

**CHELMSFORD CITY COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL**  
**held on 13 May 2026 at 7pm**

**PRESENT:**

The Mayor, J Sosin  
The Deputy Mayor, S Rajesh

Councillors J Armstrong, H Ayres, G Bonnett, N Chambers, D Clark, H Clark, P Clark, A Davidson, C Davidson, S Davis, S Dobson, N Dudley, D Eley, K Franks, J Frasca, L Foster, I Fuller, S Goldman, J Hawkins, R J Hyland, J Jeapes, B Knight, J Lardge, R Lee, S Manley, L Mascot, B. Massey, R Moore, M O'Brien, V Pappa, J. Potter, J Raven, S Robinson, E Sampson, S Scott, T Sherlock, A Sosin, M Steel, S Sullivan, M Taylor, A Thompson, A Thorpe-Apps, C Tron, N Walsh, R Whitehead, P Wilson, and S Young.

### 1. Apologies for Absence

Apologies for absence had been received from Councillors Adutwim, Davey, Deakin, Hall and Sismey.

### 2. Mayor's Announcements

The Mayor reported on the recent sad passing of former Councillor and Mayor Mike Mackrory, who had served as a City Councillor between 1995 and 2023, including as leader of the Council, Leader of the Opposition, a Cabinet Member and as the Mayor in 1999. They also noted their role representing Springfield on Essex County Council since 2005 and that their thoughts were with their family and friends. Members stood in silence as a mark of respect.

Cllrs Robinson and Potter paid tribute to Mike Mackrory, reflecting on the extensive roles they had held with Local Government, the dedication they had for their community and their previous roles in Ilford, before moving to Chelmsford. The Council also heard that Mike Mackrory had always worked hard to improve facilities in Springfield for its residents, listened to views of others, contributed significantly to Chelmsford and had always been a gentleman.

The Mayor welcomed Councillor Seena Shah to the Council, after they had been elected as a Councillor for the Broomfield and the Walthams Ward.

The Mayor confirmed that they had attended a total in excess of 300 events in their mayoral term and announced that they had raised £11,489 for their charity, Chelmsford CVS. They acknowledged the support of representatives from the CVS, present at the meeting. The Mayor also presented Marine Cadet, Lance Corporal George Bunby, with a certificate to mark their year as the Mayor's Cadet.

### 3. Election of Mayor and Deputy Mayor

#### Election of Mayor

On the nomination of Councillor Eley, seconded by Councillor Thorpe Apps, it was

RESOLVED that Councillor L Foster be elected Mayor of the City of Chelmsford for the ensuing year.

#### Appointment of Deputy Mayor

On the nomination of the Mayor, seconded by Councillor Robinson, it was

RESOLVED that Councillor Frascona be appointed as the Deputy Mayor of the City of Chelmsford for the ensuing year.

### 4. Declarations of Acceptance of Office

Councillor Foster made the declaration of acceptance of office as Mayor and took the chair.

Councillor Frascona then made the declaration of acceptance of office as Deputy Mayor.

### 5. Mayoress and Deputy Mayoress

The Mayor introduced to the Council the Mayoress for their year in office, Corinne Tutton. The Deputy Mayor introduced the Deputy Mayors Consort, Amanda Wilson.

The retiring Mayoress, Chris Shaw, congratulated the Mayoress, Corinne Tutton, and invested them with the Chain of Office.

The retiring Deputy Mayoress, Rajesh Kumar, congratulated the Deputy Mayoress, Amanda Wilson, and invested them with the Badge of Office.

### 6. Address by the Mayor

The Mayor thanked the Council for electing them and expressed appreciation for the work of Councillor Sosin during their year in office.

### 7. Retiring Mayor and Retiring Deputy Mayor

Councillor Lardge and Councillor Whitehead thanked Councillor Sosin for their services as Mayor, highlighting the Mayors dedication to the community.

Councillor Lardge presented a video reflecting on Cllr Sosin's time as Mayor and expressed their appreciation for the support given to them by their Mayoress Chris Shaw and Councillor Rajesh as the Deputy Mayor.

Councillor Sosin reflected on their time as Mayor and thanked their Mayoral Party and others who had helped them during their Mayoral year. The Council heard that they had been

honoured to undertake the role and they wished the newly elected Mayor all the best for their upcoming year.

## 8. Mayor's Announcements

The Mayor informed the Council that their Chaplin for the forthcoming year, would be Reverend Canon Ivor Moody, that their Charity for the year would be Springfield Furniture Bank and their theme for the year would be Kindness.

## 9. Leader's Scheme of Delegation

The Council were presented with the Leaders Scheme of Executive Delegation for 2026-2027. The Leader highlighted that the scheme remains unchanged from the previous year and that no individual cabinet members have delegation to take decisions.

RESOLVED that the Leaders Scheme of Delegation be noted.

## 10. Arrangements for and Appointments to City Council Bodies and Outside Bodies

The Council were presented with the schedule of appointments to City Council Bodies and Outside Bodies. The Leader also informed the Council about proposed changes to their Cabinet, including new roles to match the Council's Management Structure.

RESOLVED that:

### CONSTITUTION OF POLITICAL GROUPS AND ARRANGEMENTS FOR AND APPOINTMENTS TO CITY COUNCIL AND OUTSIDE BODIES

#### SCHEDULE A

#### POLITICAL GROUPS

In accordance with the Regulations made under the Local Government and Housing Act 1989 the following political groups have been constituted.

- |     |                               |            |                |                         |
|-----|-------------------------------|------------|----------------|-------------------------|
| (a) | <b>Liberal Democrat Group</b> | 31 members | Leader:        | Councillor S J Robinson |
|     |                               |            | Deputy Leader: | Councillor J Lardge     |

Councillors C Adutwim, H Ayres, D Clark, H Clark, P Davey, A Davidson, C Davidson, N Dudley, D Eley, L Foster, K Franks, J Frasca, I Fuller, S Goldman, S Hall, J Hawkins, J Lardge, R Lee, S Manley, L Mascot, R Moore, S Rajesh, E Sampson, T Sherlock, A Sosin, J Sosin, A Thompson, C Tron, N Walsh and S Young

- |     |                           |            |                |                          |
|-----|---------------------------|------------|----------------|--------------------------|
| (b) | <b>Conservative Group</b> | 19 members | Leader:        | Councillor R T Whitehead |
|     |                           |            | Deputy Leader: | Councillor A Thorpe Apps |

Councillors, G. Bonnett, V Canning, N Chambers, S Dobson, J Jeapes, A John, B Massey, M O'Brien, V Pappa, J Potter, J Raven, S Scott, S Shah, M Sismey, M Steel, S Sullivan and P Wilson

- (c) **Chelmsford Independents Group**      2 members      Leader:      Councillor R Hyland  
Councillor S Davis
- (d) **Reform UK Group**      2 members      Leader:      Councillor P Clark  
Councillor J Armstrong
- (e) **Independent Councillors not in a political group**  
Councillors J Deakin, B Knight and M Taylor

### **SCHEDULE B - APPOINTMENTS TO THE CABINET AND AREAS OF RESPONSIBILITY**

The Leader of the Council (Councillor Stephen Robinson) proposes the appointment of the following councillors to the Cabinet in 2026/27 with the areas of responsibility shown:

Leader of The Council	Cllr Stephen Robinson
Deputy Leader and Cabinet Member for Culture and Leisure	Cllr Jennie Lardge
Cabinet Member for Finance	Cllr Chris Davidson
Cabinet Member for a Greener Chelmsford	Cllr Rose Moore
Cabinet Member for a Fairer Chelmsford	Cllr Kieron Franks
Deputy Cabinet Member for Economy & Sustainable Transport	Cllr Terry Sherlock
Cabinet Member for Planning and Place-Shaping	Cllr Richard Lee
Cabinet Member for Health & Wellbeing	Cllr Natacha Dudley
Deputy Cabinet Member for Cleaner Communities	Cllr Simon Goldman
Cabinet Member for Connected Chelmsford	Cllr Joanne Hawkins

**OPPOSITION SPOKESPERSONS**

The following councillors are proposed as the Cabinet spokespersons for the largest opposition group in 2026/27 with the areas of responsibility shown:

<b>Function</b>	<b>Conservative Group</b>
Leader	Cllr Roy Whitehead
Cabinet Member for Culture and Leisure	Cllr Julia Jeapes
Cabinet Member for Finance	Cllr Roy Whitehead
Cabinet Member for a Greener Chelmsford	Cllr Susan Sullivan
Cabinet Member for a Fairer Chelmsford	Cllr Andrew Thorpe-Apps
Deputy Cabinet Member for Economy & Sustainable Transport	Cllr Mike Steel
Cabinet Member for Planning and Place-Shaping	Cllr Sue Dobson
Cabinet Member for Health & Wellbeing	Cllr Philip Wilson
Deputy Cabinet Member for Cleaner Communities	Cllr Gillian Bonnett
Cabinet Member for Connected Chelmsford	Cllr James Raven

**SCHEDULE C****ARRANGEMENTS FOR COMMITTEES AND SUB-COMMITTEES****Political Proportionality**

The Local Government and Housing Act 1989 sets out the requirements for political proportionality in relation to the allocation of committee seats to councillors within political groups. Set out below is an explanation of how the annual review of the allocation of seats has been undertaken and asks Full Council to approve this approach.

Two or more councillors may form a political group by giving notice of its membership and group leader to the proper officer of the council. The political balance of the Council is as follows:-

Liberal Democrat 31  
 Conservative 19  
 Chelmsford Independents Group 2  
 Reform UK 2  
 Others 3

Total 57

The Council then allocates committee seats to those political groups in accordance with the political balance rules.

These rules are :-

1. Not all seats are allocated to the same political party
2. The majority party must have a majority of seats on every committee.
3. Subject to (1) and (2), the total number of ordinary committee seats must be proportionate. For example, a group with 33% of Council seats should have 33% of the seats on ordinary committees.
4. Subject to (1) and (2), each individual committee must be as proportionate as possible. A group with 33% of Council seats should have 33% of the seats on each committee.

The political balance rules do not always completely determine the balance of each committee. Sometimes the Council unavoidably has some discretion as to how to apply those rules. For example, if there are committees of the same size which must be balanced differently under the rules, there is a discretion as to which committees receive which allocation. Council can only depart from these rules provided no member votes against a resolution to do so. It is on this basis that an additional seat is again proposed to be allocated to the independent group. Council is asked to consider the allocation of seats to councillors within political groups on this basis set out in Appendix C.

The following Committees and Sub-Committee are proposed with the numbers, membership and chairs shown.

**Note** the following Constitutional restrictions on appointments to those bodies:

1. No member of the Cabinet or a Cabinet Deputy may be appointed to the Overview and Scrutiny Committee.
2. No more than two members each of the Cabinet or Overview and Scrutiny Committee may be appointed to the Audit and Risk Committee
3. No more than two members of Cabinet may be appointed to Governance Committee and the Leader, Mayor or Deputy mayor may not be appointed
4. Trained standing substitutes are permitted to Governance Committee, Licensing and Regulatory Committee and Planning Committee.

<i>Body</i>	<i>Seats</i>	<i>Allocation</i>	<i>Membership</i>
Audit and Risk Committee	9	Liberal Democrat – 6  Conservative - 3	Councillor Nora Walsh (Chair) Councillor Charlene Adutwim Councillor Dan Clark Councillor Hazel Clark Councillor Natacha Dudley (Vice Chair) Councillor Andrew Sosin

			<p>Councillor Gillian Bonnett Councillor James Raven Councillor Malcom Sismey</p>
Chelmsford Policy Board	13	<p>Liberal Democrat – 7</p> <p>Conservative – 5</p> <p>Reform UK – 1</p>	<p>Councillor Charlene Adutwim (Chair) Councillor Pete Davey Councillor Donna Eley Councillor Ian Fuller Councillor Sean Manley Councillor Andrew Sosin (Vice Chair) Councillor Sue Young</p> <p>Councillor Julia Jeapes Councillor Bob Massey Councillor Murrough O'Brien Councillor Stephanie Scott Councillor Andrew Thorpe-Apps</p> <p>Councillor Jacob Armstrong</p>
Employment Committee	5	<p>Liberal Democrat – 3</p> <p>Conservative - 2</p>	<p>Councillor Stephen Robinson Councillor Jennie Lardge Relevant Cabinet Member</p> <p>Councillor Janette Potter Councillor Roy Whitehead</p>
Governance Committee	7	<p>Liberal Democrat – 5</p> <p>Conservative – 2</p>	<p>Councillor Smita Rajesh (Chair) Councillor Helen Ayres Councillor Kieron Franks (Vice Chair) Councillor Ian Fuller Councillor Sue Young</p> <p><i>Councillor Linda Mascot (SUB)</i> Councillor Gillian Bonnett Councillor Seena Shah</p> <p><i>Councillor Roy Whitehead (SUB)</i></p> <p>And two independent persons (appointed under</p>

			<p>section 28(7) of the Localism Act 2011)</p> <p>NOTE – There are also three Parish Council representatives on the Committee</p>
Licensing and Regulatory Committee (Depending on the matters to be considered this Committee will sit as either the Regulatory Committee or as the Licensing Committee)	13	<p>Liberal Democrat – 7</p> <p>Conservative – 5</p> <p>Chelmsford Independents Group - 1</p>	<p>Councillor Ashley Thompson (Chair)</p> <p>Councillor Hazel Clark (Vice Chair)</p> <p>Councillor Ann Davidson</p> <p>Councillor Donna Eley</p> <p>Councillor Joanne Hawkins</p> <p>Councillor Richard Lee</p> <p>Councillor Sean Manley</p> <p><i>Councillor Simon Goldman (SUB)</i></p> <p><i>Councillor Linda Mascot (SUB)</i></p> <p>Councillor Nicolette Chambers</p> <p>Councillor Vetri Pappa</p> <p>Councillor Steph Scott</p> <p>Councillor Seena Shah</p> <p>Councillor Susan Sullivan</p> <p>Councillor Victoria Canning (SUB)</p> <p>Councillor Steve Davis</p>
Overview and Scrutiny Committee	13	<p>Liberal Democrat – 7</p> <p>Conservative – 5</p>	<p>Councillor Linda Mascot (Vice Chair)</p> <p>Councillor Dan Clark</p> <p>Councillor Pete Davey</p> <p>Councillor Donna Eley</p> <p>Councillor Andrew Sosin</p> <p>Councillor Janetta Sosin</p> <p>Councillor Ashley Thompson</p> <p>Councillor Julia Jeapes (Chair)</p>



**SCHEDULE D****OTHER APPOINTMENTS****South Essex Parking Partnership Joint Committee**

Councillor Terry Sherlock is proposed as the Council's representative on the South Essex Parking Partnership Joint Committee and its Sub-Committees (Councillor Andrew Sosin as substitute).

**Appointment of Representatives to Outside Bodies 2026/27**

It is proposed that, unless indicated otherwise, the appointments below continue in 2026/27 subject to any changes or additions that may be agreed in accordance with the delegation in recommendation 3 below.

**Equality, Diversity and Inclusion Champions**

Councillor Charlene Adutwim  
Councillor Hazel Clark  
Councillor Nora Walsh

**Armed Forces Champion**

Councillor Hazel Clark

**Health and Wellbeing Ambassador**

Councillor Ann Davidson

<i>Body</i>	<i>Term of Office</i>	<i>No. of Representatives</i>	<i>Representative(s)</i>
Chelmer and Blackwater Navigation Advisory Board	1 year	1	Councillor Richard Lee
Chelmsford Age Concern	1 year	1	Councillor Ann Davidson

Chelmsford Business Improvement District	1 year	1	Councillor Terry Sherlock
Chelmsford CAB Trustee Board	1 year	2	Councillors Hazel Clark and Smita Rajesh
Chelmsford Council for Voluntary Service	1 year	1	Councillor Sue Young
Chelmsford Educational Foundation	3 years commencing May 2026	2	Councillor Julia Frascona and Sue Young
Chelmsford Fairtrade	1 year	1	Councillor Natacha Dudley
Chelmsford Local Highways Panel	1 year	2	Councillor Kieron Franks Councillor Steph Scott
Chelmsford YMCA	1 year	1	Councillor Sue Young
Danbury Lakes Country Park Forum	1 year	2	Councillor Richard Hyland
Essex Countywide Traveller Unit Joint Committee	No fixed term	1	Councillor Janetta Sosin
Essex Police, Fire and Crime Panel	1 year	1	Councillor Natacha Dudley
Essex Waste Partnership Member Board	1 year	1	Councillor Simon Goldman
Flood Partnership Board	1 year	1	Councillor Rose Moore
Galleywood Heritage Centre	2 years commencing May 2025	1	Councillor Richard Hyland
KEGS at Chelmsford Foundation	3 years commencing 1st July 2026	2	Councillor Andrew Sosin and Mrs Myra Merchant

Local Government Association – Assembly and Conference - Delegate	1 year	1	Councillor Stephen Robinson
Local Government Association – District Councils Network	1 year	1	Councillor Stephen Robinson
Marsh Farm Country Park Forum	1 year	1	Councillor Terry Sherlock
Mid and South Essex ICS – Mid Essex Locality representative	1 year	1	Councillor Ann Davidson
NEEB (North Essex Economic Board)	1 Year	1	Councillor Terry Sherlock
One Chelmsford Partnership Strategic Board	1 year	1	Councillor Stephen Robinson (Substitute – Councillor Natacha Dudley)
PATROL (Parking and Traffic Regulations Outside London) Adjudication joint Committee.	1 year	1	Councillor Terry Sherlock
Sanctus	2 years	1	Councillor Linda Mascot
Springfield United Charities	4 years commencing May 2023	3	Councillors Ian Fuller and Chloe Tron and Mr R Stevens
The Barge Susan Trust	2 years commencing May 2025	1	Mrs F B Mountain

Bradwell Local Community Liaison Council	1 year	1	Director of Sustainable Communities or representative	Director of Sustainable Communities or representative
Essex Society for Archaeology and History	1 year	1	Director of Connected Chelmsford or representative	Director of Connected Chelmsford or representative

**RESOLVED** that:

1. The appointments detailed in Schedules A, B, C and D above be approved;
2. The Legal and Democratic Services Manager, after consulting the relevant Group Leaders, be authorised to:
  - (a) make appointments to an Employment Appeals Committee should the need for that Committee arise;
  - (b) make appointments to or approve other changes to the representation of other non-Executive bodies that become necessary during the municipal year, provided that the political balance of those bodies continues to be observed;
3. The Legal and Democratic Services Manager, after consulting the political Groups, be authorised to finalise, amend or add to the appointments to Outside Bodies and to make any changes to them during the municipal year.

The meeting closed at 8:02pm

Mayor