ANNUAL COUNCIL

Minutes of a meeting of the Annual Council meeting of Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday, 20 May 2026 at 10:00 hours.

PRESENT:-

Members:-

Councillors Duncan Haywood, Duncan McGregor, David Bennett, Anne Clarke, Rowan Clarke, Amanda Davis, Mary Dooley, Will Fletcher, Steve Fritchley, Justin Gilbody, Donna Hales, Tom Munro, Mark Hinman, Cathy Jeffery, Chris Kane, Lucy King, Tom Kirkham, Clive Moesby, Sandra Peake, Lisa Powell, Jeanne Raspin, John Ritchie, Phil Smith, Emma Stevenson, Janet Tait, Catherine Tite, Rita Turner, Vicky Wapplington, Deborah Watson, Jen Wilson, Carol Wood and Jane Yates.

Officers:- Karen Hanson (Chief Executive), Ian Barber (Strategic Director of Property, Construction & Assets), Steve Brunt (Strategic Director of Services), Jim Fieldsend (Strategic Director of Governance and Legal Services & Monitoring Officer), Theresa Fletcher (Strategic Director of Finance & Section 151 Officer), Sarah Kay (Interim Strategic Director of Economic Growth), Stephen Oliver (Legal Team Manager and Deputy Monitoring Officer), Angelika Kaufhold (Governance and Civic Manager), Coby Bunyan (Scrutiny Officer) and Matthew Kerry (Governance and Civic Officer).

Also in attendance at the meeting was Ruth Jaffray (Independent Co-opted Member).

CL1-26/27 ELECTION OF THE CHAIR OF THE COUNCIL

The Chief Executive sought nominations for the position of Chair of the Council for the 2026/27 Municipal Year.

Moved by Councillor Jane Yates and seconded by Councillor Tom Munro

> **RESOLVED** that Councillor Duncan Haywood be appointed as Chair of the Council for the 2026/27 Municipal Year.

Having signed the Declaration of Acceptance of Office and taken on the Chains of Office, Councillor Duncan Haywood took the Chair.

Councillor Duncan Haywood in the Chair

The Chair thanked Members for the nomination and undertook to be fair and even handed in the role.

Members were informed the Just Good Friends Club would be the Chair’s Chairty for 2026/27.

COUNCIL

CL2-26/27 APPOINTMENT OF VICE-CHAIR OF THE COUNCIL

Moved by Councillor Tom Munro and seconded by Councillor Donna Hales

> **RESOLVED** that Councillor Duncan McGregor be appointed Vice-Chair of the Council for the 2026/27 Municipal Year.

Having made the Declaration of Acceptance of Office and taken the Vice-Chair's medallion, Councillor Duncan McGregor took the Vice-Chair's seat.

CL3-26/27 APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Louise Fox, Rob Hiney-Saunders, Tom Kirkham, Sally Renshaw, Ashley Taylor, and Ross Walker.

CL4-26/27 DECLARATIONS OF INTEREST

There were no declarations made at the meeting.

CL5-26/27 MINUTES

Moved by Councillor Duncan Haywood and seconded by Councillor Duncan McGregor **RESOLVED** that the minutes of a meeting of Council held on

> 4th March 2026 be approved as a true and correct record.

CL6-26/27 CHANGE ORDER OF THE AGENDA

With the presence of the Independent Co-opted Member of the Council being temporary, it was proposed that Item 11, the Standards Committee Annual Report, be brought forward on the agenda.

Moved by Councillor Duncan Haywood and seconded by Councillor Jane Yates

> **RESOLVED** that the Standards Committee Annual Report be presented as the next item of business.

CL7-26/27 STANDARDS COMMITTEE ANNUAL REPORT 2025/26

Mrs Ruth Jaffray, Chair of the Standards Committee (Independent Co-opted Member) presented the Standards Committee Annual Report 2025/26 to Council. The information presented included:

- During 2025/26 - 16 - Members' Code of Conduct complaints were received, representing a reduction from 22 in the previous year. Most of these complaints were resolved through informal measures and only a limited number progressed to investigation with three breaches of the Members' Code of Conduct being found.

As part of the Committee's wider governance responsibilities the Committee also considered:

- The Government's proposed reforms to strengthen the standards regime and Members' Code of Conduct.

- Changes to the Council's Constitution.

- Policy review work comprising the monitoring and review of the Council's policies and procedures including Whistleblowing, RIPA as well as Gifts and Hospitality registers.

- Member attendance at training provided during 2025/26.

The Annual Report 2025/26 was attached at Appendix 1.

It was noted an incorrect year was detailed in the Whistle-blowing Policy Review – '*10th November 2026*' should have been '*10th November 2025*'. The Monitoring Officer offered to make the amendment.

Moved by Councillor Tom Munro and seconded by Councillor Donna Hales

RESOLVED that (1) the appreciation of the Council for the continued support by Mrs Jaffray be recorded; and

(2) that the Standards Committee Annual Report 2025/26 be noted.

Ruth Jaffray left the meeting at 10:27 hours.

CL8-26/27 APPOINTMENT OF THE DEPUTY LEADER AND MEMBERS OF THE EXECUTIVE

Councillor Jane Yates, Leader of the Council, stated that the Members of the Executive would be:

Councillor Donna Hales	Deputy Leader and Portfolio Holder for Corporate Performance and Governance
Councillor Tom Munro	Portfolio Holder for Growth
Councillor Rob Hiney-Saunders	Portfolio Holder for Environment
Councillor Jeanne Raspin	Portfolio Holder Without Specific Portfolio
Councillor Phil Smith	Portfolio Holder for Housing
Councillor Mary Dooley	Portfolio Holder for Partnerships, Health and Wellbeing
Councillor Clive Moesby	Portfolio Holder for Resources
Councillor John Ritchie	Portfolio Holder for Devolution

The Members of the Junior Executive would be:

Councillor Duncan Haywood	Junior Portfolio Holder for Resources
Councillor Catherine Tite	Junior Portfolio Holder for Housing
Councillor Catherine Jeffery	Junior Portfolio Holder for Partnerships, Health and Wellbeing

It was proposed that some of the Junior Portfolio Holder positions remain vacant to save costs in light of Local Government Reorganisation (LGR) and the position be reviewed in 2027.

CL9-26/27 ESTABLISHMENT OF COMMITTEES AND PROPORTIONALITY 2026/27

Council considered a report relating to the establishment of Committees and Proportionality for 2026/27 presented by the Monitoring Officer and the key points included:

- Annual Council was required to: appoint at least 1 Scrutiny Committee and other such committees as the Council considered appropriate to deal with matters which were neither reserved to the Council Meeting nor were Executive Functions; decide the size and terms of reference for those committees; and decide the allocation of seats to political groups in accordance with the Political Balance rules.

- The political make-up of the Council was: Labour – 22 Councillors; Independent Group – 11 Councillors; Reform Bolsover – 2 Councillors; 1 Conservative Councillor; and 1 Independent Councillor.

The report brought forward the proposed allocation of seats to political groups in accordance with the Political Balance rules and sought Annual Council's approval. The appendices comprised:

- The size and establishment for each Committee as set out in the document attached at Appendix 1 to the report.

- The terms of reference of the new Committees proposed as set out in Appendix 2.

- The allocation of Committee seats which best met the requirements of Section 15 of the Local Government and Housing Act 1989 (as far as was reasonably practicable) was attached at Appendix 3.

- Councillor Wood confirmed at the meeting that one of the Reform Bolsover committee places was 'gifted' to Councillor Fletcher who would sit on the Licensing Committees.

Moved by Councillor Tom Munro and seconded by Councillor Donna Hales

RESOLVED that: (1) the Council's Committees, their terms of reference and size as set out in Appendix 1 and Appendix 2 be established for the 2026/27 Municipal Year in accordance with Council Procedure Rule 1.1(k);

(2) Council agreed the allocation of seats on committees as set out in Appendix 3 and the nominations received at the meeting, in accordance with the political balance rules; and,

(3) that authority be delegated to the Monitoring Officer in consultation with the Leader of the Council and relevant Committee Chair (when appointed) to make amendments to the terms of reference for committees arising within the 2026/27 municipal year.

CL10-26/27 APPOINTMENTS TO COMMITTEES

Council considered the report relating to the appointments to Committees and Advisory Groups for 2026/27 as presented by the Monitoring Officer. The key information presented included:

- Political Groups were requested to nominate Members to serve on Committees and Advisory Groups (as set out in the document attached at Appendix 1) for the 2026/27 Municipal Year.

- Councillor Carol Wood confirmed that the Licensing Committees seat would be gifted to Councillor Fletcher and that she would be sitting on the Climate Change and Communities Scrutiny Committee.

During discussion it was confirmed that:

Where substitutes were allowed, for example the newly established committees, they didn't have to be named at today's meeting but notification to the Governance and Civic Team was needed in the event of such a meeting being called.

Gratitude was also expressed to the Monitoring Officer and Governance and Civic Manager for producing the political balance proposals given the complex nature of the task.

Moved by Councillor Tom Munro and seconded by Councillor Donna Hales

RESOLVED that the appointments to Committees and Advisory Groups for the 2026/27 Municipal Year, as set out in Appendix 1 with the additions nominated at the meeting, be agreed.

CL11-26/27 NOMINATIONS OF CHAIRS AND VICE-CHAIRS OF COMMITTEES

Consideration was given to a report relating to the Nominations to Chairs and Vice-Chairs as presented by the Monitoring Officer. The Chair of Council asked for further nominations as each position was considered individually. Where the nominations detailed in Appendix 1 were uncontested they were automatically appointed. Where positions were contested votes were held.

The following table details the uncontested appointees and those elected following a vote:

COUNCIL

Committee	Position	Additional nominations	Appointed/elected
Audit Committee	Chair Vice-Chair	None N/A	Councillor Tom Kirkham Independent Member
Climate Change and Communities Scrutiny Committee	Chair Vice Chair	None Councillor Anne Clarke	Councillor Ashley Taylor Councillor Amanda Davis
Customer Services Scrutiny Committee	Chair Vice-Chair	Councillor Emma Stevenson Councillor Emma Stevenson	Councillor Vicky Wapplington Councillor Amanda Davis
Local Growth Scrutiny Committee	Chair Vice-Chair	Councillor Justin Gilbody Councillor Justin Gilbody	Councillor Sally Renshaw Councillor Tom Kirkham
Finance & Corporate Overview Scrutiny Committee	Chair Vice-Chair	Councillor Rowan Clarke Councillor Rowan Clarke	Councillor David Bennett Councillor Duncan McGregor
Licensing Committee(s)	Chair Vice-Chair	Councillor Emma Stevenson Councillor Emma Stevenson	Councillor Duncan McGregor Councillor Amanda Davis
Planning Committee	Chair Vice-Chair	None Councillor Deborah Watson	Councillor Catherine Tite Councillor Duncan McGregor
Safety Committee	Chair Vice-Chair	Appointed at first meeting Appointed at first meeting	
Standards Committee	Chair Vice-Chair	N/A Councillor Justin Gilbody	Mrs Ruth Jaffray Councillor Clive Moesby
Union / Employee Consultation Committee	Chair Vice-Chair	Appointed at first meeting Appointed at first meeting	
Member Development Working Group	Chair Vice Chair	Councillor Cathy Jeffery Appointed at first meeting	
Local Plan Implementation Advisory Group	Chair Vice Chair	Councillor Catherine Tite Councillor Duncan McGregor	

Moved by Councillor Steve Fritchley and seconded by Councillor Donna Hales

RESOLVED that the appointments for Chairs and Vice-Chairs as detailed in the table above be approved.

CL12-26/27 APPOINTMENTS TO OUTSIDE BODIES

Council considered a report relating to the Appointments to Outside Bodies as introduced by the Monitoring Officer who confirmed that the nominations were included in Appendix 1 to the report.

Clarity was sought on the proposed substitute of the Derbyshire Police and Crime Panel. The Leader of the Council informed the Council's representative was the Portfolio Holder for Resources and so it was appropriate the Junior Portfolio Holder for Resources be the Council's substitute representative.

Moved by Councillor Tom Munro and seconded by Councillor Donna Hales

RESOLVED (1) that the nominations detailed in Appendix 1 to the report be appointed as Council representatives to the listed Outside Bodies; and

(2) the term of office for each appointment will be from the date of the Annual Council meeting (20th May 2026) until the next Annual Council meeting, unless otherwise specified.

CL13-26/27 OPERATION OF URGENCY RULES AND THRESHOLDS FOR KEY DECISIONS

Consideration was given to a report relating to the Operation of Urgency Rules and Thresholds for Key Decisions as presented by the Monitoring Officer who highlighted:

- The purpose of the report was to advise of Key Decisions taken under statutory Urgency Rules in the past 12 months and those decisions taken under Urgency Rules within the Council's Scrutiny Rules; and

- to set the Key Decisions thresholds for the forthcoming year.

Moved by Councillor Steve Fritchley and seconded by Councillor Clive Moesby

RESOLVED that (1) the decisions taken over the past 12 months under Special Urgency Rules be noted;

(2) the decisions that have been taken over the past 12 months under Urgency provisions in the Council's Scrutiny Rules be noted; and,

(3) that the financial thresholds for Key Decisions be maintained at £75,000 (Revenue) and £150,000 (Capital) be agreed.

CL14-26/27 SCHEME OF DELEGATION

Council considered a report relating to the Scheme of Delegation for Officers for 2026/27 presented by the Monitoring Officer who summarised the report as follows:

- It was a requirement under Council Procedure Rule 1.1 (o) of the Councils' Constitution Part 3 that the Scheme of Delegation was agreed at Annual Council each year.

- At its meeting on 21st May 2025, Council had approved a change to the Constitution to enable the Monitoring Officer to make changes arising from new legislation, administrative errors or administrative changes / conflicts in interpretation.

- The only changes to the Scheme of Delegation for 2026/2027 related to administrative changes (e.g., job titles following the transfer in-house of the Dragonfly Companies' staff or where there had been a change to the title of an existing post within the Council's structure).

Moved by Councillor Jane Yates and seconded by Councillor Donna Hales

> **RESOLVED** that the Scheme of Delegation for Officers 2026/27 as set out in Appendix 1 to this report, be approved.

CL15-26/27 CLOSING OF ANNUAL COUNCIL AND COMFORT BREAK PRIOR TO COMMENCEMENT OF ORDINARY COUNCIL

The Chair informed Members that there would be a 20 minute comfort break before commencing with the Ordinary Council meeting at 11:40 hours.

The meeting concluded at 11:18 hours.