

**COUNCIL BUSINESS  
COMMITTEE**

6.00 P.M.

26TH MAY 2016

**PRESENT:-** Councillors Janet Hall (Chairman), Abi Mills, John Reynolds and Andrew Warriner  
Terrie Metcalfe (Substitute) and Phillippa Williamson (Substitute)

Apologies for Absence

Councillors Eileen Blamire, Roger Mace and Joan Jackson

Officers in attendance:-

Debbie Chambers	Democratic Services Manager
Lisa Vines	Elections Manager
Tessa Mott	Democratic Support Officer

**1 APPOINTMENT OF VICE-CHAIRMAN**

The chairman requested nominations for the position of Vice-Chairman of Council Business Committee for the 2016/17 municipal year.

It was proposed by Councillor Warriner and seconded by Councillor Reynolds that Councillor Warriner be appointed Vice-Chairman of the Council Business Committee. There being no further nominations, the Chairman declared the proposal to be carried.

***Resolved:***

That Councillor Warriner be appointed Vice-Chairman of Council Business Committee for the 2016/17 municipal year.

**2 MINUTES**

The minutes of the meeting of 10 March 2016 (previously circulated) were approved by the Chairman as a correct record.

**3 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN**

There were no items of urgent business.

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5 COMMUNITY GOVERNANCE REVIEW: PETITION TO CREATE AN ALDCLIFFE WITH STODDAY PARISH COUNCIL**

The Committee considered a report of the Democratic Services Manager to agree the Terms of Reference document and the consultation timetable for the Community Governance Review for the proposed Aldcliffe-with-Stodday Parish Council. The Elections Manager presented the report and responded to a number of questions from Councillors.

The Elections Manager reported that, at its meeting on 13<sup>th</sup> April 2016, full Council had asked the Council Business Committee to develop and oversee the process for the Community Governance Review to consider the creation of a new parish council for an area to be called Aldcliffe-with-Stodday Parish Council, and to agree the process for consultation and the timetable to be followed.

It was noted that the review must be concluded by April 2017, and must consider all aspects of the creation of the parish council, including the electoral arrangements that would need to be adopted, and the initial precept arrangements, should a new parish be created.

A range of issues were discussed at the meeting, including:

- The creation of the Parish Council
- The electoral arrangements that would need to be adopted
- Warding arrangements
- Number of councillors needed for the area
- Precept arrangements

During the discussion it was suggested that the terms of reference document be distributed to every property, rather than each individual on the electoral register, to reduce cost. Other cost effective methods of distribution were also discussed, such as emailing the document to residents. The Committee agreed that a consultation would be more appropriate than a poll.

The Elections Manager agreed to amend the timetable in the consultation as well as ensuring that precept costs are transparent and explained in the document.

***Resolved:***

- (1) That the Elections Manager amend the Terms of Reference document and covering letter then recirculate it to Committee Members via email to be approved.
- (2) That the consultation timetable be revised and amended in the Terms of Reference document, subject to approval of Committee Members by email.

## 6 TAKING OF DECISIONS BETWEEN MEETINGS

The Democratic Services Manager presented a report to enable the Committee to consider the best approach to discuss decision-making, when a decision was required before the next scheduled meeting.

After consideration of the options set out in the report, Members agreed that it wasn't always necessary to call an 'ad hoc' meeting, nor was it always possible to agree responses to consultations via email, as urgent business. Therefore, the flexibility offered by a mixture of the two, set out in Option 3 of the report, was the most appropriate choice.

***Resolved:***

That, when a decision is required before the next scheduled meeting of the Council Business Committee, either an ad hoc meeting will be called, or the decision will be taken using the urgent business procedure, whichever is the most appropriate for each issue.

## 7 APPOINTMENTS TO COMMITTEES AND CHANGES TO MEMBERSHIP

***Resolved:***

That the following appointments to committees be approved:

1. Councillor Peter Williamson (Cons) to become substitute member of Audit Committee instead of full member.
2. Councillor Scott (NAI) to take Councillor Peter Williamson's place on Audit Committee (this being the Conservative place in the Regulatory grouping to be passed over to either Councillor Woodruff or Councillor Scott as a result of the PR adjustment).
3. Councillor Woodruff to take the seat on Licensing Act Committee passed over by the Labour group as a result of the PR adjustment.
4. Councillor Knight to become a substitute for Councillor Ashworth on Overview and Scrutiny Committee and on the Highways and Planning Regulatory Committee.

---

Chairman

(The meeting ended at 6.40 p.m.)

**Any queries regarding these Minutes, please contact  
Tessa Mott, Democratic Services - 01524 582074 or email [tmott@lancaster.gov.uk](mailto:tmott@lancaster.gov.uk)**