

# Public Document Pack



**EPSOM & EWELL**

**TOWN HALL**

**EPSOM**

10 December 2019

SIR OR MADAM

I hereby summon you to attend a Special meeting of the Council of the Borough of Epsom and Ewell which will be held at the Town Hall, The Parade, Epsom on **WEDNESDAY, 18TH DECEMBER, 2019** at 8.00 pm, or at the rising of the normal meeting of the Council on **the same date, whichever is the later**. The business to be transacted at the Meeting is set out on the Agenda overleaf.

A handwritten signature in black ink, appearing to read 'K. Beldan'. The signature is fluid and cursive.

Chief Executive

## Public information

### Information & Assistance:

You are welcome to attend this meeting which is open to the press and public as an observer. You will however be asked to leave before the Council considers any items in the Part II agenda. If you have any specific needs, require assistance or reasonable adjustments to be able to attend the meeting, or need further information please contact Democratic Services, tel: 01372 732122 or [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk).

Further information about the Council are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for the Council are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding the Council, please email us at [Democraticservices@epsom-ewell.gov.uk](mailto:Democraticservices@epsom-ewell.gov.uk).

### Mobile telephones

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### Accessibility:

Please note that the venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired. This agenda and accompanying reports are published on the Council's website in PDF format compatible with the "read out loud" facility of Adobe Acrobat Reader.

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The Council allows the filming, recording and photographing at its meetings that are open to the public. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings. Anyone proposing to film, record or take photographs of a meeting is requested to advise the Democratic Services Officer before the start of the meeting (members of the Press please contact the Press Office). Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

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### Security:

Please be aware that you may be subject to bag searches and will be asked to sign in at meetings. Failure to comply with these requirements could mean you are denied access to the meeting. There is also limited seating which is allocated on a first come first serve basis, you should aim to arrive at least 15 minutes before the meeting commences.

### Questions from the Public

Questions from the public are not permitted at meetings of the Council. [Part 4 of the Council's Constitution](#) sets out which Committees are able to receive public questions, and the procedure for doing so.

## **SPECIAL MEETING OF COUNCIL**

**Wednesday 18 December 2019**

**8.00 pm or at the rising of the normal meeting of the Council, whichever is the later**

**The Town Hall, The Parade, Epsom**

For further information, please contact Democratic Services, tel: 01372 732122 or  
democraticservices@epsom-ewell.gov.uk

### **EMERGENCY EVACUATION PROCEDURE**

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- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

## **AGENDA**

### **1. DECLARATIONS OF INTEREST**

To receive declarations of the existence and nature of any Disclosable Pecuniary Interests from Members in respect of any item to be considered at the meeting.

### **2. HONORARY ALDERMAN (Pages 5 - 8)**

The report invites the Committee to consider conferring the title of Honorary Alderman on former Councillor Jean Steer in recognition of her eminent services to the Borough.

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## HONORARY ALDERMAN

<b>Head of Service/Contact:</b>	Amardip Healy, Chief Legal Officer
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Annexes/Appendices (attached):</b>	None
<b>Other available papers (not attached):</b>	Report to Strategy & Resources Committee, 26 November 2019

### Report summary

The report invites the Committee to consider conferring the title of Honorary Alderman on former Councillor Jean Steer in recognition of her eminent services to the Borough.

### Recommendation (s)

**The Council agrees to confer the title of Honorary Alderman on former Councillor Jean Steer Council in recognition of her eminent service to the Borough.**

## 1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

1.1 Not applicable.

## 2 Background

2.1 Section 249 of the Local Government Act 1972 allows Local Authorities to appoint both Honorary Freeman and Honorary Aldermen. The criterion for appointment as Freeman is that an individual should be a "person of distinction" and have "rendered eminent service to the place or area". The criterion for appointment as an Alderman is that an individual "should have rendered eminent service to the Council as [a] past Member of that Council". There is no bar on an individual being both an Honorary Freeman and an Honorary Alderman.

2.2 The Local Government Act specifies that both Honorary Freeman and Honorary Aldermen must be appointed at a Special Meeting of Council, with the appointment being endorsed by a two thirds majority of those Members in attendance at the meeting.

- 2.3 Honorary Aldermen have no 'legal or social precedence' but it is custom and practice that they are invited to all Civic ceremonial events. The Aldermen have no right to attend meetings of the Council or its committees beyond those of the public, but the Council has recognised their attendance and allowing them to sit within the Chamber. The Aldermen status does not carry with it any allowances or payments to which serving councillors are entitled.
- 2.4 It is customary for the Council in the first year of a new municipal term to consider the possibility of the award of honours to Councillors who have given long and distinguished service and who have usually held the office of Mayor of the Borough.
- 2.5 A nomination for former Councillor Jean Steer was received by the Council's Chief Executive. Civic and ceremonial matters fall with the terms of reference of the Strategy and Resources Committee, who, at its meeting on the 26 November 2019, placed on record its deep appreciation of the eminent services to the Council rendered by former Councillor Jean Steer and also requested a Special Meeting of the Council be convened, at which members could approve a recommendation to confer the title of Honorary Alderman on former Councillor Jean Steer.

### **3 Proposals**

- 3.1 The criterion for appointment as an Alderman is that an individual "should have rendered eminent service to the Council as [a] past Member of that Council".
- 3.2 Former Councillor Jean Steer served as an Epsom and Ewell Borough Councillor for 24 years, from May 1995 to May 2019. During that period Jean Steer was a Member of a number of the Council's Committee's Sub-Committees and Advisory Panels, and served as the Chairman of the Social (5 years) and Leisure (4 years) Committees.
- 3.3 The Council also appointed former Councillor Jean Steer to represent the Authority on a number of external organisations, notably Age Concern (Epsom and Ewell) (18 years), Epsom and Walton Downs Conservators (7 years), Epsom and Walton Downs Training Grounds Management Board (14 years). Jean Steer was Mayor of the Borough 2007-2008, and Deputy Mayor 2008-2009.

### **4 Financial and Manpower Implications**

- 4.1 There are costs of preparing the traditional scrolls and a photographer for the ceremony. It is also customary for the Council to cover the cost of any hospitality provided for the newly elected Alderman and a select number of guests. The total costs are estimated at £4,000.

- 4.2 **Chief Finance Officer's comments:** The £4,000 costs associated with the election of a new Alderman can be funded from within the existing 2019/20 civic expenses budget.

**5 Legal Implications (including implications for matters relating to equality)**

- 5.1 The formal decision to confer the status of Honorary Alderman must be ratified by a Special Meeting of the Council.

- 5.2 **Monitoring Officer's comments:** *none arising from the contents of this report.*

**6 Sustainability Policy and Community Safety Implications**

- 6.1 Not applicable.

**7 Partnerships**

- 7.1 Not applicable.

**8 Risk Assessment**

- 8.1 There are no risks associated with this report.

**9 Conclusion and Recommendations**

- 9.1 To consider conferring the title of Honorary Alderman on former Councillor Jean Steer in recognition of her eminent services to the Borough.

**Ward(s) Affected:** (All Wards);

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