



ROBERT NASH ACIS DMS  
Clerk to the Town Council

THE TOWN COUNCIL  
OF  
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10th May 2013

Dear Councillor,

You are summoned to attend the **ANNUAL MEETING** of the Town Council of Royal Leamington Spa will be held in the **Assembly Room, at the Town Hall, Royal Leamington Spa** on **SATURDAY 18<sup>th</sup> MAY 2013** commencing at **11.30 A.M.** for the purpose of transacting the business specified below.

All Councillors are asked to be seated by **11.20 a.m.**

Yours faithfully,

**CLERK TO THE TOWN COUNCIL**

TO ALL MEMBERS OF THE COUNCIL

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**MEMBERS ARE INVITED TO DECLARE ANY INTEREST THEY MAY HAVE IN ITEMS IDENTIFIED FOR DISCUSSION AT THIS MEETING**

**AGENDA**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **MAYOR'S ANNOUNCEMENTS, INCLUDING DISBURSEMENT OF MAYOR'S CHARITY FUND 2012/13**
4. **MAYOR'S ANNUAL AWARDS**
5. **TO ELECT THE TOWN MAYOR OF ROYAL LEAMINGTON SPA FOR 2013/2014 AND RECEIVE THE MAYOR'S DECLARATION OF OFFICE**
6. **TO ELECT THE DEPUTY TOWN MAYOR OF ROYAL LEAMINGTON SPA FOR THE YEAR 2013/2014.**
7. **TO APPROVE A VOTE OF THANKS TO THE RETIRING TOWN MAYOR**

8. **PUBLIC FORUM**

To receive any questions or representations from members of the public in accordance with Council Standing Order No. 36.

9. **MINUTES**

To confirm and sign as a correct record the Minutes of the Meeting of the Town Council held on 18<sup>th</sup> March 2013. (Report No.9)

10. **APPOINTMENT OF STANDING COMMITTEES**

To appoint the Council's Standing Committees for 2013/14 (Report No. 10).

**REPORT TO THE ANNUAL MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 18<sup>th</sup> MAY, 2013**

**APPOINTMENT OF STANDING COMMITTEES**

**1. PURPOSE OF THE REPORT**

- 1.1 To facilitate the appointment of Members to the Council's Standing Committees for the Municipal year 2013/14.

**2. CURRENT MEMBERSHIP OF STANDING COMMITTEES**

- 2.1 In accordance with the Council's Standing Orders, (Standing Order No.23), the Council may at its Annual Town Meeting appoint Standing Committees. It shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting.
- 2.2 With regard to the Constitution of any Committee of the Council, the following provisions of Standing Order 23 should be noted :-
- (i) Persons other than Members of the Council may be appointed to any Committee;
- (ii) The membership of a Committee may at any time be altered.
- 2.3 Following the election on 5th May, 2011 the balance of seats on the Council between the respective Political Groups is as follows:-

Liberal Democrat Group	6 seats (37.5%)
Labour Group	8 seats (50%)
Conservative	2 seats (12.5%)

Respecting the above formula, the current constitution of Standing Committees and Sub- Committees is as follows:-

<b>Committee</b>	<b>No of Seats</b>	<b>Liberal Democrat</b>	<b>Labour</b>	<b>Conservative</b>
Policy and Resources	8	3	4	1
Cultural and Community	8	3	4	1
Planning	6	2	3	1
Urgent Matters	5	2	2	1
Allotments Sub Committee	4	2	2	
Staffing	3	1	2	
Forward Plan	6	2	3	1
<b>Total Seats</b>	<b>40</b>	<b>15</b>	<b>20</b>	<b>5</b>
Percentage allocation (actual)		37.5%	50%	12.5%
Percentage entitlement		37.5%	50%	12.5%

- 2.4 The current Committee Membership is set out in Appendix 1.
- 2.5 It is for the Council to determine the number of seats on each Committee and the appointment of individual Members in accordance with the seats allocated among the respective Groups. It is a requirement that each Committee comprise a minimum of three Members.

2.6 The respective Political Groups have been asked to nominate any changes to Committee Membership prior to the Meeting. Where notified, these have been incorporated in the Report.

3. **RECOMMENDATION**

3.1 The Council is recommended to approve appointments to the Standing Committees and Sub Committee as set out in this Report, the Appendix and in accordance with the nominations of the respective Political Groups.

**COUNCIL COMMITTEES 2013-14  
(PROPOSED)**

**POLICY AND RESOURCES COMMITTEE (8)**

Councillor Sarah Boad  
Councillor Timothy Crockford  
Councillor David Greenwood  
Councillor Bill Gifford  
Councillor Sue Ingleby  
Councillor John Knight  
Councillor Ann Morrison  
Councillor Alan Wilkinson

**CULTURAL AND COMMUNITY COMMITTEE (8)**

Councillor Judith Clarke  
Councillor Roger Copping  
Councillor Gurpreet Dulay  
Councillor Sue Ingleby  
Councillor Simon Lytton  
Councillor Yvonne Moore  
Councillor Mota Singh  
Councillor Amanda Stevens

**PLANNING COMMITTEE (6)**

Councillor Bill Gifford  
Councillor Balvinder Gill  
Councillor John Knight  
Councillor Simon Lytton  
Councillor Ann Morrison  
Councillor Amanda Stevens

**STAFFING COMMITTEE (3)**

Councillor Judith Clarke  
Councillor David Greenwood  
Councillor Sue Ingleby

**URGENT MATTERS COMMITTEE (5)**

Councillor Sarah Boad  
Councillor Amanda Stevens  
Councillor Bill Gifford  
Councillor Balvinder Gill  
Councillor Mota Singh

(ex-officio Councillor Judith Clarke)

**ALLOTMENTS SUB-COMMITTEE (4)**

Councillor Sarah Boad  
Councillor Bill Gifford  
Councillor John Knight  
Councillor Ann Morrison

**FORWARD PLAN COMMITTEE (6)**

Councillor Tim Crockford  
Councillor Gurpreet Dulay  
Councillor David Greenwood  
Councillor Simon Lytton  
Councillor Ann Morrison  
Councillor Alan Wilkinson