

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Council held in the Council Chamber - District Council Offices, Gernon Road,  
Letchworth, SG6 3JF  
on Thursday, 21st May, 2026 at 7.30 pm

### 1 ELECTION OF THE CHAIR OF THE COUNCIL FOR THE CIVIC YEAR 2026/27

**RESOLVED:** That Councillor Keith Hoskins was elected as Chair of the Council for the Civic Year 2026-27.

### 2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Clare Billing, Ruth Clifton and Joe Graziano.

### 3 ELECTION OF THE VICE-CHAIR OF THE COUNCIL FOR THE CIVIC YEAR 2026/27

**RESOLVED:** That Councillor Sean Prendergast was elected as Vice-Chair of the Council for the Civic Year 2026/27.

### 4 MINUTES - 23 APRIL 2026

**RESOLVED:** That the Minutes of the meeting held on 23 April 2026 were approved as a true record of the proceedings and signed by the Chair.

### 5 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair reminded Members that the Council had declared both a Climate Emergency and an Ecological Emergency. These are serious decisions, and mean that, as this was an emergency, all of us, Officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District.
- (3) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (4) The Chair advised that the normal procedure rules in respect of debate and times to speak will apply.
- (5) The Chair advised that 4.8.23(a) of the Constitution did not apply to this meeting. A comfort break would be held at an appropriate time, should proceedings continue at length.
- (6) The Chair reminded Members about the requirements to update their Register of Interests if a change in personal circumstances had occurred.
- (7) The Chair thanked Faith Churchill, the Chair's Secretary, and announced that a bouquet would be sent in recognition of her hard work and support over the past year.
- (8) The Chair reminded Members to respond to the survey circulated to all Members following Member Development Week and advised that Committee Services would contact Members who been unable to attend compulsory or required training.

- (9) The Chair encouraged Members to add their favourite places in North Herts to the map outside the Council Chamber as part of the 'Love North Herts' campaign.

**6 NOTING THE APPOINTMENT OF THE DEPUTY LEADER OF THE COUNCIL AND MEMBERS OF THE CABINET FOR 2026/27 (INCLUDING SPECIAL INTEREST MEMBER CHAMPIONS)**

**RESOLVED:**

- (1) That the appointment of the Deputy Leader of the Council for the Civic Year 2026/27 was noted as Councillor Sean Nolan.
- (2) That the Members appointed as Executive Members of the Cabinet for 2026/27 and the areas for which they will be responsible, as detailed in Appendix 1, published as a supplement, was noted.
- (3) That the Special Interest Member Champions for 2026/27, their purpose and role, as detailed in Appendix 1, published as a supplement, was noted.

**REASON FOR DECISIONS:** To comply with the provisions of the Local Government Act 2000 and Sections 4.8.1 (a) (vii), 5.2 and 5.3.4 of the Council's Constitution and 2.3 for information purposes.

**7 APPOINTMENT OF MEMBERS OF COMMITTEES, JOINT COMMITTEES AND PANELS FOR 2026/27**

**RESOLVED:**

- (1) That for 2026/27, the seats allocated to each political group on those Committees to which Section 15 of the Local Government and Housing Act 1989 applies, and those to which it does not apply, as set out in Appendix 1, published as a supplement, as amended, were noted.
- (2) For the Planning Control Committee only, that the number of substitute Members for each Political Group be increased by 1.
- (3) That for 2026/27, Members were appointed to the various Committees and other bodies in accordance with the wishes of the political groups, as detailed in Appendix 2, published as a supplement, as amended, with the addition of:
- Councillor Daniel Allen as Substitute on Planning Control Committee.
  - Councillor Sam Collins as Substitute on Planning Control Committee.
  - Councillor Steven Patmore as Substitute on Overview and Scrutiny Committee.
  - Councillor Michael Muir as Substitute on Planning Control Committee.
  - Councillor Steven Patmore as Substitute on Employment Committee.
- (4) That for 2026/2027, each political Group Leader was appointed to the Constitutional and Governance Working Group, as detailed in paragraph 8.6 of the report.

**REASON FOR DECISIONS:** To comply with the provisions of Section 15 of the Local Government and Housing Act 1989.

**8 APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES FOR 2026/27**

**RESOLVED:** That the Chairs and Vice-Chairs of Committees (except Community Forums) for 2026/27 be appointed in accordance with the details set out in Appendix 1 to the report, published as a supplement, with the addition of:

- Councillor Val Bryant as Chair of the Employment Appeals Committee.
- Councillor Ian Albert as Vice-Chair of the Employment Appeals Committee.
- Councillor Claire Strong as Vice-Chair of the Joint Staff Consultative Committee.

**REASON FOR DECISION:** To comply with the provisions of Standing Order 4.8.1(a)(ix) of the Council's Constitution.

**9 EXTENSION OF APPOINTMENT OF INDEPENDENT MEMBER OF FINANCE, AUDIT AND RISK COMMITTEE**

**RESOLVED:** That John Cannon's appointment as the Independent Member for the Finance, Audit and Risk Committee was extended until 31st March 2028.

**REASON FOR DECISION:** John Cannon was appointed as the Independent Member for Finance, Audit and Risk (FAR) Committee in July 2022, for a period of 4 years. The request to extend his appointment reflects the positive contribution that he has made and is the practical option with the Local Government Reorganisation timeline of April 2028. It is also in line with CIPFA (Chartered Institute of Public Finance and Accountancy) best practice.

**10 ADJOURNMENT**

The meeting of the Annual Council was adjourned at 20:13 to allow meetings of each Community Forum to convene to elect Chairs and Vice-Chairs of the Community Forums for the Civic Year, following which, there was a comfort break.

The meeting reconvened at 20:31.

**11 KEY DECISIONS - ANNUAL REPORT ON CASES OF SPECIAL URGENCY**

**RESOLVED:** That the report was noted.

**REASON FOR DECISION:** To comply with Regulation 19 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 ("the Regulations").

**12 APPROVE A PROGRAMME OF ORDINARY MEETINGS FOR THE COUNCIL FOR THE CIVIC YEAR 2026/27**

**RESOLVED:** That the Calendar of Meetings for 2026/27, as attached as Appendix 1, was approved.

**REASONS FOR DECISION:**

- (1) To enable Members to agree a programme of ordinary meeting of the Council for 2026/27.
- (2) To enable Members to agree the Calendar of Meetings for 2026/27.

**13 NOMINATION OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND OTHER BODIES FOR 2026/27**

**RESOLVED:**

- (1) That the list of nominations of representatives on Outside Organisations and Other Bodies for 2026/2027, as set out in Appendix 1 to the report, published as a supplement, was approved, as amended, with confirmation that:
  - The Council's representatives to the Baldock Town Twinning Association be Councillors Rhona Cameron and Stewart Willoughby.
  - The Council's substitute representative to the Hertfordshire Health Scrutiny Committee be Councillor Elizabeth Dennis.
  - The Council's remaining vacant representatives on the King George V Playing Fields User Group be Councillor Val Bryant.
  - The Council's representative to the London Luton Airport Consultative Committee be Councillor Emma Fernandes.
  - The Council's representative to the Survivors Against Domestic Abuse (SADA) be Councillor Elizabeth Dennis.
  - Councillor Tina Bhartwas be removed as the Council's representative on the Letchworth Civic Trust.
- (2) That Political Group Leaders notify the Democratic Services Manager of nominations to the remaining vacancies or any changes to the existing representatives on outside organisations. Note the one remaining vacancy being on the Baldock Youth and Community Association.

**REASON FOR DECISIONS:** To comply with the provisions of Standing Order 4.8.1(b)(iv) and (v) of the Council's Constitution.

**14 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting on the grounds that the following report will involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the said Act (as amended).

**15 APPROVAL OF POTENTIAL EXIT PAYMENT - PART 2**

**RESOLVED:** That the information in the Part 2 report was considered when reaching the Part 1 decision.

**REASON FOR DECISION:** To ensure that, if required, following the completion of consultation and redeployment processes, the Council has complied with the approval process as set out in the Constitution and the Pay Policy Statement for any exit payment that exceeds the limit applied (£100,000).

**16 APPROVAL OF POTENTIAL EXIT PAYMENT - PART 1**

**RESOLVED:**

- (1) That Council approved the payment of the exit payment, if required, the details of which were set out in the Part 2 report.
- (2) That Council used the General Fund reserve to fund the cost.

**Thursday, 21st May, 2026**

***REASON FOR DECISIONS:*** To ensure that, if required, following the completion of consultation and redeployment processes, the Council has complied with the approval process as set out in the Constitution and the Pay Policy Statement for any exit payment that exceeds the limit applied (£100,000).