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2nd May, 2003

TO THE MEMBERS OF SPELTHORNE BOROUGH COUNCIL

SUMMONS TO MEETING

You are hereby summoned to attend the **ANNUAL MEETING OF SPELTHORNE BOROUGH COUNCIL** to be held in the **COUNCIL CHAMBER**, Council Offices, Knowle Green, Staines on **TUESDAY 13th May, 2003, beginning at 7.30pm**, for the purpose of transacting the business specified in the Agenda **set out on the next page**.

KAREN SATTERFORD

Chief Executive

Please Note:-

EMERGENCY PROCEDURE

In the event of an emergency the building must be evacuated. All Members and Officers should assemble on the Green adjacent to Broome Lodge. Members of the Public present should accompany the Officers to this point and remain there until the Senior Officer present has accounted for all persons known to be on the premises.

THE LIFT MUST NOT BE USED.

A G E N D A

1. ELECTION OF MAYOR

- (a) To elect the Mayor of the Borough for the Municipal Year 2003/2004.
- (b) The Mayor to make the Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE

3. MINUTES

To confirm as a correct record the Minutes of the Council meeting held on [24th April, 2003](#). [attached at pages 3 to 7]

4. ELECTION OF DEPUTY MAYOR

- (a) To elect the Deputy Mayor of the Borough for the Municipal Year 2003/2004.

(b) The Deputy Mayor to make the Declaration of Acceptance of Office.

5. DISCLOSURES OF INTEREST

To receive any disclosures of interest from Members in accordance with the Council's Code of Conduct for Members.

6. ANNOUNCEMENTS FROM THE MAYOR

7. ELECTION OF THE LEADER AND THE DEPUTY LEADER OF THE COUNCIL

- (a) To elect the Leader of the Council for the Municipal Year 2003/2004.
- (b) To elect the Deputy Leader of the Council for the Municipal Year 2003/2004.

8. APPOINTMENT OF THE EXECUTIVE

- (a) **Establishment of the Executive, its size, terms of reference and functions, and appointment of members:-**

To appoint an Executive of 6 members comprising the Leader and the Deputy Leader and 4 other councillors, with the terms of reference and functions set out in Part 3 (a) of the Council's Constitution.

- (b) **Portfolios for members of the Executive:-**

To agree which members of the Executive should hold the following portfolios:-

- (i) Community Safety and Community Liaison
- (ii) Adult and Elderly Services
- (iii) Children and Young People Services
- (iv) Environment and Planning
- (v) Corporate Services

9. COMMITTEES

- (i) **Establishment of Committees:-**

In accordance with Articles 6, 8 and 9 of the Council's Constitution to appoint Committees, with the terms of reference and functions set out in Part 3 (a) of the Council's Constitution.

Details of the Committees to be appointed will be circulated at the meeting.

- (ii) **Allocation of Seats on Committees:-**

Pursuant to Section 15 of the Local Government and Housing Act 1989 to agree the representation of the different political groups on Committees. The Council will be advised at the meeting of the allocation of seats which would best meet the requirements of Section 15(4) of the Act.

- (iii) **Appointment of Members to Committees:-**

To appoint members to serve on Committees, including Mr. M. Litvak and Mr. C. Tamlyn as non-elected Chairman and Vice-Chairman respectively of the Standards Committee.

The nominations to Committees will be circulated as soon as they are available from the Group Leaders.

10. CHAIRMEN OF THE FIVE AREA FORUMS

To appoint a Chairman for each of the five Area Forums, as follows:-

(1) Ashford, (2) Shepperton, (3) Staines and Laleham, (4) Stanwell and Stanwell Moor and (5) Sunbury.

The nominations for Chairmen of Area Forums will be circulated as soon as they are available from the Group Leaders.

11. DISCRETIONARY HOUSING PAYMENTS REVIEW BOARD

To appoint all Members of the Council, except those appointed to the Executive, to form a Panel from which Discretionary Housing Payments Review Boards can be drawn, as necessary.

12. APPOINTMENTS BY THE COUNCIL TO OUTSIDE BODIES

To appoint representatives to serve on the following outside bodies:-

- (1) South West Middlesex Crematorium Board
(1 representative and 1 Deputy)
- (2) Surrey County Districts Film Licensing Joint Committee
(2 representatives)

The nominations to Outside Bodies will be circulated as soon as they are available from the Group Leaders.