

## SURREY HEATH BOROUGH COUNCIL

Surrey Heath House  
Knoll Road  
Camberley  
Surrey  
GU15 3HD

Tuesday, 9 May 2023

To: The Members of the Surrey Heath Borough Council

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Surrey Heath Borough Council to be held in the Council Chamber, Surrey Heath House on Wednesday, 17 May 2023 at 7.00 pm. The business which it is proposed to transact at the meeting is set out below.

**Please note that this meeting will be recorded.**

Yours sincerely

Damian Roberts

Chief Executive

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**1. Mayor**

To elect the Mayor for the ensuing year.

**2. Deputy Mayor**

To elect the Deputy Mayor for the ensuing year.

**3. Report of the Returning Officer (Pages 5 - 8)**

To receive the report of the Returning Officer formally notifying the return of Borough Councillors.

**4. Apologies for Absence**

To report apologies for absence.

**5. Minutes (Pages 9 - 14)**

To approve as a correct record, the minutes of the meeting of the Council held on 5 April 2023.

**6. Declarations of Interest**

Members are invited to declare any Disclosable Pecuniary Interests and non-pecuniary interests they may have with respect to matters which are to be considered at this meeting.

**7. Mayor's Announcements**

The Mayor to make their announcements.

**8. Leader of the Council**

To elect the Leader for a four year term of office.

**9. Executive Arrangements**

The Leader has responsibility for the discharge of all executive functions, for the appointment of councillors to the Executive and for the determination of the individual portfolios to be allocated to the Portfolio Holders.

The Leader can choose to delegate any/all of the executive functions to the Executive as a whole; a committee of the Executive; an individual member of the Executive; an officer; an area committee; joint arrangements; local Member in relation to their ward; or another local authority.

The Leader to advise the Council in relation to

- a) the arrangements for the exercise of executive functions for the ensuing year;
- b) the appointment of councillors to the Executive;
- c) the individual portfolios to be allocated to the Portfolio Holders;
- d) the appointment of the Deputy Leader.

**10. Establishment of Committees and Review of Political Proportionality**

To appoint the committees of the Council for the ensuing year, to determine

the number of Members on each committee and to review the political proportionality of the committees. (Report of the Head of Legal & Democratic Services to follow.)

**11. Appointment of Members to Committees**

In accordance with the allocation of seats, as determined at Item 10 above, and having regard to the nominations of the political groups (to be laid on the table), to appoint members to the following committees for the 2023/24 municipal year:

- a) Planning Applications Committee
- b) Licensing Committee
- c) External Partnerships Select Committee
- d) Performance & Finance Scrutiny Committee
- e) Audit & Standards Committee
- f) Employment Committee

**12. Appointment of the Chairmen and Vice Chairmen of the Committees of the Council**

To appoint Chairmen and Vice-Chairmen to the Committees established at Item 10 above. Nominations to these positions will be laid on the table.

**13. Joint Committee**

To appoint a Member to the Police and Crime Panel for the 2023/24 municipal Year.

**14. Appointment of Working Groups and Other bodies of the Council and the Membership for 2023/24**

For the 2023/24 municipal year, to appoint the following working groups of the Council, to appoint the membership thereof having regard to the nominations of the political groups, as laid on the table:

<b>Working Group/ Consultative Group</b>	<b>Seats</b>
Governance Working Group	5
Joint Staff Consultative Group	8

**15. Responsibility for Functions (Pages 15 - 24)**

To consider the report of the Head of Legal & Democratic Services (attached).

**16. Appointment of Independent Persons (Pages 25 - 28)**

To consider the report of the Head of Legal & Democratic Services (attached).