

Date of despatch: 3<sup>rd</sup> July, 2015

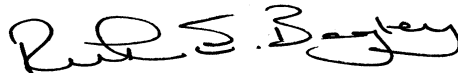
**To the Members of Slough Borough Council**

## NOTICE OF MEETING

Dear Councillor,

You are summoned to attend an Extraordinary Meeting of the Council of this Borough which will be held in the Main Hall, Chalvey Community Centre, The Green, Chalvey, Slough, SL1 2SP on **Monday, 13th July, 2015 at 6.30 pm**, when the business in the Agenda below is proposed to be transacted.

Yours faithfully



**RUTH BAGLEY**  
*Chief Executive*

## AGENDA

### **Apologies for Absence**

### **PAGE**

1. Declarations of Interest

*All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.*

*The Mayor will ask Members to confirm that they do not have a declarable interest.*

*All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.*

2. Appointment of Returning Officer - Colnbrook with Poyle Parish Council By Election - 20th August 2015

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## Press and Public

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 Council considers any items in the Part II agenda. Please contact the Democratic Services Officer shown above for further details.

The Council allows the filming, recording and photographing at its meetings that are open to the public. 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. 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.

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Extraordinary Council Meeting

**DATE:** 13<sup>th</sup> July 2015

**CONTACT OFFICER:** Ruth Bagley, Chief Executive  
**(for all enquiries)** 01753 875000

**WARD(S):** All

**PART I**  
**FOR DECISION**

**APPOINTMENT OF RETURNING OFFICER – COLNBROOK WITH POYLE PARISH COUNCIL BY ELECTION**

**1 Purpose of Report**

The purpose of the report is to seek the Council's approval to the appointment to the statutory position of Returning Officer for the Colnbrook with Poyle Parish Council By Election to be held on 20<sup>th</sup> August 2015.

**2. Recommendations**

The Council is requested to resolve that Catherine Meek, Head of Democratic Services, be appointed (with effect from 14<sup>th</sup> July 2015) as Returning Officer for the Colnbrook with Poyle Parish Council By Election to be held on 20<sup>th</sup> August 2015.

**3. The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**

This is a technical/administrative report and does not directly link with the Five Year Plan.

**4. Other Implications**

(a) Financial

This is a statutory appointment which does not have any financial implications for the Council.

(b) Risk Management

The Council is duty bound under the Representation of the People Act 1983 (as amended) to appoint to this position. Failure to do so would mean that the Council would be in breach of its statutory duties to make such appointments.

(c) Human Rights Act and Other Legal Implications

Section 35 of the Representation of the People Act 1983 requires the Council to appoint a Returning Officer for the election of Councillors within the Borough and the Parishes within the Borough.

(d) Equalities Impact Assessment

It is not considered that any formal equalities impact assessment needs to be carried out in relation to the information and recommendations contained within this report.

**5. Background/Supporting Information**

5.1 Kevin Gordon, Assistant Director of Professional Services, was appointed as the Council's Returning Officer with effect from 19<sup>th</sup> February 2014. Following the restructure of the Chief Executive's directorate Kevin Gordon no longer works for the authority.

5.2 There is a requirement to appoint a Returning Officer to conduct the Colnbrook with Poyle Parish Council By Election scheduled for 20<sup>th</sup> August 2015 and the Chief Executive has requested that the Council formally appoints Catherine Meek as Returning Officer for the Parish By Election with effect from 14<sup>th</sup> July 2015. The timetable for the By Election requires the Notice of the Election to be published by 16<sup>th</sup> July 2015 and the Returning Officer therefore needs to be formally appointed before the next scheduled meeting of the Council which is on 21<sup>st</sup> July, 2015.

**6. Comments of other Committees**

None.

**7. Conclusion**

The Council must appoint to this statutory position and is recommended to approve the recommendation set out in paragraph 2 above.

**8 Background Papers**

None.