



# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of the **ANNUAL COUNCIL** to be held in the Guildhall, Andover on Thursday 23 May 2013 at 7.00 pm when it is proposed to transact the following business:-

Wendy R Coulter  
Town Clerk – 17 May 2013

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*MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS*

1	<b>ELECTION OF THE CHAIRMAN</b> To elect a Chairman for the municipal year 2013/2014. 1. To receive proposals for the position of Chairman. (The proposer and seconder to make a short statement to support the proposition). 2. If there is more than one proposition to take a vote by show of hands.
2	<b>THE CHAIRMAN TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE</b> To receive the Chairman's Declaration of Acceptance of Office. 1. The Chairman to sign the Declaration of Acceptance of Office. 2. The Chairman to make a short statement on his/her appointment.  <b>The newly elected Chairman will take the Chair.</b>
3	<b>VOTE OF THANKS TO THE RETIRING CHAIRMAN</b> To receive the Vote of Thanks for the retiring Chairman.
4	<b>CHAIRMAN'S REVIEW</b> The Retiring Chairman to give a short speech on his review of the past Municipal year and to give his thanks.
5	<b>ELECTION OF VICE CHAIRMAN</b> To elect the Vice-Chairman for the municipal year 2013/2014. 1. To receive proposals for the position of Vice-Chairman. (The proposer and seconder to make a short statement to support the proposition). 2. If there is more than one proposition to take a vote by show of hands.
6	<b>VICE CHAIRMAN TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE</b> To receive the Vice-Chairman's Declaration of Acceptance of Office. 1. The Vice-Chairman to sign the Declaration of Acceptance of Office. 2. The Vice-Chairman to make a short statement on his/her appointment.

7	<b>MINUTES</b> The Chairman to sign as a correct record the minutes of the Andover Town Council meeting held on 11 April 2013 – attached at <b>Appendix A.</b>
8	<b>APOLOGIES FOR ABSENCE</b> To receive and accept apologies for absence.
9	<b>PUBLIC PARTICIPATION</b> There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.
10	<b>DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS</b> To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Andover Members' Code of Conduct.
11	<b>AUTHORISATION OF THE CLERK</b> To authorise the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.
12	<b>MOTIONS WITH WRITTEN NOTICE</b> To receive in accordance with Standing Order 4a a Motion from Councillor B Long as follows: Proposed by Councillor Barbara Long “The Amenities and Town Development Committee is disbanded and Working Groups are discussed, set up and reported on, at full Council Meetings.” Seconded by Councillor Veronika Pond.
13	<b>APPOINTMENT TO COMMITTEES</b> To agree the appointment of Members to Committees – Report and recommendations attached at <b>Appendix B.</b>
14	<b>REPRESENTATION ON OUTSIDE BODIES</b> To consider the Appointment of Members to Outside Bodies. <b>Recommendations:</b> Andover Vision Board: Chairman of Andover Town Council Test Valley Association of Town and Parish Councils: Councillor Katherine Bird.
15	<b>ELECTION OF COUNCILLOR</b> To consider the costs of an Election for the Vacancy of a Member of Andover Town Council – Winton Ward. Report attached at <b>Appendix C.</b>
16	<b>DATE OF NEXT MEETING</b> The date of the next Full Council meeting is scheduled to be held on Thursday 13 June 2013 at 7pm in the Upper Guildhall.

The Chairman will close the meeting.

# ANDOVER TOWN COUNCIL

# A

## Minutes Council

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### Time and date

7.00pm on Thursday 11 April 2013

### Place

Upper Guildhall, Andover

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#### Details of Attendance:

Cllr D Drew (Chairman) (P)

Cllr G McBride (Vice-Chairman) (A)

Cllr K Bird (A)

Cllr Z Brooks (A)

Cllr B Carpenter (A)

Cllr A Cotter (P)

Cllr A Fitchet (P) (Left at 7.45pm)

Cllr K Hamilton (P)

Cllr S Hardstaff (P)

Cllr S Hawke (P)

Cllr K Hughes (P)

Cllr M Kerley (A)

Cllr B Long (P)

Cllr C Lynn (A)

Cllr P North (P)

Cllr B Page (A)

Cllr V Pond (P)

Cllr R Shukri (A).

Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

Members of the Public: 7

#### **C 85/12 Apologies**

Apologies for absence were received and accepted from Councillors Katherine Bird, Zilliah Brooks, Barbara Carpenter, Marion Kerley, Chris Lynn, Brian Page and Roy Shukri.

#### **C 86/12 Declarations of Interest**

Cllr B Long declared an interest in Item 10 – Pride of Andover Awards, as she is a Member of the Committee.

#### **C 87/12 Minutes**

It was proposed by Councillor Long and seconded by Councillor Cotter that the minutes of the Council meeting held on 30 January 2013 be signed by the Chairman as a correct record.

**RESOLVED that the Minutes of the Council meeting dated 30 January 2013 be approved and adopted.**

#### **C 88/12 Public Participation**

Mr T Hook – Andover Businessperson

Concerned about the speed in which the Town Council has decided to erect a memorial plaque to Mr Reg Presley of The Troggs. The War Memorial was moved from the High Street to the Church Yard in the 1950's. Respect should be given to the war dead. Would the Town Council give more time to the consideration of another memorial plaque in the High Street He suggested that the Public of Andover be consulted.

Cllr North thanked Mr Hook for his points and confirmed that the Town Council thought that it was right that a memorial be dedicated to Mr Presley. However the Town Council had a great deal more work to do before the memorial would go up and further consideration would be given, not least consulting Mr Presley's family and landowners of the property in the High Street.

Cllr Drew confirmed that Mr Hook's suggestion regarding the War Memorial had been forwarded to the Amenities and Town Development Committee for further consideration.

Mr P Sumner – Andover Resident

Would like to know who is to pay for the Reg Presley memorial plaque. The monies should be donated, not paid for by public money.

Cllr Drew explained that the final decision for funding the Reg Presley Memorial would be made by the Town Council. The suggestion for another Memorial had been passed to the Amenities and Town Development Committee and would be fully discussed with Test Valley Borough Council.

Andover Resident

Questioned the validity of the summons to the Town Council meeting. Would there be any come back for the Councillors who had not attended the meeting.

Cllr Drew responded that the Summons was standard wording under the Local Government Act 1972 and as a Council there would be no action taken against Councillors who had not attended the meeting. All those not attended had given valid reasons to the Town Clerk.

Cllr Fitchet responded that all Members of the Town Council were volunteers.

#### **C 89/12 Chairman's Announcements**

Cllr Drew, the Chairman, reminded Members that 2014 would see the anniversaries of the start of the Great War in 1914 and 70 years since D Day in 1944. Hampshire County Council had contacted the Town Council to co-ordinate events for 2014. The Chairman confirmed that the Events Working Group would be considering ways in which the Town Council would participate in the commemoration events.

Cllr Drew reminded Members to return their Committee Choice forms for 2013/2014 to the Town Clerk.

Cllr Drew announced the all Members that Councillor Janet Evans had resigned from the Town Council. He proposed that a the Council give a vote of thanks to Mrs Evans, this was seconded by Cllr Fitchet and it was agreed that the Chairman and Town Clerk would write a letter of thanks to Mrs Evans.

#### **C 90/12 Committee Minutes**

The following Minutes were received and noted:

17 January 2013 – Amenities and Town Development Committee

6 March 2013 – Amenities and Town Development Committee

6 February 2013 – Policy and Resources Committee

28 January – Planning Committee

11 February 2013 – Planning Committee

4 March 2013 – Planning Committee

26 March 2013 – Planning Committee

#### **C 91/12 Town Council Policies**

Members considered and agreed the recommendation of the Staffing Sub-Committee to adopt a Whistleblowing Policy.

**RESOLVED: That the Whistleblowing Policy be adopted.**

#### **C 92/12 Membership of South East Employers**

Members considered the recommendation of the Staffing Sub-Committee for Andover Town Council to become a Member of South East Employers at a cost of £194.25 per annum.

Members agreed that Membership of South East Employers would be very beneficial as it would be an independent body who would provide support and advice from issues regarding human Resources to Health and Safety.

It was proposed by Cllr Fitchet and seconded by Cllr Long that the Town Council be a Member of South

East Employers.

**RESOLVED: That the Town Council become a Member of South East Employers at a cost of £194.25 per annum.**

### C 93/12 Reg Presley Memorial

Members considered the recommendation of the Policy and Resources Committee to spend up to £400 on a Memorial Plaque in memory of Mr Reg Presley.

Cllr North confirmed that the Policy and Resources Committee had considered a Memorial Plaque after receiving requests from Members of the Public. He explained that the Town Clerk was investigating the possibility of a Blue Plaque under the Blue Plaque Heritage Scheme. Two suggestions for the location had been 12 High Street where The Troggs used to rehearse or outside The Town Mills where a poetry plaque already existed for The Troggs. However, the Policy and Resources favoured 12 High Street subject to relevant permissions.

Cllr North explained that although the Policy and Resources Committee had recommended that the monies for the plaque be taken from the Events Budget, it was his recommendation that it would be more prudent to be taken from the Town Development Budget.

He confirmed that the Town Council had further work to do, researching the blue plaque, contacting Mr Presley's family for permission and obtaining permission from land owners and Test Valley Borough Council for planning permission.

Cllr Long supported the recommendation and commented that Reg Presley was a famous person from Andover and should be remembered.

It was proposed by Cllr North and seconded by Cllr Hardstaff that in principle the Town Council approve a Memorial Plaque to Reg Presley up to a maximum value of £400 to be taken from the Town Development Budget.

**RESOLVED: That in principle the Town Council approve a Memorial Plaque to Reg Presley up to a maximum value of £400 to be taken from the Town Development Budget.**

### C 94/12 Pride of Andover Awards

Members considered the recommendation of the Policy and Resources Committee for a donation to the Pride of Andover Awards of £500 under the Section 137 of the Local Government Act 1972.

Cllr North explained that the Policy and Resources Committee had agreed that the Town Council should support the Awards.

It was recommended by Cllr North and seconded by Cllr Hamilton that the Town Council should make a contribution of £500 to the Pride of Andover Awards subject to provision of appropriate information and matched funding.

**RESOLVED: That the Town Council should make a contribution of £500 to the Pride of Andover Awards subject to provision of appropriate information and matched funding.**

### C 95/12 Finance

Members received and approved the list of payments up to 9 April 2013.

Supplier	Payment Details	Amount (£)
British Telecom	March 2013 Telephone and broadband charges	£78.27
Edge Designs	Yearly licence for allotment & finance software	£621.00
Southern Water	Admirals Way Allotments water charges	£52.10
Southern Water	Churchill Way Allotments water charges	£26.22
HALC	Councillors Training	£132.00
Test Valley Borough Council	Hire of Guildhall 4 & 27 April 2013	£90.00
Test valley Community Services	Printing leaflets for community driver initiative (grant)	£1026.00
Baxter Confidential	Confidential paper recycling	£78.00
ACE Liftaway	Toilet provision for Allotments (March 2013)	£433.75
Mrs M Bayes	April 2013 Salary	£806.32
British Telecom	April 2013 Telephone & Broadband Charges	£74.74
Miss W Coulter	April 2013 Salary	£2,083.06
Custom Studio	Website hosting and email provision	£35.94
Danwood Working Solutions	Photocopier hire (quarterly)	£187.54
HALC & NALC	Yearly subscription 2013/2014	£2,535.00
Test Valley Borough Council	Business Rates 2013/2014	£2,633.40
<b>TOTAL</b>		<b>£10,893.34</b>

### C 96/12 Questions from Councillors

There were no questions from Councillors.

**C 97/12 Motions – Standing Order 4**

There were no Motions under Standing Order 4.

**C 98/12 Reports from Councillors**

Cllr Long reported that she had attended the opening of the Admirals Way footpath. The planting of the Jubilee Tree had taken place in Vigo Road Recreation Ground on 26 March 2013 and that 106 monies had been released to enable Test Valley Borough Council to build a new skateboard park.

Cllr Long further reported that the Andover Farmers' Market had two dates available in June and September for enhancements to the Market. Cllr Long suggested that authority be delegated to the Town Clerk to contact charities and organise two charity days which the working group could take forward.

**C 99/12 Reports from Borough and County Councillors**

Cllr Hamilton reported that King George Road Park was almost finished. Officers had attended the park and marked up dog fouling and education days were being organised to bring attention to the dangers of allowing dog fouling to take place.

Cllr North reported that the Consultation for the Local Plan would close on 26 April 2013.

Cllr Cotter reminded Members that if they wished to make any comments, the Planning Committee would be considering the Local Plan Consultation on 15 April. The Town Clerk was requested to send a reminder to all Members.

The Chairman closed the meeting at 7.50pm.

Chairman

Date



# ANDOVER TOWN COUNCIL

# B

## Report

### Appointment to Committees and Sub-Committees

**Produced for:**

Full Council

**Date of Report:**

Thursday 16 May 2013

**Summary of Key Issues**

At each Annual Council meeting, the Town Council is required by Standing Orders to nominate Councillors to be Members of its Committees.

Currently the Committees are; Amenities and Town Development Committee, Policy and Resources Committee, Planning Committee, Allotments Sub-Committee and Staffing Sub-Committee.

All representative positions have been offered to all Members for 2013/2014.

Members have indicated their preferences for Membership and where possible representations have been allocated as per individual request.

At the Andover Town Council meeting held on 2 May 2012 it was resolved that the Membership of the Staffing Committee be 5 and would remain the same membership until the Town Council elections in 2015. However, following the resignation of Janet Evans a vacancy has arisen on the Staffing Sub-Committee.

**Recommendations:**

**The table below identifies members preferences for the membership of the Committees and Sub-Committees for 2013/2014**

Committee	Membership 2012/2013	Proposed Membership 2013/2014
<b>Policy &amp; Resources (Max 13)</b>	Katherine Bird	Katherine Bird
	Zilliah Brooks	Zilliah Brooks
	David Drew	David Drew
	Karen Hamilton	Andrew Fitchet
	Steven Hardstaff	Karen Hamilton
	Kevin Hughes	Steven Hardstaff
	Marion Kerley	Kevin Hughes
	Geoff McBride	Marion Kerley
	Phil North	Geoff McBride

	Roy Shukri	Phil North
		Veronika Pond
		Roy Shukri
<b>TOTALS</b>	<b>10</b>	<b>12</b>
<b>Amenities &amp; Town Development Committee (Max 13)</b>	Katherine Bird	Katherine Bird
	Zilliah Brooks	Zilliah Brooks
	David Drew	Alan Cotter
	Andrew Fitchet	Andrew Fitchet
	Steven Hardstaff	Marion Kerley
	Marion Kerley	Barbara Long
	Chris Lynn	Chris Lynn
	Barbara Long	Phil North
	Phil North	Brian Page
	Brian Page	
	Veronika Pond	
<b>TOTALS</b>	<b>11</b>	<b>9</b>
<b>Planning Committee (Max 8)</b>	Barbara Carpenter	Barbara Carpenter
	Alan Cotter	Alan Cotter
	Sandra Hawke	Steven Hardstaff
	Barbara Long	Sandra Hawke
	Brian Page	Barbara Long
	Veronika Pond	Brian Page
		Veronika Pond
<b>TOTALS</b>	<b>6</b>	<b>7</b>
<b>Allotments Sub-Committee (Max 6)</b>	Zilliah Brooks	Zilliah Brooks
	Alan Cotter	David Drew
	Janet Evans	Phil North
	Geoff McBride	
	Phil North	
<b>TOTALS</b>	<b>5</b>	<b>3</b>
<b>Staffing Sub-Committee (Max 5)</b>	Katherine Bird	Katherine Bird
	David Drew	David Drew
	Janet Evans	Andrew Fitchet
	Andrew Fitchet	Karen Hamilton
	Marion Kerley	Steven Hardstaff
		Marion Kerley
		Barbara Long
<b>TOTALS</b>	<b>5</b>	<b>7</b>

#### Proposal

1. That the Membership for the Policy and Resources, Amenities and Town Development and Planning Committees for 2013/2014 as set out above, be agreed.
2. That a further 2 Members be requested to sit on the Allotments Sub-Committee for 2013/2014.
3. That a vote be taken to elect 5 members to the Staffing Sub-Committee for 2013/2014.

16 May 2013

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66 C, High Street, Andover, Hants. SP10 1NG.



Tel: 01264 335592

Distribution: To all Councillors



# ANDOVER TOWN COUNCIL



## Report

### Winton Ward Bye-Election

<b>Author:</b> Wendy Coulter (Town Clerk)	<b>Presented by:</b> Wendy Coulter (Town Clerk)
<b>Produced for:</b> Council	<b>Date of Report:</b> Wednesday 15 May 2013

#### Summary of Key Issues

- Councillor Janet Evans a Town Councillor representing the Winton Ward resigned in April 2013.
- The statutory procedure to fill the vacancy has been undertaken by Test Valley borough Council
- The Council was notified on 8 May 2013 that an election had been called.
- The processes of elections will be managed by Test Valley Borough Council
- The Notice of Election will be issued on 6 June 2013
- The date of the Election will be 11 July 2013
- The Town Council will have to pay for the Bye-Election at an estimated cost of £10,000
- The Town Council has the option to reduce this cost by agreeing not to have polling cards.

#### Background

- Once a Bye-Election has been called the Town Council must pay for any election costs for that election.
- The Town Council has no choice in this matter.
- The Town Council sets aside within its budget each year a sum of £8,000 to earmarked reserves to fund the elections at the end of a full term of the Council.

Any Bye-Election will be funded from this provision in the run up to the end of term elections.

#### Items for Consideration by the Council

##### Polling Cards

- The current cost of the polling cards will be £1844, this includes printing and the lowest national postage rate.
- Should the Town Council opt not to have Poll Cards, if the polling stations are altered then Test Valley Borough Council will have to write to all the electors in the area(s) affected which could cost between £500-£700.
- The Town Council should consider how the election will be publicised without poll cards as these are known to be the most effective method of contacting the electorate.

#### Financial Implications

##### Costs of Election

The Town Council currently sets aside in Reserves £8,000 per year for Elections. This has been carried out since 2011. However a bye-election was called in 2011 for a Vacant Town Councillor position at a cost of £7718. Therefore the current level of Reserves for Elections is £16,282.

The Town Council will be required the fund its Elections in 2015, the estimated cost for this is between £30,000 and £35,000.

Under the Town Councils current policy £8,000 is set aside each year and by 2015 it was anticipated that there would be an election fund of £32,282.

The cost of the current 2013 bye-election will reduce the final reserves for Elections to £22,282.

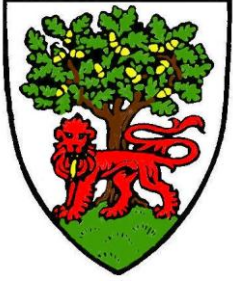
**Recommendations**

- **To note the call of the Bye-Election in the Winton Ward**
- **To note that the Town Council must fund the Bye-Election**
- **To approve the use of Polling Cards for the 2013 Bye-election at an additional cost of £1844**
- **To note the cost of £8,200 for the Bye-Election**
- **To note the financial implications of the cost of the Bye-Election and its implications on the Financial Budgeting for the Town Council's Reserves over the next two years.**

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Distribution: To all Councillors



# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

To the duly elected Members of the Policy and Resources Committee:

A meeting of the Policy and Resources Committee will be held in the Upper Guildhall, High Street, Andover on Thursday 23 May 2013, immediately following the Annual Council Meeting.

The Agenda for the meeting is set out below.

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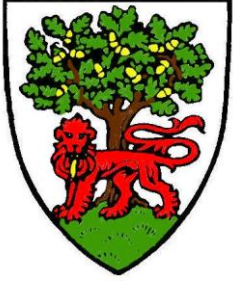
Wendy R Coulter  
Town Clerk – 17 May 2013

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- 1 **APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence.
- 2 **ELECTION OF CHAIRMAN**  
To elect a Chairman for the Municipal Year 2013 – 2014.
- 3 **ELECTION OF VICE-CHAIRMAN**  
To elect a Vice-Chairman for the Municipal Year 2013 – 2014.

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

To the duly elected Members of the Amenities and Town Development Committee:

A meeting of the Amenities and Town Development Committee will be held in the Upper Guildhall, High Street, Andover on Thursday 23 May 2013, immediately following the Annual Council Meeting.

The Agenda for the meeting is set out below.

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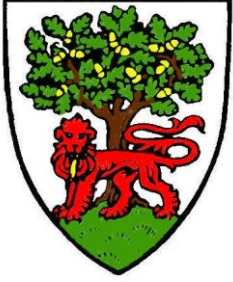
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To elect a Vice-Chairman for the Municipal Year 2013 – 2014.

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

To the duly elected Members of the Planning Committee:

A meeting of the Planning Committee will be held in the Upper Guildhall, High Street, Andover on Thursday 23 May 2013, immediately following the Annual Council Meeting.

The Agenda for the meeting is set out below.

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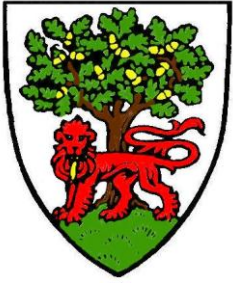
Wendy R Coulter  
Town Clerk – 17 May 2013

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To elect a Vice-Chairman for the Municipal Year 2013 – 2014.

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

To the duly elected Members of the Allotment Sub-Committee:

A meeting of the Allotment Sub-Committee will be held in the Upper Guildhall, High Street, Andover on Thursday 23 May 2013, immediately following the Annual Council Meeting.

The Agenda for the meeting is set out below.

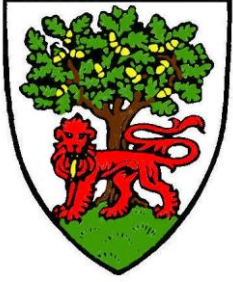
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To elect a Vice-Chairman for the Municipal Year 2013 – 2014.

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

To the duly elected Members of the Staffing Sub-Committee:

A meeting of the Staffing Sub-Committee will be held in the Upper Guildhall, High Street, Andover on Thursday 23 May 2013, immediately following the Annual Council Meeting.

The Agenda for the meeting is set out below.

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Wendy R Coulter  
Town Clerk – 17 May 2013

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To elect a Vice-Chairman for the Municipal Year 2013 – 2014.

The Chairman will close the meeting.