



**GREAT YARMOUTH**  
BOROUGH COUNCIL

**AGENDA**

**for the**

**COUNCIL**

**26 June 2008**

**at 7.00 pm**

**LARGER PRINT COPY AVAILABLE  
PLEASE TELEPHONE: 01493 846325**

**COUNCIL**

To be held in the Council Chamber, Town Hall, Great Yarmouth  
on Thursday, 26 June 2008 at 7.00 pm

**AGENDA**

**DECLARATIONS OF INTEREST**

You have a PERSONAL INTEREST in a matter being discussed at a meeting IF

- It relates to something on your Register of Interests form; or
- A decision on it would affect you, your family or friends more than other people in your Ward.

You have a PREJUDICIAL INTEREST in a matter being discussed at a meeting IF

- It affects your financial position or that of your family or friends more than other people in your Ward; or
- It concerns a planning or licensing application you or they have submitted
- AND IN EITHER CASE a reasonable member of the public would consider it to be so significant that you could not reach an unbiased decision.

If your interest is only PERSONAL, you must declare it but can still speak and vote. If your interest is PREJUDICIAL, you must leave the room. However, you have the same rights as a member of the public to address the meeting before leaving.

**1. MINUTES**

To confirm the minutes of the 12 and 15 May 2008.

**2. PUBLIC QUESTION TIME**

To consider any questions raised by a Member of the public. No questions have been received to date.

**3. REPORTS TO COUNCIL FOR DECISION**

**(a) Council Constitution – Amendments and Revisions**

... The Monitoring Officer's report is attached (pages 1-5).

(b) **Nominations to the Great Yarmouth Seaman's Trust**

... The Head of Central Services' report is attached (pages 6-7).

(c) **Appointments to Outside Bodies 2008/09**

(i) **Area Museums Committee**

To appoint a further three representatives to the Area Museums Committee.

(d) **Annual Governance Statement**

The Head of Financial Services' report will follow.

(e) **Statement of Accounts 2007/08**

The Head of Financial Services' report will follow.

**4. MINUTES OF MEETINGS**

(i) **Council – 12 and 15 May 2008 (White Paper)**

The Mayor will present the above minutes (to follow).

(ii) **Cabinet – 21 May and 25 June 2008 (Green Paper)**

The Leader will present the above minutes (to follow).

(iii) **Scrutiny Committee – 2 June 2008 (Pink Paper)**

The Chairman will present the above minutes (to follow).

(iv) **Audit and Risk Committee – 3 and 25 June 2008 (Orange Paper)**

The Chairman will present the above minutes.

**5. MEMBERS QUESTIONS**

In accordance with paragraphs 10.2 and 10.4 of Part 4 (Rules of Procedure) of the Constitution, Council will consider the following Members questions:-

(a) **Questions from Councillor Castle**

- (i) Can the Leader of the Council tell Councillors how many staff are at present engaged in the work of "policing" the Council's Pay and display Car Parks in the Yarmouth Town Centre and Seafront area? What are the costs of employing these staff? What is the figure for car park receipts for the past year?

- (ii) Can the Leader of the Council tell Councillors how many staff are at present engaged in the work of "policing" the Zone A Residents Parking Zone in the Central Seafront areas? What are the costs of employing these staff? What is the total figure for Zone A revenue receipts from both the sale of permits and fines levied?
- (iii) Can the Leader of the Council tell Councillors how many traffic wardens the Police currently employ to enforce parking restrictions in the Yarmouth town centre and seafront areas?
- (iv) Is the Leader of the Council prepared to establish a cross-party "task and finish" group of Councillors and Officers to bring forward proposals for Cabinet with a view to ensuring that the Council and the Public generally are able to benefit fully from the opportunities for developing a high-quality but affordable regime of parking enforcement (under the new scheme for Decriminalisation of parking regulation enforcement)?

**6. REPORT OF LEADER ON URGENT KEY DECISIONS MADE SINCE THE LAST COUNCIL MEETING WHICH WERE NOT IN THE FORWARD PLAN**

The Leader will report.

\* \* \* \* \*

Subject: Council Constitution – Amendments and Revisions

Report to: Cabinet – 25 June 2008  
Council – 26 June 2008

Report by: Monitoring Officer

**RECOMMENDATION**

That the Addendum be added to the Council's Constitution.

1. At the last Council the updated and amended Constitution was approved.
2. Amendments are already required to take account of recent changes to the Member Code of Conduct regime. Complaints that a Borough or Parish Councillor has breached the Code are now considered by the Standards Committee, rather than by the Standards Board for England. The amendments are set out in the attached Addendum.
3. Furthermore, three matters were accidentally omitted from the updated document: the power for a single Cabinet Member to authorise Compulsory Purchase Orders; the terms of reference of the Audit and Risk Committee; and the additional delegations enjoyed by the Director of Community Housing (previously approved by the Council in January 2007).

**FINANCIAL IMPLICATIONS:**

None

**LEGAL IMPLICATIONS:**

These have been taken into account

**EXECUTIVE BOARD CONSULTATION:**

Not applicable

**BACKGROUND PAPERS:**

Files 1/9/1/2 and 1/9/1/A

## RECOMMENDATIONS

Does this report raise any legal, financial, sustainability, equality, crime and disorder or human rights issues and, if so, have they been considered?	Issues	
	Legal	✓
	Financial	X
	Risk	X
	Sustainability	X
	Equality	✓
	Crime and Disorder	X
	Human Rights	✓
	Every Child Matters	X

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**ADDENDUM TO CONSTITUTION  
OF GREAT YARMOUTH BOROUGH COUNCIL  
ADOPTED ON 15 MAY 2008**

**Delegations**

- (a) The Director of Community Housing will exercise the full extent of delegation that is permitted by law. This will be in consultation, as appropriate, with the Community Housing Board.
- (b) A relevant Single Cabinet Member will have the authority to authorise the making of compulsory purchase orders.

**Terms of Reference of Audit and Risk Committee (attached)**

**Standards Committee**

- (a) The Committee currently comprises two Independent Members, two Parish Council Members and four Borough Council Members. An Assessment Sub-Committee and a Review Sub-Committee will now be established, each comprising four members: One Independent Member, one Parish Council Member and two Borough Council Members.
- (b) The Standards Board recommends that Standards Committees should have three Independent, and three Parish Council, Members. From September the membership of the Standards Committee will increase to three Independent Members, three Parish Council Members and five Borough Council Members.

## **Appendix A**

### Proposed Audit Committee Terms of Reference

(Based upon Appendix 1 of "Audit Committees: Practical Guidance for Local Authorities" updated to take account of the more recent guidance supporting "Delivering Good Governance in Local Government").

#### **Audit Activity**

- To consider the head of internal audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.
- To consider summaries of specific internal audit reports as requested.
- To consider reports dealing with the management and performance of the providers of internal audit services.
- To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.
- To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
- To consider specific reports as agreed with the external auditor.
- To comment on the scope and depth of external audit work and to ensure it gives value for money.
- To liaise with the Audit Commission over the appointment of the council's external auditor.
- To commission work from internal and external audit.

#### **Regulatory Framework**

- Jointly with Standards Committee, to maintain an overview of the council's constitution in particular with respect to the risk management and financial control environment
- To review any issue referred to it by the chief executive or a director, or any council body.
- To monitor the effective development and operation of risk management and corporate governance in the council.

- Jointly with Standards Committee, to monitor council policies on whistle-blowing and the antifraud and anti-corruption strategy and the council's complaints process.
- To monitor the production of the authority's Annual Governance Statement, to consider its contents and to recommend its adoption.
- To consider the council's arrangements for corporate governance and proposing necessary actions to ensure compliance with best practice.

### **Accounts**

- To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
- To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

### **Risk**

- To consider Council's Risk Management Strategy
- To consider the annual Corporate Risk Assessment and associated action plan.

Subject: Nominations to The Great Yarmouth Seaman's Trust

Report to: Council – 26 June 2008

Report by: Head of Central Services

**RECOMMENDATIONS**

That Loraine Stroud, Gloria Doyle and Paul Garrod be the Council's nominated trustees to The Great Yarmouth Seaman's Trust.

1. This Charity was resurrected by the Council in 2004, following a number of years of inactivity. The Mayor is an ex-officio trustee. The Council has the power to nominate three further trustees, one of whom should as far as possible be a representative of the Great Yarmouth and District Inshore Fisherman and Licensed Boatman's Federation. Appointments are for four years.
2. The Council's nominated trustees – Paul Garrod, Gloria Doyle and Loraine Stroud (representing the Boatman's Federation) – have now completed their terms of office. They are, it is understood, willing to be re-nominated.
3. Approximately £2,000 worth of grants are made each year to ex-fishermen who are suffering financial problems. The Charity also maintains the Fisherman's Rest on Marine Parade.

**FINANCIAL IMPLICATIONS:**

None

**LEGAL IMPLICATIONS:**

None

**EXECUTIVE BOARD OR DIRECTOR CONSULTATION:**

Not applicable

## RECOMMENDATIONS

Does this report raise any legal, financial, sustainability, equality, crime and disorder or human rights issues and, if so, have they been considered?	Issues	
	Legal	✓
	Financial	X
	Risk	X
	Sustainability	X
	Equality	X
	Crime and Disorder	X
	Human Rights	X
	Every Child Matters	X

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