

## SURREY HEATH BOROUGH COUNCIL

Surrey Heath House  
Knoll Road  
Camberley  
Surrey  
GU15 3HD

18 February 2014

To: The members of the Surrey Heath Borough Council

Dear Councillor,

You are hereby summoned to attend a meeting of Surrey Heath Borough Council to be held in the Council Chamber at Surrey Heath House on Wednesday 26 February 2014 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

Karen Whelan

Chief Executive

---

### 1. Minutes

To approve as a correct record, the minutes of the meeting of the Council held on 11 December 2013.

### 2. Apologies for Absence

### 3. Mayor's Announcements

### 4. Leader's Announcements

### 5. 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.

### 6. Questions from Members of the Public

To answer questions, if any, received under Council Procedure Rule 10 (Paragraph 3 of the Public Speaking Procedure Rules)

### 7. Questions from Councillors

To deal with questions, if any, received under Council Procedure Rule 11.

**8. Council Tax and Budget 2014/15**

To approve the Council's Budget and Council Tax for the Financial Year 2014/15 – report attached.

**9. Setting of Council Tax for 2014/15**

To consider and to determine the statutory calculations required in respect of Council Tax and to set the Council Tax for each band for each part of the Borough for the financial year commencing on 1 April 2014 and terminating on 31 March 2015 – report attached.

**10. Executive, Committees and Other Bodies**

To receive the open minutes of the following bodies (minutes reproduced in the attached Minute Book), to answer questions (if any) in accordance with Council Procedure Rule 11.5 and to consider the recommendations as set out below:

- (a) Executive – 10 December 2013, 7 January, 28 January and 18 February 2014

7 January 2014

**71/E The Council Tax Base and Local Council Tax Support Scheme**

**Recommended to Full Council that subject to the changes at (a) and (b) above, the Local Council Tax Support Scheme for Surrey Heath, approved by Council on 22 January 2013, remain unchanged for 2014/15:**

- (a) for dwellings within the Borough which are unoccupied, and are substantially unfurnished, a local Council Tax discount be granted to reduce the liability to nil for either the first 28 days or the period that the property remains unoccupied and substantially unfurnished whichever is the shorter; and
- (b) if a dwelling, in receipt of the above local Council Tax discount, becomes occupied or substantially furnished for a period of less than six weeks after which it again becomes unoccupied and substantially unfurnished, then the local Council Tax discount will only resume for any of its original 28 day period which remain.

28 January 2014

**82/E Corporate Capital Programme 2014/15 – 2016/17**

**Recommended to the Council that**

- (i) the new capital bids for £618k, in Appendix 1 to the Executive Minutes, for 2014/15 be approved, and be incorporated into the Capital Programme; and
- (ii) the Prudential Indicators, summarised below and explained in Appendix 2 to the Executive Minutes, for 2014/15 to 2016/17 in

accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Prudential Code for Capital Finance in Local Authorities 2011 be approved:

Prudential Indicator	2014/15 Estimated £000	2015/16 Estimated £000	2016/17 Estimated £000
Capital Expenditure	618	525	525
Capital Financing Requirement	1,315	1,465	1,609
Ratio of financing costs to net revenue stream	-1.63%	-0.72%	-1.39%
Incremental impact of investment decisions on Band D council Tax	£0.48	£1.50	£0.18
Operational Boundary	6,000	6,000	6,000
Authorised Limit	9,500	9,500	9,500

**83/E Treasury Management Strategy Report 2014/15**

Recommended to the Council

- (i) the Treasury Management Strategy for 2014/15, including the changes to investment criteria and limits, as shown at Appendix 3 to the Executive Minutes be adopted and
- (ii) the Treasury Management Indicators for 2014/15 as shown at Appendix 4 to the Executive Minutes be adopted

**85/E Pay Policy Statement**

Recommended to the Council that the Policy Statement, as set out at Appendix 5 to the Executive Minutes, be adopted

18 February 2014

The Executive at its meeting on 18 February will be invited to consider the recommendations set out below. Any amendments to these recommendations will be laid on the table and reported to the meeting.

**88/E General Fund Revenue Estimates 2014/15**

Item 8 above refers.

**89/E Code of Conduct for Officers**

Recommended to Council that

- (i) the Code of Conduct for Officers, as set out at Annex A to the Executive Minutes, be adopted; and
- (ii) the Code of Conduct for Officers be removed from the Council's Constitution but it remain part of Staff Terms and Conditions.

- (b) Planning Applications Committee – 16 December 2013, 13 January and 10 February 2014
- (c) Community Services Scrutiny Committee – 12 December 2013 and 6 February 2014
- (d) External Partnerships Select Committee – 14 January 2014
- (e) Joint Staff Consultative Group – 16 January 2014
- (f) Performance and Audit Scrutiny Committee (Audit) – 27 January 2014
- (g) Performance and Audit Scrutiny Committee (Scrutiny) – 27 January 2014

**11. Review of Polling Districts, Polling Places and Polling Stations**

To consider the report of the Electoral Registration Officer – report attached.

**12. Retail Relief for Business Rates for 2014/15 and 2015/16**

To consider the report of the Executive Head of Finance in relation to the granting of Retail Relief for Business Rates for 2014/15 and 2015/16 – report attached.

**13. Governance Working Group**

To consider the report of the Executive Head of Corporate in relation to the recommendations of the Governance Working Group – report attached.

**14. Freedom of the Borough – Royal Military Academy**

To consider the report of the Executive Head of Corporate – report attached.

**15. Portfolio Holder's Question Time**

The Leader of the Council, Councillor Moira Gibson to answer questions on issues relating to her areas of responsibility (Areas of Responsibility of the Leader are attached).

**16. Exclusion of Press and Public**

The Mayor to move "That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the consideration of the business set out in items 12, 13 and 14 below on the ground that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3, 6 & 7 of Part 1 of Schedule 12A of the Act."

**17. Executive, Committees and Other Bodies – Exempt**

To receive the exempt minutes (reproduced in the attached Minute Book), to answer questions (if any) in accordance with Council Procedure Rule 11.5 and to consider any recommendations by these bodies.

**18. Review of Exempt Items**