



**Annual General Meeting of
the Chilterns Conservation Board**

**10.00a.m. 17th October 2012
The Clare Foundation,
Sanuderton
nr.Princes Risborough HP14 4BF**

Agenda

1. Election of Chairman
2. Election of Vice Chairman
3. Declarations of Interest
4. Apologies
5. Public Question Time
6. Proposal to change composition of Sub Committees
7. Election of Members to Executive Committee
8. Election of Members to Planning Committee
9. Date of Next AGM

Item 1 Election Chairman

1. The Board's Establishment Order requires the Board to elect its chairman at each AGM.
2. A special responsibility allowance of £2,180 per annum is payable.

Item 2 Election of Vice Chairman

1. The Board should elect a vice chairman at the AGM.
2. A special responsibility allowance of £545.04 per annum is payable.

Item 3 Declarations of Interest

Item 4 Apologies

Item 5 Public Question Time

Item 6 Composition of Sub Committees

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Summary: Following the reduction in the number of local authorities which can appoint members to the Board, the proportion of members appointed by local authorities, parish councils and the secretary of state has changed. Consideration needs to be given, therefore, whether to adjust the relative composition of sub committees of the Board which are required by the Parliamentary Establishment Order to reflect the composition of the full Board.

Purpose of Report: To advise Board members to decide whether to adjust the composition of sub committees of the Board.

Background

1. The Parliamentary Order (a Statutory Instrument) which established the Board in 2004 states that 15 local authorities are entitled to appoint one member each, together with 8 to be appointed by the Secretary of State and 6 to be elected by parish and town councils to create a

board on no more than 29 members. In proportionate terms this equates to:

Local Authorities	51.7%
Secretary of State	27.6%
Parish and Town Councils	20.7%

2. The Order requires all sub committees of the Board to reflect the same composition. To date the Board has decided that it should only have 2 formal sub committees (Executive and Planning) with 9 members. Applying the same proportions to a committee of 9 does not give an exact fit. To date the nearest allocation has been.

Local authorities	5 members (56.6%)
Sec of State	2 members (22.2%)
Parish Council	2 members (22.2%)

3. In 2009 three of the local authorities which could appoint members to the Board (Bedfordshire County Council; Mid Beds District Council and South Beds District Council) were replaced by a single unitary authority, Central Bedfordshire Council. Consequently the number of local authorities which could appoint a member to the Board was reduced from 15 to 13 and the Establishment Order was amended accordingly via a Statutory Instrument. The maximum number of Board members is now 27. Arguably the composition of the Board's sub committees should have been reviewed at that time.

4. The new proportions of the Board are as below:

Local Authority	13 (48.1%)
Secretary of State	8 (29.6%)
Parish Council	6 (22.2%)

5. If these proportions are now applied to the sub committees of 9 members the allocation would be as follows

Local Authority	4. (actual = 4.3)
Secretary of State	3 (actual = 2.7)
Parish Council	2 (actual = 2.0)

6. The difference is not great but with rounding of the numbers in future the Board would appoint one more Secretary of State member to sub committees and one fewer from a local authority.

Co-option

7. The Board's standing orders allow both the Executive Committee and Planning Committee to co-opt up to 4 members. Co-optees can play to

a full part in the meetings but could not vote nor would they be eligible to receive an allowance. To date both Committees have exercised this option to co-opt one or more members.

Recommendations

1. **The Board adjusts the composition of any sub committees to reflect the changed composition of the full Board based on the proportionality of the appointing bodies (local authorities, Secretary of State and Parish and Town Councils)**
2. **That any changes come into effect immediately and standing orders are amended accordingly.**

Item 7 Election to Executive Committee

1. The Board's standing orders require the membership of the Committee to be elected at the AGM.
2. The chairman of the Board is automatically a member of the Executive Committee. The Committee will elect the chairman at its next meeting.
3. The membership of the Committee must reflect the balance of the Board membership as appointed by local authorities, parish councils and Secretary of State.
 - 5 will be local authority appointed members
 - 2 will be parish council appointed members
 - 2 will be secretary of state appointed members
4. The Executive Committee currently meets 4 times per year. Members of the Committee will receive a special responsibility allowance of £545. The Chairman of the Committee will receive a special responsibility allowance of £816.

Item 8 Election to Planning Committee

1. The Board's standing orders require the membership of the Committee to be elected at the AGM.
2. The Committee will elect the chairman at its next meeting.
3. The membership of the Committee must reflect the balance of the Board membership as appointed by local authorities, parish councils and Secretary of State:

- 5 will be local authority appointed members
 - 2 will be parish council appointed members
 - 2 will be Secretary of State appointed members
4. The Planning Committee currently meets 4 times per year. Members of the Committee will receive a special responsibility allowance of £545
The Chairman of the Committee will receive a special allowance of £816.