

**COUNCIL BUSINESS  
COMMITTEE**

**6.00 P.M.**

**27TH OCTOBER 2022**

**PRESENT:-** Councillors Geoff Knight (Chair), Erica Lewis (Vice-Chair), Tim Dant, Joan Jackson and David Whitaker

Apologies for Absence:

Councillor Paul Stubbins

Officers in attendance:

Lisa Vines

Liz Bateson

Phillip Abel

Elections Manager

Principal Democratic Support Officer, Democratic Services

Democratic Support Officer

**6 MINUTES**

The minutes of the meeting of 16<sup>th</sup> June 2022 were signed by the Chair as a correct record.

**7 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR**

The Chair had accepted one item of urgent business to be taken at the meeting, to consider the invitation to hold a Commonwealth of Nations Flag of Peace flag raising on 13 March 2023. The Chair advised the Committee that this would be taken as the last item on the agenda (minute 11).

**8 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**9 COMMITTEE TIMETABLE 2023/2024**

The Committee considered the report presented by the Head of Democratic Services outlining the timetable of meetings for the 2023/2024 municipal year and the proposed venue changes for Budget and Performance Panel and Personnel Committee, returning them to Lancaster Town Hall.

The Chair first discussed paragraph 2.3 of the report which listed the proposed venues for the 2023/2024 municipal year. During this discussion Councillor Lewis asked if the Joint Consultative Committee's Union delegates had been consulted on the formal move to a remote meeting. The officers present agreed to confirm this at the upcoming meeting of JCC.

While discussing potential meeting venue changes the subject of live streaming was raised. Whilst there was support for certain committees returning to Lancaster Town Hall the Committee was anxious that this would not prevent certain meetings like Budget &

Performance being livestreamed. The Committee expressed the opinion that the equipment scheduled to be installed in Morecambe Town Hall would be best used for as many meetings as possible for the benefit of the public.

The Committee then discussed the proposed timetable. The Chair made an observation that July's meeting of Council was often poorly attended due to its proximity to the summer break and school holidays and asked if it could be moved to the previous week. This would put it into conflict with Audit committee which would need to be moved accordingly. The Committee also discussed the placement of Planning Regulatory Committee and Licensing Committee meetings in August. It was felt by some members of the Committee that scheduling meetings in August prevented Councillors who have other special responsibilities, particularly Cabinet, from taking a suitable break from their duties. Officers were asked to investigate this possibility and determine if there was any flexibility in the scheduling of these particular Committees.

***Resolved:***

- (1) That the proposed timetable be referred to Council for final determination subject to the following issues being addressed by officers:
  - (a) That the proposed 26<sup>th</sup> July meeting of Council be moved to the 19<sup>th</sup> July and the meeting of Audit Committee be rescheduled to the 26<sup>th</sup>.
  - (b) That the August meetings of Planning Regulatory and Licensing Committee be rescheduled or removed from the timetable if possible.
- (2) That approval of the permanent move to a remote meeting be confirmed with the Joint Consultative Committee.

**10 COMMUNITY GOVERNANCE REVIEW: PETITION TO MERGE YEALAND CONYERS AND YEALAND REDMAYNE PARISH COUNCILS**

The Elections Manager introduced the report which was to enable the Committee to agree to the Terms of Reference for the Community Governance Review concerning the proposed merger of Yealand Conyers and Yealand Redmayne Parish Councils.

After providing a summary of the Community Governance Review, the Terms of Reference report and proposed timetable, the Elections Manager then took questions from the Committee. Members of the Committee asked about the rationale for the merger, the mechanisms in place for Councillor engagement with the process, the provision of an interim Clerk and stakeholder involvement.

Following this discussion and listening to the answers provided by the Elections Manager, it was agreed by the Committee to approve the recommendations laid out in the report.

***Resolved:***

- (1) That the Terms of Reference for the Community Governance Review for the proposed The Yealands Parish Council are approved.
- (2) That Council Business Committee agrees to the consultation timetable and is willing to schedule additional meeting dates if needed

**11 COMMONWEALTH OF NATIONS FLAG OF PEACE**

The Committee considered the invitation to hold a Commonwealth of Nations Flag of Peace flag raising on 13 March 2023 to mark the tenth anniversary of the signing of the Commonwealth Charter by our late Queen Elizabeth II. After a short discussion it was proposed by Councillor David Whitaker and seconded by Councillor Erica Lewis to move the recommendation as laid out in option b of the report but with an added request for a second flag for use at Morecambe Town Hall.

***Resolved:***

- (1) That Democratic Services will make the arrangements to hold a Commonwealth of Nations Flag of Peace flag raising as prescribed by the Pageantmaster.
- (2) That a second flag be requested for Morecambe Town Hall.

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Chair

(The meeting ended at 6.35 p.m.)

**Any queries regarding these Minutes, please contact  
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