

**MINUTES OF A MEETING OF SURREY  
HEATH BOROUGH COUNCIL held at  
Surrey Heath House, Camberley on  
17 May 2023**

---

+ Ms Helen Whitcroft (Mayor)  
+ Cllr Pat Tedder (Deputy Mayor)

+ Cllr Alan Ashbery	+ Cllr Lewis Mears
+ Cllr Louise Ashbery	+ Cllr Liz Noble
+ Cllr Cliff Betton	+ Cllr David O'Mahoney
+ Cllr Jonny Cope	+ Cllr Ying Perrett
+ Cllr Kel Finan-Cooke	+ Cllr Jonathan Quin
+ Cllr Lisa Finan-Cooke	+ Cllr Bob Raikes
+ Cllr Shaun Garrett	+ Cllr Morgan Rise
+ Cllr Mary Glauert	+ Cllr Murray Rowlands
+ Cllr Mark Gordon	+ Cllr John Skipper
+ Cllr Julie Hoad	+ Cllr Kevin Thompson
+ Cllr Nirmal Kang	+ Cllr Josh Thorne
+ Cllr Sarbie Kang	+ Cllr Victoria Wheeler
+ Cllr Rob Lee	+ Cllr David Whitcroft
+ Cllr Shaun Macdonald	+ Cllr Valerie White
+ Cllr Leanne MacIntyre	+ Cllr Richard Wilson
+ Cllr Emma-Jane McGrath	

+ Present

**1/C Mayor**

It was moved by Councillor Victoria Wheeler and seconded by Councillor Shaun Garrett that Councillor Pat Tedder be elected Mayor for the ensuing year. There being no further nominations, it was unanimously

**RESOLVED that Councillor Pat Tedder be elected Mayor of the  
Borough of Surrey Heath for the ensuing municipal year.**

Councillor Pat Tedder made and signed the Declaration of Acceptance of Office of Mayor and was invested with the Mayoral Chain of Office.

The Mayor, Councillor Pat Tedder, in the Chair.

Councillor Tedder thanked the Council for her election as the 51<sup>st</sup> Mayor of the Borough. She paid tribute to her family and friends, councillors, and residents who had supported, guided and encouraged her over the years.

The Mayor invested her daughter, Mrs Elizabeth Kirkpatrick-Thody, as her Escort for her Mayoral Year. She informed the Council that the Reverend Dan Stork Banks of St Lawrence, Chobham with St Saviour, Valley End would be her Chaplain and would be invested with the Chaplain's badge at the next meeting

On behalf of the Council, the Mayor thanked Helen Whitcroft and her Escort, Miss Madison Whitcroft, for the way they had carried out their roles over the past year.

## **2/C Deputy Mayor**

It was moved by Councillor Rob Lee and seconded by Councillor David Whitcroft that Councillor Sarbie Kang be appointed Deputy Mayor for the ensuing year. There being no further nominations, it was unanimously

**RESOLVED that Councillor Sarbie Kang be elected Deputy Mayor of the Borough of Surrey Heath for the ensuing municipal year.**

Councillor Sarbie Kang made the declaration of acceptance of office and thanked the Council for her appointment.

The Mayor invested Cllr Nirmal Kang as the Deputy Mayor's Consort for the Mayoral Year.

## **3/C Report of the Returning Officer**

The Council received the report of the Returning Officer, formally notifying the return of the Borough Councillors at the elections held on 4 May 2023.

## **4/C Minutes**

It was moved by the Mayor, seconded by the Deputy Mayor, and

**RESOLVED that the minutes of the meeting of the Council held on 5 April 2023 be approved as a correct record.**

## **5/C Mayor's Announcements**

The Mayor informed the Council that she would be supporting Sight for Surrey during her mayoral year. She would also be selecting a charity that supported the deaf and details on the chosen charity would be reported to the next meeting.

## **6/C Leader of the Council**

It was moved by Councillor Kel Finan-Cooke and seconded by Councillor Rob Lee that Councillor David Whitcroft be appointed Leader of the Council. There being no further nominations, it was unanimously

**RESOLVED that Councillor David Whitcroft be elected Leader of the Council for a 4 year term of office.**

Councillor David Whitcroft made and signed the Declaration of Acceptance of Office of Leader of the Council.

## **7/C Executive Arrangements**

The Leader informed the Council that Councillor Morgan Rise would be the Deputy Leader and the following councillors would be Portfolio Holders with the areas of responsibility as set out below:

<u>Portfolio Area</u>	<u>Portfolio Holder</u>
Economic Development	Cllr Kel Finan-Cooke
Finance & Customer Service	Cllr Leanne MacIntyre
Environment & Health	Cllr Morgan Rise
Housing, Safeguarding & Support	Cllr Lisa Finan-Cooke
Leisure, Culture & Community	Cllr John Skipper
Planning & Control	Cllr Alan Ashbery
Transformation	Cllr Shaun Macdonald

A revised schedule of allocations of areas of responsibility to portfolios had been circulated with the agenda.

The Leader reported that all decisions would be taken collectively by the Executive. He had not reserved any decisions to the office of the Council Leader and no individual decision making powers had been delegated to Portfolio Holders. The Scheme of Delegation of Functions to Officers in respect of executive functions would remain as set out at Part 3 of the Council's Constitution.

#### **8/C Establishment of Committees and Review of Political Proportionality**

The Council was required by law to allocate seats in proportion to the political composition of the Council, with the aggregate membership of all the committees also being proportionate. The Council received a report setting out a proposed scheme of proportionality.

It was moved by the Mayor, seconded by the Deputy Mayor and

##### **RESOLVED that**

- (i) the committees as set out at Annex A of the agenda report be appointed with the committee sizes shown; and**
- (ii) the scheme of proportionality as set out at Annex A of the agenda report be adopted for 2023/24**

#### **9/C Appointment of Members to Committees**

It was moved by the Mayor, seconded by the Deputy Mayor, and

**RESOLVED, that the membership of the standing committees of the Council for 2023/24 be as follows:**

**Planning Applications Committee (15 members and 8 substitute members)**

Committee Members:

Councillors Cliff Betton, Shaun Garrett, Mary Glauert, Nirmal Kang, Liz Noble, David O'Mahoney, Bob Raikes, Murray Rowlands, John Skipper, Pat Tedder, Victoria Wheeler, Valerie White, David Whitcroft, Richard Wilson, vacancy.

Substitutes:

Councillors Jonny Cope, Lisa Finan-Cooke, Mark Gordon, Rob Lee, Emma-Jane McGrath, Ying Perrett, Jonathan Quin.

### **Licensing Committee (13 members)**

Committee Members:

Councillors Louise Ashbery, Kel Finan-Cooke, Mark Gordon, Nirmal Kang, Rob Lee, Ying Perrett, Jonathan Quin, Bob Raikes, John Skipper, Pat Tedder, Kevin Thompson, Valerie White, vacancy.

### **Performance & Finance Scrutiny Committee (13 members and 7 substitute members)**

Committee Members:

Councillors Louise Ashbery, Shaun Garrett, Mary Glauert, Nirmal Kang, Rob Lee, Lewis Mears, Liz Noble, Ying Perrett, Bob Raikes, Murray Rowlands, Pat Tedder, Victoria Wheeler, Richard Wilson.

Substitutes:

Councillors Emma-Jane McGrath, David O'Mahoney, Jonathan Quin, Josh Thorne, Valerie White, 2 vacancies.

### **External Partnerships Select Committee (13 members and 7 substitute members)**

Committee Members:

Councillors Louise Ashbery, Cliff Betton, Jonny Cope, Mary Glauert, Julie Hoad, Sarbie Kang, Rob Lee, Lewis Mears, Emma-Jane McGrath, Liz Noble, Jonathan Quin, Kevin Thompson, Richard Wilson.

Substitutes:

Councillors Mark Gordon, David O'Mahoney, Ying Perrett, Bob Raikes, Murray Rowlands, Pat Tedder, Valerie White.

### **Audit & Standards Committee (7 members and 5 substitute members)**

Committee Members:

Councillors Cliff Betton, Jonny Cope, Rob Lee, Leanne MacIntyre, Bob Raikes, Pat Tedder, Josh Thorne.

Substitutes:

Councillors Shaun Garrett, Kevin Thompson, Victoria Wheeler, Valerie White, vacancy.

**Employment Committee (9 members and 6 substitute members)**

Committee Members:

Councillors Lisa Finan-Cooke, Mark Gordon, Shaun Macdonald, Leanne MacIntyre, Morgan Rise, Murray Rowlands, Josh Thorne, Victoria Wheeler, David Whitcroft.

Substitutes:

Councillors Shaun Garrett, Lewis Mears, Ying Perrett, Jonathan Quin, Pat Tedder, Richard Wilson.

**10/C Appointment of the Chairmen and Vice Chairmen of the Committees of the Council**

The Council received nominations to the positions of Chairs and Vice Chairs of the Committees of the Council. A vote was taken on all the uncontested positions 'en bloc'.

The position of Chair of Planning Applications Committee had been contested and was proposed and seconded, as set out in the agenda paperwork, and put to the vote.

**RESOLVED that the following appointments be made for the ensuing year:**

<b><u>Committee</u></b>	<b><u>Chair</u></b>	<b><u>Vice-Chair</u></b>
<b>Planning Applications</b>	<b>Cllr Cliff Betton</b>	<b>Cllr Victoria Wheeler</b>
<b>Licensing</b>	<b>Cllr Valerie White</b>	<b>Cllr Rob Lee</b>
<b>Performance &amp; Finance Scrutiny</b>	<b>Cllr Shaun Garrett</b>	<b>Cllr Liz Noble</b>
<b>External Partnerships Select</b>	<b>Cllr Rob Lee</b>	<b>Cllr Mary Glauert</b>
<b>Audit &amp; Standards</b>	<b>Cllr Cliff Betton</b>	<b>Cllr Bob Raikes</b>

**Committee**  
**Employment**

**Chair**  
**Cllr David**  
**Whitcroft**

**Vice-Chair**  
**Cllr Morgan Rise**

**11/C Joint Committee**

It was moved by Councillor David Whitcroft, seconded by Councillor Morgan Rise and

**RESOLVED that Councillor Richard Wilson be appointed to the Surrey Police and Crime Panel for the 2023/24 municipal year.**

**12/C Appointment of Working Groups and Other bodies of the Council and the Membership for 2023/24**

It was moved by Councillor David Whitcroft and seconded by Councillor Morgan Rise that the bodies set out below be established and that the size of these bodies, the allocations to the different party groups and the nominations thereto be as laid on the table.

**RESOLVED that the following working groups or bodies of the Council be established, the allocation of seats be approved, and the membership of those bodies be as set out below:**

**Governance Working Group** (7 members and 5 substitute members)

Members:

Cllr Shaun Garrett, Cllr Nirmal Kang, Cllr Jonathan Quin, Cllr Morgan Rise, Cllr Victoria Wheeler, Cllr David Whitcroft, Cllr Richard Wilson.

Substitutes:

Cllr Liz Noble, Cllr Murray Rowlands, Cllr Pat Tedder, Cllr Valerie White, vacancy.

**Joint Staff Consultative Group** (8 members)

Cllr Lisa Finan-Cooke, Cllr Mark Gordon, Cllr John Skipper, Cllr Pat Tedder, Cllr David Whitcroft, Cllr Valerie White, 2 vacancies.

**13/C Responsibility for Functions**

The Constitution, at Part 3 Section A, required the Council at its Annual Meeting to agree the Scheme of Delegation of Functions. It was moved by the Mayor, seconded by the Deputy Mayor and

**RESOLVED that the Scheme of Delegation of Functions, as set out at Annex A to the agenda report, be agreed.**

**14/C Appointment of Independent Persons**

The Council was reminded that it had previously appointed a pool of Independent Persons in accordance with Section 28 of the Localism Act 2011. The appointments had been until May 2023 and it was consequently necessary to appoint a pool for a further term of four years.

Advertising for replacements had been carried out by the participating authorities in a consortium of councils which consisted of Epsom & Ewell, Guildford, Mole Valley, Spelthorne, Reigate & Banstead and Waverley councils, as well as Surrey Heath Borough Council. Following advertising and interviews, three existing IPs had expressed a wish to continue and two new applicants had been interviewed by a group of Monitoring Officers. It was proposed that all five be appointed by this Council. The Audit & Standards Committee had considered the appointment of Independent Persons at its meeting on 17 April 2023 and is recommending the candidates named above for appointment.

**RESOLVED that, in accordance with Section 28 of the Localism Act 2011, the following persons be appointed as Independent Persons from May 2023 for a 4 year period:**

- **Andrea Armstrong**
- **Vivienne Cameron**
- **Jane Clark**
- **Bill Donnelly**
- **John Smith**

Mayor