



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

10.00 a.m. 24th June 2013

**The Kempster Hall, The Christ Church Centre,
Reading Road, Henley on Thames, RG9 1AG**

Agenda

1. Election of Chairman
2. Election of Vice Chairman
3. Declarations of Interest
4. Apologies
5. Minutes of Previous AGM (17.10.2012)
6. Public Question Time
7. Composition of Sub Committees
8. Election of Members to Executive Committee
9. Election of Members to Planning Committee
10. Allowance Rates 2013-14
11. Date of Next AGM



**Draft MINUTES OF THE ANNUAL GENERAL MEETING OF THE CHILTERN
CONSERVATION BOARD HELD ON WEDNESDAY 17th October 2012 at The Clare
Foundation, Saunderton HP14 4BF**

COMMENCING AT 10.00 AM AND CONCLUDING AT 10.40 PM

MEMBERS PRESENT

Member	Appointing Body
Appointed by Local Authorities	
Cllr Anna Badcock	South Oxfordshire District Council
Cllr Roger Emmett	Wycombe District Council
Cllr Marion Mustoe	Central Bedfordshire Council
Cllr David Nimmo Smith	Oxfordshire County Council
Cllr Brian Norman	Three Rivers District Council
Cllr Richard Pushman	Buckinghamshire County Council
Cllr Ian Reay	Dacorum Borough Council
Cllr Chris Richards	Aylesbury Vale District Council
Cllr Jeremy Ryman	Chiltern District Council
Cllr Bill Storey	Hertfordshire County Council
Cllr Alan Walters	South Buckinghamshire District Council

Appointed by the Secretary of State	
Mike Fox (Chairman)	Secretary of State
Bettina Kirkham	Secretary of State
Dr Simon Mortimer	Secretary of State
Ray Payne	Secretary of State
Helen Tuffs	Secretary of State
John Willson	Secretary of State

Elected by Parish Councils	
Cllr John Griffin	Oxfordshire
Cllr Margaret Jarrett	Hertfordshire
Cllr Barbara Wallis	Buckinghamshire

Officers	
Deirdre Hansen	Clerk to the Board
Steve Rodrick	CCB Chief Officer
Chris Smith	CCB Finance Officer
Colin White	CCB Planning Officer

1. ELECTION OF CHAIRMAN

It was **RESOLVED** that Mike Fox be elected Chairman of the Board for the ensuing year

MIKE FOX took the **CHAIR**

2. ELECTION OF VICE CHAIRMAN

It was **RESOLVED** that Ian Ray be elected Vice Chairman of the Board for the ensuing year.

3. DECLARATIONS OF INTEREST

No declarations of interest were declared.

4. APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies were received from Dr. Heather Barrett-Mold, Cllr Mary Goldsmith, Cllr Julia Wells and Cllr David Barnard

5. Minutes of the meeting 19/10/11.

The minutes of the meeting of 19th October 2011 were signed by the Chairman as a true record once John Willson was added to the attendees.

6. Public Question Time.

No members of the public were present.

7. Proposal to change the composition of Sub Committees.

The meeting discussed the proposal to adjust the composition of any sub committees to reflect the changed composition of the full Board based on the proportionality of the appointing bodies.

The meeting also discussed a change of the date that the AGM is held.

The Board DECIDED to defer the adjustment of the composition of sub committees and the date of meetings to the Executive Committee, who will make recommendations to the Board.

8. Election of Members to the Executive Committee

10.25 Roger Emmett arrived.

It was RESOLVED that the following members were elected to the Executive Committee:

Local Authority Representatives (5)

Cllr Marion Mustoe

Cllr Richard Pushman

Cllr Ian Ray

Cllr Jeremy Ryman

Cllr Alan Walters

Cllr Bill Storey was co-opted to the committee

Parish Council Representatives (2)
Shirley Judges
John Griffin

Secretary of State Representatives (2)
Mike Fox
After an election Ray Payne was appointed.

9. Election of members to the Planning Committee

It was RESOLVED that the following members were elected to the Planning Committee:

Local Authority Representatives (5)
Cllr David Barnard
Cllr Roger Emmett
Cllr Brian Norman
Cllr Chris Richards
Cllr Alan Walters

Parish Council Representatives (2)
Margaret Jarrett
Barbara Wallis

Secretary of State Representatives
John Willson
Bettina Kirkham

8. Date of the next Annual General Meeting

The date of the next Annual General Meeting of the Board TBC

The meeting closed at 10.40 am.

The Chairman.....

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 is payable.

Item 2 Election of Vice Chairman

1. The Board should elect a vice chairman at the AGM.
2. A special responsibility allowance is payable.

Item 7 Composition of Sub Committees

Author: Steve Rodrick Chief Officer

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 8 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 9 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.

Item 10 **Allowances for 2013-14**

Author: Steve Rodrick Chief Officer

Summary: The Board's policy is to adjust member's allowances by the same cost of living adjustment offered to staff. The Board would then decide at its AGM whether to apply the policy on an annual basis.

Purpose of Report For decision

Background

1. In 2013-14 the Board offered staff a cost of living increment of 1%.
2. In line with the Board's new policy, the default is to adjust all members' allowances by the same figure. This needs to be considered and ratified at the Board's AGM.

Recommendations

1. **The Board decides whether to increase all members' allowances by 1%.**
2. **If they are not increased by 1%, to advise which figure should be applied.**