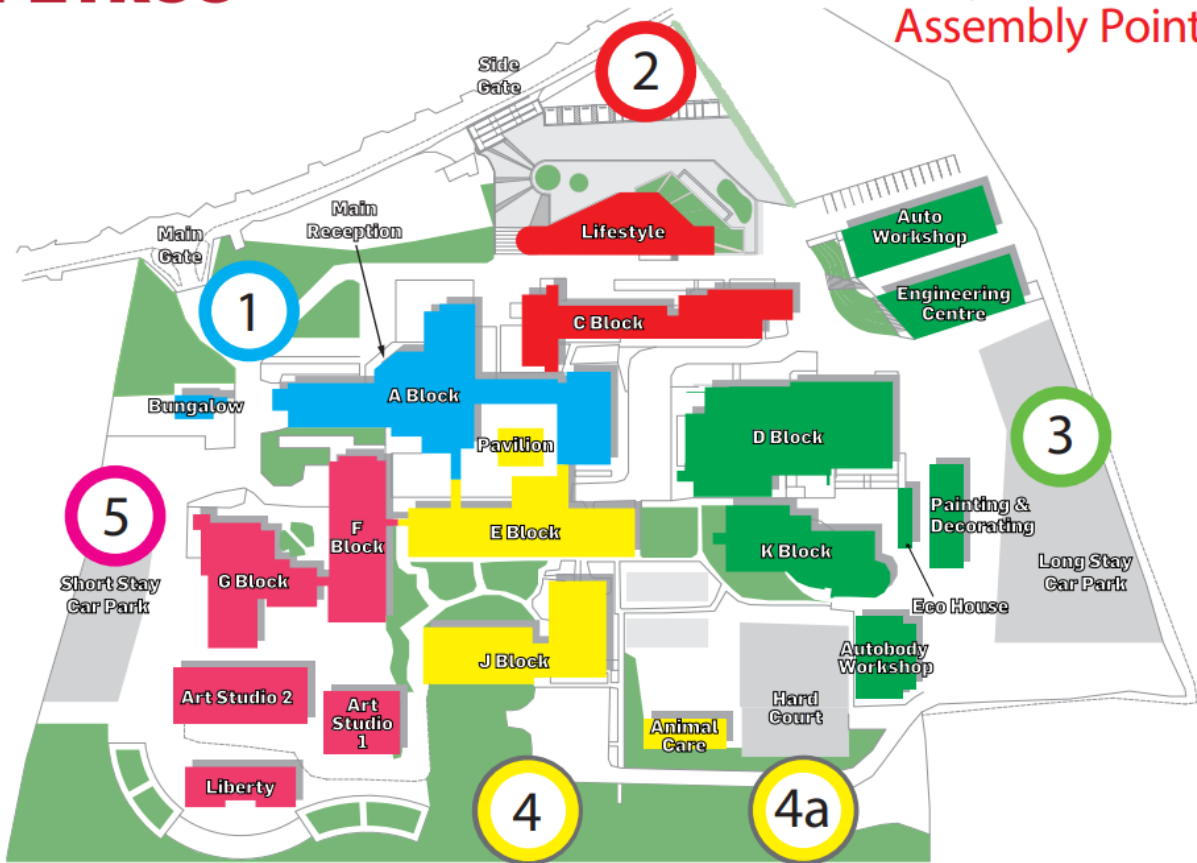
Covered cycle racks are located on the grassed area opposite Petroc's main reception, before the Lifestyle building.

### **Bus Routes**

Stops in **Sticklepath Hill** (East bound) bus service 310  
Wrey Arms (West bound) bus services 5B, 21, 21A, 21C, 62C, 322, 386, 646, 815, 821, 903, 921  
([Sticklepath, Barnstaple – Bus Times](#))

### **Fire evacuation procedures**

Fire evacuation procedures - Upon hearing a constant 2-tone alarm, please leave the building via your nearest marked fire exit and make your way to the nearest assembly point which is the short stay car park (Point 5 on the map). Lifts are not to be used. Please do not take time to pick up personal belongings and leave the building promptly.



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## North Devon Council

Report Date: Wednesday, 4 October 2023

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 of honorary Aldermen/Alderwomen.
- 1.2. The Procedures Committee at its meeting on 20 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 meeting, Members considered whether to hold an extraordinary Council to consider the possible appointment of Honorary Alderman and decided to do so.
- 1.4. Groups Leaders have been asked to make nominations and these form the recommendations below.

### 2. RECOMMENDATIONS

- 2.1. 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:

Geoffrey Fowler  
Yvette Gubb  
Derrick Spear  
Frederick (Joe) Tucker

### 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 four 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:
  - 4.2.1. A specially convened extraordinary Council meeting for the appointment of the title of Honorary Aldermen/Alderwomen.
  - 4.2.2. A Council resolution passed by not less than two-thirds of the Members voting
- 4.3. Any Alderman/Alderwomen subsequently elected a Member of the Council would, while serving as a Member of the Council, no longer be entitled to be addressed as Honorary Alderman/Alderwomen 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 decides, but doesn't have the right to:
  - 4.4.1. Attend and take part in Council meeting or committees, or
  - 4.4.2. 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.
- 4.6. The existing Honorary Aldermen/Women are Michael Edmunds, Des Brailey and Faye Webber.
5. RESOURCE IMPLICATIONS
  - 5.1. None, except the convening of a special Council meeting and the printing of certificates.
6. EQUALITIES ASSESSMENT
  - 6.1. There are no equalities implications anticipated as a result of this report.
7. ENVIRONMENTAL ASSESSMENT
  - 7.1. There are no environmental implications arising from these proposals.
8. CORPORATE PRIORITIES
  - 8.1. What impact, positive or negative, does the subject of this report have on:
    - 8.1.1. The commercialisation agenda: Not applicable
    - 8.1.2. Improving customer focus and/or: Not applicable
    - 8.1.3. Regeneration or economic development: Not applicable
9. CONSTITUTIONAL CONTEXT
  - 9.1. The decision in respect of the recommendations in this report can be made pursuant to Article 4.5.10 of the Constitution.
10. STATEMENT OF CONFIDENTIALITY

This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.



## 11. BACKGROUND PAPERS

The following background papers were used in the preparation of this report:  
Local Government Act 1972.

## 12. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers: Chief Executive, Director of Resources and Deputy Chief Executive, Head of Governance, Solicitor and Monitoring Officer.

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