

# Special Council Meeting

**Charter Hall, Colchester Leisure World,  
Colchester, CO1 1YH**

**Wednesday, 15 September 2021 at 18:00**

# Information for Members of the Public

## Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published.

Dates of the meetings are available here:

<https://colchester.cmis.uk.com/colchester/MeetingCalendar.aspx>.

Most meetings take place in public. This only changes when certain issues, for instance, commercially sensitive information or details concerning an individual are considered. At this point you will be told whether there are any issues to be discussed in private, if so, you will be asked to leave the meeting.

## Have Your Say!

The Council welcomes contributions and representations from members of the public at most public meetings. If you would like to speak at a meeting and need to find out more, please refer to the Have Your Say! arrangements here:

<https://colchester.cmis.uk.com/colchester/HaveYourSay.aspx>.

## Audio Recording, Mobile phones and other devices

The Council streams public meetings for live broadcast over the internet and the recordings are available to listen to afterwards on the Council's YouTube channel. Audio recording, photography and filming of meetings by members of the public is also welcomed. Phones, tablets, laptops, cameras and other devices can be used at all meetings of the Council so long as this doesn't cause a disturbance. It is not permitted to use voice or camera flash functions and devices must be set to silent. Councillors can use devices to receive messages, to access meeting papers and information via the internet. Looking at or posting on social media by Committee members is at the discretion of the Chairman / Mayor who may choose to require all devices to be switched off at any time.

## Access

The main access to Charter Hall is suitable for wheelchair users. There is an induction loop in all the Charter Hall.

## Facilities

Toilets are available. Attendees are advised to bring their own refreshments or to purchase them from the Leisure World café which will be open.

## Evacuation Procedures

Should the emergency alarm sound exit the building by the nearest available emergency exit and assemble at the Skate Park.

Colchester Borough Council

telephone (01206) 282222 or textphone 18001 followed by the full number you wish to call

e-mail: [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk)

[www.colchester.gov.uk](http://www.colchester.gov.uk)

## **Covid 19**

Please could attendees note the following:-

- Hand sanitiser, wipes and masks will be available.
- Do not attend if you feel unwell with a temperature or cough, or you have come in to contact with someone who is unwell with a temperature or cough.
- Masks should be worn whilst arriving and moving round the meeting room, unless you have a medical exemption.
- All seating will be socially distanced with 2 metres between each seat. Please do not move the chairs. Masks can be removed when seated.
- Please follow any floor signs and any queue markers.
- Try to arrive at the meeting slightly early to avoid a last minute rush.
- Individual microphones will be available to use for each Councillor and Honorary Alderman.
- A risk assessment, including Covid 19 risks, has been undertaken for this meeting.

**COLCHESTER BOROUGH COUNCIL**  
**Council**  
**Wednesday, 15 September 2021 at 18:00**

**TO ALL MEMBERS OF THE COUNCIL**

**Published 07/09/2021**

You are hereby summoned to attend the Special meeting of the Council to be held on Wednesday, 15 September 2021 at 18:00 for the transaction of the business stated below only.



Chief Executive

**AGENDA**  
**THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING**  
**(Part A - open to the public)**

Please note that the business will be subject to short breaks at approximately 90 minute intervals.

**Live Broadcast**

Please follow this link to watch the meeting live on YouTube:

[\(107\) ColchesterCBC - YouTube](#)

**1 Welcome and Announcements (Council)**

The Mayor will welcome members of the public , Councillors Honorary Aldermen, former Councillors and guests and will ask the Chaplain to say a prayer. The Mayor will explain the procedures to be followed at the meeting including a reminder everyone to use microphones at all times when they are speaking, but otherwise keep microphones muted.

**2 Apologies**

To receive any apologies from Councillors and Honorary Aldermen.

**3 Declarations of Interest**

Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or participating in any vote upon the item, or any other pecuniary interest or non-pecuniary interest.

**4 Mayoral Tribute**

The Mayor to pay tribute to those Honorary Alderman who have died since the start of the Covid 19 Pandemic and to invite the Council to stand for a minute's silence.

**5 Honorary Alderman Badge**

The Mayor to advise of the presentation to Honorary Aldermen Blandon, Green and Kimberley of a badge recognising their position as Honorary Aldermen.

**6 Honorary Aldermen**

7 - 8

Motion that in pursuance of the provisions of section 249 of the Local Government Act 1972 this Council confers the title of Honorary Alderman on former Councillors Christopher Arnold, John Elliott and Theresa Higgins in recognition of their loyal and eminent service as a member of the Council and its constituent authority.

Details of the ceremony are included for information.

**Part B**  
**(not open to the public including the press)**



## **CEREMONY FOR THE APPOINTMENT OF HONORARY ALDERMEN, SPECIAL COUNCIL MEETING, 15 SEPTEMBER 2021**

1. Former Councillors Arnold, Elliott and Higgins, Councillors and Honorary Aldermen to arrive at Charter Hall from 5.00pm. Former Councillors, Councillors and Honorary Aldermen may park without charge in the Leisure World car park and drinks will be provided without charge from the Leisure World café.
2. Robing for Councillors and Honorary Aldermen will take place at the rear of Charter Hall.
3. Councillors and Honorary Aldermen will take their seats by 5.55 pm. A seating plan will be available in Charter Hall and Council officers will be present to help with seating.
4. Seating will be available towards the rear of Charter Hall for personal guests of the former Councillors as well as members of the public.
5. The Mayor will process in to Charter Hall with the Deputy Mayor, Chief Executive and former Councillors Arnold, Elliott and Higgins.
6. Former Councillors Arnold, Elliott and Higgins will be seated in front of the stage facing Honorary Aldermen and Councillors.
7. The meeting will be opened with a prayer by the Mayor's Chaplain. At the appropriate point on the agenda the Mayor will invite the Leader of the Council to move the motion for the appointment of former Councillors Arnold, Elliott and Higgins as Honorary Aldermen. Councillors and Honorary Aldermen will be invited to speak on the Motion. The motion will then be put to the vote.
8. On the Motion being approved, robes will be received from the Town Serjeant in turn by Honorary Aldermen Arnold, Elliott and Higgins. The Mayor will then present the transcripts of the resolution in turn to Honorary Aldermen Arnold, Elliott and Higgins.
9. Guests may wish to take the opportunity to take photographs at this stage of the meeting.
10. The Mayor will return to his seat and invite Honorary Aldermen Arnold, Elliott and Higgins to respond to the Council in turn.
11. The Mayor will declare the meeting closed and process out of Charter Hall following the mace, followed by Honorary Aldermen Arnold, Elliott and Higgins. Councillors and Honorary Aldermen will then leave Charter Hall (ie not in procession).
12. Please note that the meeting will be live streamed on the Council's You Tube channel and will be available to watch afterwards.

[\(202\) ColchesterCBC - YouTube](#)

NOTE – Being an Honorary Office of the Council the new Honorary Aldermen do not sign the declaration book nor make any declaration or oath.

