



## **Meeting papers**

**Gloucestershire Joint Waste Committee**

**Tuesday 3 December 2019 at 10.00 am**

**Cabinet Suite - Shire Hall, Gloucester**



<b>Gloucestershire Joint Waste Committee</b>	
<b>Tuesday 3 December 2019 at 10.00 am</b>	
<b>Cabinet Suite - Shire Hall, Gloucester</b>	
<b>AGENDA</b>	

<b>1</b>	<b>ELECTION OF CHAIRPERSON</b> To elect a Chairperson for the meeting.	Andrea Clarke
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b>	Andrea Clarke
<b>3</b>	<b>DECLARATIONS OF INTEREST</b> Please see note (a) at the end of the agenda.	Andrea Clarke
<b>4</b>	<b>PUBLIC QUESTIONS</b> To answer any written questions about matters which are within the powers and duties of the committee.  The closing date/time for receipt of written questions is 6.00pm on 27 November 2019. Please send questions to the Democratic Services Unit, marked for the attention of Andrea Clarke (email: <a href="mailto:andrea.clarke@gloucestershire.gov.uk">andrea.clarke@gloucestershire.gov.uk</a> ).	Chair
<b>5</b>	<b>MEMBER QUESTIONS</b> To answer any written members' questions about matters which are within the powers and duties of the committee. The closing date/time for the receipt of questions is 6.00pm on 27 November 2019. Please send questions to the Democratic Services Unit marked for the attention of Andrea Clarke (email: <a href="mailto:andrea.clarke@gloucestershire.gov.uk">andrea.clarke@gloucestershire.gov.uk</a> ).	Chair
<b>6</b>	<b>MINUTES OF THE PREVIOUS MEETING</b> (Pages 1 - 14) The committee to agree the minutes of the meeting on Tuesday 12 February 2019, and to note the notes of the meetings on 18 June 2019 and 8 October 2019.	Andrea Clarke
<b>7</b>	<b>FUTURE WASTE PARTNERSHIP TERMS OF REFERENCE</b> (Pages 15 - 28)	Wayne Lewis

<b>8</b>	<b>MANAGEMENT ACCOUNTS MONITORING REPORT</b> (Pages 29 - 40)	Wayne Lewis
<b>9</b>	<b>SERVICE/ACTION PLAN UPDATE</b> (Pages 41 - 46)	Wayne Lewis

**Membership** – *Cllr Nigel Moor (Gloucestershire County Council) and Cllr Lynden Stowe (Gloucestershire County Council) Cllr Chris Coleman (Cheltenham Borough Council), Andrew Doherty (Cotswold District Council), Cllr Jim Mason (Tewkesbury Borough Council), Cllr Andy Moore (Forest of Dean District Council), Cllr Dennis Parsons (Cheltenham Borough Council), Cllr Sid Phelps (Forest of Dean District Council) and Cllr Mark Williams (Tewkesbury Borough Council)*

**Co-Opted Members** - *Cllr George Butcher (Stroud District Council), Cllr Richard Cook (Gloucester City Council), Cllr Simon Pickering (Stroud District Council) and Cllr Terry Pullen (Gloucester City Council)*

- (a) **DECLARATIONS OF INTEREST** – Please declare any disclosable pecuniary interests or personal interests that you may have relating to specific matters which may be discussed at this meeting, by signing the form that will be available in the Cabinet Suite. Completing this list is acceptable as a declaration, but does not, of course, prevent members from declaring an interest orally in relation to individual agenda items. The list will be available for public inspection.

Members requiring advice or clarification about whether to make a declaration of interest are invited to contact the Monitoring Officer (Jane Burns ☎ 01452 328472, email [jane.burns@gloucestershire.gov.uk](mailto:jane.burns@gloucestershire.gov.uk)) prior to the start of the meeting.

- (b) **INSPECTION OF PAPERS AND GENERAL QUERIES** - If you wish to inspect minutes or reports relating to any item on this agenda or have any other general queries about the meeting, please contact: Andrea Clarke, Senior Democratic Services Adviser ☎:01452 324203/fax: 425850/e-mail: [andrea.clarke@gloucestershire.gov.uk](mailto:andrea.clarke@gloucestershire.gov.uk)

(c) **Co-opted Members**

Gloucester City and Stroud District Councils may each nominate up to two Co-opted Members to attend and participate in the Committee’s meetings. Co-opted Members may take a full part in public debate where they are present, but may not vote. In the event of the Committee discussing confidential “exempt” non–public items the general presumption is that co-opted members shall leave the meeting, although should a co-opted member make a case to stay, this may be waived at the Chairman’s discretion provided no voting member raises an objection. Co-opted Members may, in such circumstances, be asked to leave the meeting while the Chairman seeks views from Voting Members.

(d) **GENERAL ARRANGEMENTS**

1. Members are asked to sign the attendance list.
2. Substitution of members – Where a substitute member takes the place of a committee member who is an executive member of the appointing partner authority the substitute member must also be a member of the executive.
3. Quorum - The quorum for a meeting shall be five committee members, which shall include at least one member appointed by each of the five different partner authorities. No business shall be transacted unless quorum is reached. If quorum is not reached within 30 minutes of the start of the meeting, (or if quorum ceases to be present during a meeting), the meeting shall be adjourned to the same time and venue within five working days of the meeting or to a date determined by the



Chairman.

**EVACUATION PROCEDURE** - in the event of the fire alarms sounding during the meeting please leave as directed in a calm and orderly manner and go to the assembly point which is **outside the main entrance to Shire Hall in Westgate Street**. Please remain there and await further instructions.

