

**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held at
Surrey Heath House, Camberley on 15
May 2013**

+ Cllr Bruce Mansell (Mayor)
+ Cllr Beverley Harding (Deputy Mayor)

+ Cllr David Allen	+ Cllr Paul Ilnicki
+ Cllr Rodney Bates	+ Cllr Lexie Kemp
+ Cllr Richard Brooks	+ Cllr David Mansfield
+ Cllr Keith Bush	+ Cllr John May
+ Cllr Glyn Carpenter	+ Cllr Margaret Moher
+ Cllr Bill Chapman	+ Cllr Charlotte Morley
+ Cllr Mrs Vivienne Chapman	+ Cllr Adrian Page
+ Cllr Ian Cullen	+ Cllr Bob Paton
+ Cllr Paul Deach	+ Cllr Ken Pedder
+ Cllr Tim Dodds	+ Cllr Chris Pitt
- Cllr Colin Dougan	- Cllr Joanne Potter
+ Cllr Craig Fennell	+ Cllr Wynne Price
+ Cllr Surinder Gandhum	+ Cllr Audrey Roxburgh
+ Cllr Liane Gibson	+ Cllr Ian Sams
+ Cllr Moira Gibson	+ Cllr Pat Tedder
- Cllr Alastair Graham	- Cllr Judi Trow
+ Cllr David Hamilton	+ Cllr Valerie White
+ Cllr Edward Hawkins	+ Cllr Alan Whittart
+ Cllr Josephine Hawkins	+ Cllr John Winterton

+ Present
- Apologies for absence presented

Part I
(public)

1/C Election of Mayor

It was moved by Councillor Josephine Hawkins, seconded by Councillor Lexie Kemp and

RESOLVED, that Councillor Beverley Harding be elected Mayor of the Borough of Surrey Heath for the ensuing municipal year.

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

The Mayor, Councillor Beverley Harding, in the Chair

Councillor Beverley Harding thanked the Council for electing her as Mayor of Surrey Heath. She stated that she felt honoured and privileged to be elected to this position and would do her best as an ambassador for the Borough of Surrey Heath.

She thanked Councillor Bruce Mansell for all his efforts during his Mayoral Year and paid tribute to the way he had ably carried out his duties. She also thanked his Mayoress, Mrs Rosemary Mansell for undertaking this role throughout the past year.

The Mayor invested the Reverend Jean Lewis, from St John the Baptist Church, Windlesham, as her Chaplain for her Mayoral Year.

Councillor Mansell, in responding, congratulated the Mayor on her election as the 41st Mayor of the Borough. He reported that he had a fantastic year attending events around the borough and throughout the county. He felt privileged to have been Mayor during the year of the Queen's Diamond Jubilee and the London Olympics Games.

Councillor Mansell thanked his PA, Mrs Sarah Ruddock, for her help throughout his Mayoral Year and for a job extremely well done. He also announced that his Charity collection had exceeded expectations and had, so far, provided 2½ paediatric examination tables for the Frimley Children's Centre.

2/C Appointment of Deputy Mayor

It was moved by Councillor Richard Brooks, seconded by Councillor John May and

RESOLVED, that Councillor Bob Paton be elected Deputy Mayor of the Borough of Surrey Heath for the ensuing municipal year.

3/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 17 April 2013 be approved as a correct record.

4/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Colin Dougan, Alastair Graham, Joanne Potter and Judi Trow.

5/C Mayor's Announcements

The Mayor announced that the charity she had chosen for my Mayoral Year was the Lisa May Foundation which had been founded by Councillor John May following the tragic loss of his daughter in the 2004 Box Day tsunami in Thailand. The Foundation had initially been started to help victims of natural disasters, but it had now expanded to becoming an 'umbrella charity' for various local smaller charities. This year these included Surrey Young Carers Parity for Disability Prostate Project and the Whitebourne Care Home Activity Fund.

The Mayor's first fund raising event, a Charity Golf Day and Gala Dinner Dance on Friday, 7 June at Windlesham Golf Club would be to support these charities.

6/C Executive Arrangements

The Leader informed the Council that until further notice the executive functions would be exercised collectively through the Executive and that the delegation of executive functions to officers would be as currently set out in the Scheme of Delegation of Functions to Officers.

The Council was further informed that Councillor Richard Brooks 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>
Business	Cllr Craig Fennell
Finance	Cllr Richard Brooks
Community	Cllr Mrs Vivienne Chapman
Corporate	Cllr Liane Gibson
Regulatory	Cllr Keith Bush
Transformation	Cllr Colin Dougan

The Leader advised the Council that the portfolio areas would be as currently set out at Part 8 of the Constitution.

7/C Establishment of Committees and Annual 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.

It was moved by the Mayor and seconded by the Deputy Mayor that the scheme of proportionality, as set out in the agenda, be adopted.

RESOLVED, that

- (i) **the committees as set out at Annex A to these minutes be appointed with the committee sizes shown; and**
- (ii) **the scheme of proportionality as set out at Annex A to these minutes be adopted for 2013/14.**

8/C Membership of 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 2013/14 be as follows:

Planning Applications Committee (16 members and 6 substitute members)

Committee Members:

Councillors David Allen, Glyn Carpenter, Mrs Vivienne Chapman, Surinder Gandhum, David Hamilton, Edward Hawkins, Lexie Kemp, David Mansfield, Charlotte Morley, Ken Pedder, Audrey Roxburgh, Ian Sams, Pat Tedder, Judi Trow, Valerie White, John Winterton.

Substitutes:

Councillors Ian Cullen, Colin Dougan, Paul Ilnicki, Bruce Mansell, Margaret Moher, Alan Whittart.

Licensing Committee (15 members and 5 substitute members)

Committee Members:

Councillors Rodney Bates, Glyn Carpenter, Bill Chapman, Mrs Vivienne Chapman, Surinder Gandhum, David Hamilton, Lexie Kemp, Paul Ilnicki, Bruce Mansell, Ken Pedder, Chris Pitt, Joanne Potter, Ian Sams, Pat Tedder, Valerie White

Substitutes:

Councillors David Mansfield, Charlotte Morley, Adrian Page, Judi Trow, Alan Whittart, vacancy.

Community Services Scrutiny Committee (15 members and 6 substitute members)

Committee Members:

Councillors David Allen, Bill Chapman, Ian Cullen, Paul Deach, Tim Dodds, Josephine Hawkins, Paul Ilnicki, Margaret Moher, Charlotte Morley, Adrian Page, Bob Paton, Joanne Potter, Audrey Roxburgh, Valerie White, Alan Whittart

Substitutes:

Councillors Rodney Bates, Glyn Carpenter, Edward Hawkins, Wynne Price, Pat Tedder, vacancy

External Partnerships Select Committee (15 members and 6 substitute members)

Committee Members:

Councillors Glyn Carpenter, Ian Cullen, Paul Deach, Tim Dodds, David Hamilton, Josephine Hawkins, Lexie Kemp, David Mansfield, Adrian Page, Chris Pitt, Ken Pedder, Ian Sams, Pat Tedder, Alan Whittart, John Winterton

Substitutes:

Councillors Rodney Bates, Bill Chapman, Charlotte Morley, Bob Paton, Judi Trow, vacancy

Performance and Audit Scrutiny Committee (15 members and 6 substitute members)

Committee Members:

Councillors Rodney Bates, David Allen, Tim Dodds, Alastair Graham, Edward Hawkins, Paul Ilnicki, John May, Charlotte Morley, Bob Paton, Chris Pitt, Wynne Price, Joanne Potter, Audrey Roxburgh, Alan Whittart, John Winterton

Substitutes:

Councillors Glyn Carpenter, Lexie Kemp, Pat Tedder, Judi Trow, Valerie White, vacancy

Standards Hearing and Determination Committee (5 members and 3 substitute members)

Committee Members:

Councillors Bruce Mansell, David Mansfield, Ken Pedder, Pat Tedder, Valerie White

Substitutes:

Councillors Paul Deach, Ian Sams, Alan Whittart.

Appointments Committee (5 members and 3 substitute members)

Committee Members:

Councillors Richard Brooks, Liane Gibson, Moira Gibson, Charlotte Morley, Alan Whittart

Substitutes:

Councillors Rodney Bates, Mrs Vivienne Chapman, Colin Dougan

Appeals Committee

All trained councillors

Selection Committee (10 members and 4 substitute members)

Committee Members:

Councillors Rodney Bates, Mrs Vivienne Chapman, Liane Gibson, Moira Gibson, David Mansfield, Charlotte Morley, Ken Pedder, Joanne Potter, Ian Sams, Valerie White

Substitutes:

Councillors Paul Ilnicki, Wynne Price, Audrey Roxburgh, Judi Trow

009/C Appointment of Chairmen and Vice-Chairmen of the Committees of the Council

It was moved by the Mayor and seconded by the Deputy Mayor that the chairmen and vice-chairmen of committees, as previously nominated and as set out below, be appointed for the ensuing year.

RESOLVED, that the following appointments of chairmen and vice-chairmen of committees, as previously nominated and as set out below be made for the ensuing year:

<u>Committee</u>	<u>Chairman</u>	<u>Vice-Chairman</u>
Planning Applications Licensing	Cllr Edward Hawkins Cllr Bill Chapman	Cllr Glyn Carpenter Cllr Ian Sams

<u>Committee</u>	<u>Chairman</u>	<u>Vice-Chairman</u>
Community Services Scrutiny	Cllr Audrey Roxburgh	Cllr Valerie White
External Partnerships Select	Cllr Josephine Hawkins	Cllr Paul Deach
Performance and Audit Scrutiny	Cllr John May	Cllr Charlotte Morley
Standards Hearing and Determination	Cllr Valerie White	Cllr David Mansfield
Appointments Selection	Cllr Moira Gibson Cllr Moira Gibson	Cllr Richard Brooks Cllr Mrs Vivienne Chapman
Appeals	Cllr Moira Gibson	-

010/C Joint Committee

The Council was required to appoint a member to the Police and Crime Panel for 2013/14 on the nomination of the Leader of the Conservative Group.

It was proposed by Councillor Moira Gibson, seconded by Councillor Richard Brooks and

RESOLVED that Councillor Charlotte Morley be appointed as the Council's member on the Police and Crime Panel.

011/C Working Groups and Other Bodies

It was moved by the Mayor and seconded by the Deputy Mayor 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 (5 members – 4 Conservative; 1 Opposition Group)

Councillors Rodney Bates, Moira Gibson, Josephine Hawkins, Wynne Price, Ian Sams

**Substitute Members (2 Conservative; 1 Opposition Group)
Councillors Keith Bush, Charlotte Morley, Alan Whittart.**

Joint Staff Consultative Group (8 members and 8 staff – 7 Conservative; 1 Opposition Group)

Councillors Liane Gibson, Moira Gibson, Josephine Hawkins, Paul Ilnicki, Charlotte Morley, Ken Pedder, Audrey Roxburgh, Judi Trow.

Waste Contract Consultative Committee (5 members – 4 Conservative; 1 Opposition Group)

Councillors Mrs Vivienne Chapman, Paul Ilnicki, David Mansfield, Charlotte Morley, Judi Trow.

**Substitute Members (2 Conservative; 1 Opposition Group)
Councillors Liane Gibson, Audrey Roxburgh, Alan Whittart**

012/C Responsibility for Functions

The Constitution, at Part 4 Section A, required the Council at its Annual Meeting to agree the Scheme of Delegation of Functions.

RESOLVED, that the Scheme of Delegation of Functions, as set out at Annex B to these minutes, be agreed.

013/C Appointment of the Independent Person

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

RESOLVED that Mr David Ray's appointment as Independent Person, in accordance with Part 1, Chapter 7, Section 7 of the Localism Act 2011, be extended until May 2015.

Mayor