

**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held at
Surrey Heath House, Camberley on 26
February 2014**

+ Cllr Beverley Harding (Mayor)
+ Cllr Bob Paton (Deputy Mayor)

+ Cllr David Allen	+ Cllr Paul Ilnicki
- Cllr Rodney Bates	+ Cllr Lexie Kemp
+ Cllr Richard Brooks	- Cllr Bruce Mansell
+ Cllr Keith Bush	+ Cllr David Mansfield
+ Cllr Glyn Carpenter	+ Cllr John May
+ Cllr Bill Chapman	- Cllr Margaret Moher
+ Cllr Mrs Vivienne Chapman	+ Cllr Charlotte Morley
+ Cllr Ian Cullen	+ Cllr Adrian Page
+ 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)

58/C Minutes

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

**RESOLVED, that the minutes of the Council meeting held on 11
December 2013 be approved as a correct record.**

59/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Rodney Bates, Alastair Graham, Bruce Mansell and Margaret Moher.

60/C Mayor's Announcements

The Mayor reported she had enjoyed attending a variety of events since the last meeting, particularly in the run up to Christmas.

61/C Leader's Announcements

The Leader updated the Council in relation to a number of meetings she had attended in recent weeks in relation to the Surrey Leaders' Board and Enterprise M3 Board, to which she had been re-appointed.

The Leader reported that a Joint Leaders Board for Enterprise M3 had been established. Enterprise M3 had submitted to the government, a draft strategic plan to bid for growth fund money and had, as a result, been called in to see Greg Clark, Minister of State for Cabinet Office. Clear advice from the meeting was that authorities in the LEP area would be expected to deliver more houses than provided for in their Core Strategies in order to secure the infrastructure funding. Surrey Leaders had taken this advice on board and as a result a workshop would be established to develop a strategic plan to deliver the additional houses.

It was likely that the LEPs would exploit opportunities to deliver more housing through mechanisms such as neighbourhood plans.

62/C Declarations of Interest

Councillors David Allen and Surinder Gandhum declared Disclosable Pecuniary Interests in relation to the item at Minute 66/C below as occupiers of properties in the Borough likely to be the subject of the Retail Relief for Business Rates Scheme.

63/C Council Tax and Budget 2014/15

The budget had again been prepared against a backdrop of reduced funding for local authorities. Last year the formula grant for Surrey Heath had been reduced by over £360,000 and for 2014/15 a further £457,000 had been cut. It was noted that the Council had lost £2.5m of Government funding since the austerity programme had begun.

The Government had again offered a compensatory grant equivalent to an increase of 1.0% guaranteed for 2 years to all Councils which decided to freeze their Council Tax in 2014/15. The Secretary of State had set the "referendum limit" at 2%. Any increase in Council Tax above this limit would be deemed to be excessive and required to be the subject of a binding referendum.

The Council continued to pursue a financial strategy of balancing its budget year on year through savings and increased income. Most of these savings had been achieved through reductions in staffing and as a consequence there had been no major impact on frontline services. The emphasis would now need to move more towards increasing income, reducing the overall cost of providing services and service redesign. Ways of meeting these financial challenges were explored in more detail in the Council's Medium Term Financial Strategy.

The net cost of services for 2014/15 at £11,286,275 represented an increase of £10k on the previous year.

It was noted that expenditure of £557,900, relating to community grants transformation costs improvements to property and community safety would be funded from reserves.

It was estimated that a New Homes Bonus of £918,000 would be received in 2014/15 and it was noted that £525,000 would be used to support the revenue budget.

In order to address the deficit on the Pension Fund, following the triennial actuarial review in March 2013, the actuary had proposed that the annual deficit contribution of £380k a year would need to be increased by £169,000 per year cumulatively for the next 3 years. It was noted that this would be a significant pressure on the budget going forward.

Savings or additional income of at least £290,000 had been included in the 2014/15 budget given that £130,000 of pay increments and £169,000 of pension costs had been absorbed. Contractual price increases on areas such as software licences etc had also been offset by savings.

Last year the Council had made a special grant to parishes to compensate them for the impact of the introduction of the Local Council Tax Support Scheme. It was proposed that this support be reduced by 13% for this year to match the level of reduction in government funding received by this Council.

The Section 151 Officer had determined that a surplus of £1,400,000 could be declared on the Collection Fund for the year. Of this £1.046m would be paid to Surrey County Council, £185k to the police and the remaining £169k to this Council. The Council received a detailed financial forecast which predicted the Council's finances for the next 5 years. The forecast showed significant savings would be required to maintain a balanced budget going forward. This was in line with expected cuts in government funding. Capital reserves were predicted to cease in a relatively short time after which capital expenditure would have to be funded from revenue or borrowing. The forecasts included an element of "new homes bonus" but this was reliant on building rates being maintained.

The Council's Chief Financial Officer confirmed he was satisfied that the preparation of the 2014/15 estimates had been undertaken with rigour and due diligence and provided the appropriate level of resources to meet forecast service requirements. He also reported that the Council's reserves, provisions and the General Fund Working Balance, supplemented by the Revenue Capital Reserves, were at such levels to meet all known future expenditure requirements and fund any unforeseen or urgent spending which might arise. The Chief Financial Officer drew attention to the risks within the budget particularly around the Council's ability to continue to deliver savings in the future.

Members considered two options for the budget, either to freeze Council Tax and accept the grant or to increase Council Tax by 1.9% and reject the grant.

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

Resolved

- (i) to note that under delegated powers the Executive Head of Finance had calculated the amount of the Council Tax Base as 36,237.02 (Band D Equivalent properties) for the year 2014/15 calculated in accordance with the Local Government Finance Act 1992, as amended;**
- (ii) to note expenditure totalling £557,900 would be charged directly to reserves;**
- (iii) to note that £525,000 of the new homes bonus was being used to support the 2014/15 budget;**
- (iv) to note the implications of the Council Tax freeze grant and that an increase in Council Tax above 2% was deemed to be excessive by the Government;**

- (v) to note the financial implications of the actuarial review of the Pension Fund;
- (vi) to note the level of savings required;
- (vii) to note the reduction of 13% in the grant given to parishes for the Local Council Tax Support Scheme;
- (viii) to note that a council tax surplus of £1.4m was being declared;
- (ix) to note the comments in respect of the robustness of the 2014/15 budget and the adequacy of the Council's reserves, provisions and the General Fund Working Balance;
- (x) to note the comments in respect of the financial forecast;
- (xi) to note that of the Council's Budget requirement, £173,111 would be a special expense relating to the non-parished area of the Borough;
- (xii) that the Budget Requirement for 2014/15 be £10,494,241 as set out in Annex A to the agenda report;
- (xiii) that the Council Tax Requirement for the Council's own purposes for 2014/15 be £6,977,778 as set out in Annex A to the agenda report; and
- (xiv) that the Council Tax for 2014/15 (excluding special expenses and parish precepts) be set at £192.56 for a Band D property being an increase of 1.9% compared with 2013/14.

Note: In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken. The following Members voted in favour of the decision: Councillors David Allen, Richard Brooks, Keith Bush, Glyn Carpenter, Bill Chapman, Mrs Vivienne Chapman, Ian Cullen, Paul Deach, Tim Dodds, Colin Dougan, Craig Fennell, Surinder Gandhum, Liane Gibson, Moira Gibson, David Hamilton, Beverley Harding, Edward Hawkins, Josephine Hawkins, Paul Ilnicki, Lexie Kemp, David Mansfield, John May, Charlotte Morley, Adrian Page, Bob Paton, Ken Pedder, Chris Pitt, Joanne Potter, Wynne Price, Audrey Roxburgh, Pat Tedder, Judi Trow, Valerie White, Alan Whittart, and John Winterton. No Members voted against the decision or abstained.

63/C Setting of Council Tax for 2014/15

Having determined its Council Tax Requirement for 2014/15, Members were now required formally to approve the Council Tax for the area taking into account precepts received from Surrey County Council, Surrey Police and Crime Commissioner and the Parishes.

In approving the Council Tax for 2014/15, the Council noted that the Executive, at its meeting on 7 January 2014, had approved the draft Council Tax base for 2014/15 but had delegated the final setting of the base to the Executive Head of Finance. The tax base had been set at 36,237.02 Band D equivalent properties.

Resolved

1. to note that the Council Tax Base for 2014/15 calculated in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:

- a) for the whole Council area as 36,237.02 (Item T in the formula in Section 31B of the Local Government finance Act 1992, as amended (the “Act”)); and
- b) for dwellings in those parts of its area to which a Parish precept relates as in Table B below.

Bisley	1,464.72
Chobham	1,895.73
Frimley and Camberley	22,974.07
West End	1,988.67
Windlesham	7,913.83

being the amounts calculated by the Council in accordance with regulation 6 of the Regulations, as the amount of its Council Tax base for the year for dwellings in those parts of its area to which special items relate.

2. that the Council Tax requirement for the Council’s own purposes for 2014/15 (excluding parish precepts and special expenses) is £6,977,778;

3. that the following amounts be calculated for the year 2014/15 in accordance with Sections 31 to 36 of the Act:

- a) 49,756,695 being the aggregate of the amounts which the Council estimates for the items set out in Section 31(A)2 of the Act taking into account all precepts issued to it by Parish Councils.
- b) 42,108,998 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- c) 7,647,697 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
- d) £211.05 being the amount at 3(c) above (Item R), as divided by Item T (1(a) above) calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
- e) 669,919 being the aggregate amount of all special items referred to in Section 34(1) of the Act (as per para 3 (iii) above)

- f) £192.56 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

4. To note that the County Council and the Police Authority had issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

Surrey County Council

Valuation Bands							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
797.22	930.09	1,062.96	1,195.83	1,461.57	1,727.31	1,993.05	2,391.66

Surrey Police and Crime Commissioner

Valuation Bands							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
141.12	164.64	188.16	211.68	258.72	305.76	352.80	423.36

5. that the Council, in accordance with sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2014/15 for each part of its area and for each of the categories of dwellings.

Parish precepts and special expenses

Valuation Band								
	A	B	C	D	E	F	G	H
Part of Area	£	£	£	£	£	£	£	£
Bisley	29.37	34.26	39.16	44.05	53.84	63.63	73.42	88.10
Chobham	26.04	30.37	34.72	39.05	47.73	56.41	65.09	78.10
Frimley and Camberley	5.03	5.86	6.71	7.54	9.22	10.89	12.57	15.08
West End	26.92	31.40	35.89	40.37	49.34	58.31	67.29	80.74
Windlesham	23.42	27.31	31.22	35.12	42.93	50.73	58.54	70.24

Surrey Heath Borough Council

Valuation Bands							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
128.37	149.77	171.16	192.56	235.35	278.14	320.93	385.12

Aggregate of Parish and Surrey Heath Borough Council

Valuation Band								
	A	B	C	D	E	F	G	H
Part of Area	£	£	£	£	£	£	£	£
Bisley	157.74	184.03	210.32	236.61	289.19	341.77	394.35	473.22
Chobham	154.41	180.14	205.88	231.61	283.08	334.55	386.02	463.22
Frimley and Camberley	133.40	155.63	177.87	200.10	244.57	289.03	333.50	400.20
West End	155.29	181.17	207.05	232.93	284.69	336.45	388.22	465.86
Windlesham	151.79	177.08	202.38	227.68	278.28	328.87	379.47	455.36

Total of all Precepts

Valuation Band								
	A	B	C	D	E	F	G	H
Part of Area	£	£	£	£	£	£	£	£
Bisley	1,096.08	1,278.76	1,461.44	1,644.12	2,009.48	2,374.84	2,740.20	3,288.24
Chobham	1,092.75	1,274.87	1,457.00	1,639.12	2,003.37	2,367.62	2,731.87	3,278.24
Frimley & Camberley	1,071.74	1,250.36	1,428.99	1,607.61	1,964.86	2,322.10	2,679.35	3,215.22
West End	1,093.63	1,275.90	1,458.17	1,640.44	2,004.98	2,369.52	2,734.07	3,280.88
Windlesham	1,090.13	1,271.81	1,453.50	1,635.19	1,998.57	2,361.94	2,725.32	3,270.38

6. to note that the Council's basic amount of council Tax for 2014/15 is NOT excessive in accordance with the principles approved under Section 52ZB Local Government Finance Act 1992.

64/C Executive, Committees and Other Bodies

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

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

Resolved that the minutes of the meetings of the Executive held 10 December 2013, 7 January, 28 January and 18 February 2014 be received and the recommendations therein be adopted as set out below:

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

Resolved that the Local Council Tax Support Scheme for Surrey Heath, approved by Council on 22 January 2013, remain unchanged for 2014/15 and

- (a) **from 1 April 2014 for dwellings within the Borough which become unoccupied, and 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.

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

Resolved 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

Resolved to

- (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

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

89/E Code of Conduct for Officers

Resolved 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

It was moved by Councillor Edward Hawkins, seconded by Councillor David Allen, and

Resolved that the minutes of the meetings of the Planning Applications Committee held on 16 December 2013, 13 January and 10 February 2014 be received.

- (c) Community Services Scrutiny Committee – 12 December 2013 and 6 February 2014

It was moved by Councillor Audrey Roxburgh, seconded by Councillor Ian Cullen, and

Resolved that the minutes of the meetings of the Community Services Scrutiny Committee held on 12 December 2013 and 6 February 2014 be received.

- (d) External Partnerships Select Committee – 14 January 2014

It was moved by Councillor Josephine Hawkins, seconded by Councillor Paul Deach, and

Resolved that the minutes of the meetings of the External Partnerships Select Committee held on 14 January 2014 be received.

- (e) Joint Staff Consultative Group – 16 January 2014

It was moved by Councillor Audrey Roxburgh, seconded by Councillor Moira Gibson, and

Resolved that the notes of the Joint Staff Consultative Group held on 16 January 2014 be received.

- (f) Performance and Audit Scrutiny Committee (Audit) – 27 January 2014

It was moved by Councillor John May, seconded by Councillor Charlotte Morley, and

Resolved that the minutes of the meeting of the Performance and Audit Scrutiny Committee (Audit) held on 27 January 2014 be received.

(g) Performance and Audit Scrutiny Committee (Scrutiny) – 27 January 2014

It was moved by Councillor John May, seconded by Councillor Charlotte Morley, and

Resolved that the minutes of the meeting of the Performance and Audit Scrutiny Committee (Scrutiny) held on 27 January 2014 be received.

65/C Review of Polling Districts, Polling Places and Polling Stations

In accordance with requirements of the Electoral Registration and Administration Act 2013, a review of Polling Districts, Polling Places and Polling Stations had been carried out. As part of the review, a consultation had been carried out, particularly in relation to a proposed change to the Deepcut polling place in the Mytchett and Deepcut JB polling district and on the continued use of the Valley End Institute polling place in the Chobham (Valley End) SB polling district.

The Electoral Registration Officer had recommended that, in future, the Deepcut Village Centre, Cyprus Road, Deepcut be designated as the polling place for the Mytchett and Deepcut JB polling district. The existing polling place, at St Barbara's Church Hall, Deepcut Bridge Road, had poor disabled access and was away from the current centre of population. In addition, proposals for the development of Princess Royal Barracks could affect the use of the building in the long term. No objections had been received to this proposal.

The consultation had included an initial proposal to discontinue the use of the Valley End Institute as a polling place, to abolish the SB polling district and create 1 polling district in Chobham Ward, with its polling place as Chobham Village Hall. 4 representations had been received supporting the closure of this polling place, including one from Chobham Parish Council. 3 representations and 1 petition with 66 signatures had been received objecting to the closure.

In view of the conflicting views relating to the continued use of the Valley End Institute, the Electoral Registration Officer had proposed that the status quo be maintained and the Institute continued to be used as a polling place for the time being. It was noted that the Borough would be the subject of a Further Electoral Review in the nearer future which might affect ward boundaries and could have consequential effects on this polling district.

During the consultation a request had been received that the Frimley Church of England School, Frimley Green Road ceased to be used as a polling place for the Frimley Green IA polling district. As a result a number of alternative premises had been explored and the Electoral Registration Officer had recommended that the Frimley Green Football Club be designated as the polling place for this polling district. Following further consultation on this proposal, no objections were received.

Resolved that

- (i) Deepcut Village Centre be designated as the polling place for the electors in Mytchett and Deepcut JB polling district;**
- (ii) the Valley End Institute continue to be used as a polling place for the SB polling district of Chobham Ward; and**

- (iii) Frimley Green Football Club be designated as the polling place for the electors in Frimley Green IA polling district.**

66/C Retail Relief for Business Rates for 2014/15 and 2015/16

The Government, in order to help town centres to adapt to changing consumer preferences, had announced that it would provide relief of up to £1,000 to all occupied retail properties with a rateable value of £50,000 or less, which were wholly or mainly being used as shops, restaurants, cafes and drinking establishments.

As this was a measure for 2014-15 and 2015-16 only, the legislation relating to the reliefs would not be amended. Instead the Government would reimburse those local authorities which used their discretionary relief powers to grant relief, introduced by the Localism Act (under Section 47 of the Local Government Finance Act 1988, as amended) provided it fell within the definitions of the scheme as set by the Chancellor.

Each individual local billing authority would need to adopt its own local scheme and to decide in each individual case when to grant relief under Section 47. The Government had provided a list of types of property it considered should qualify including its definition of shops, restaurants, cafes and drinking establishments. It would be for each council to determine the classes of property which prima facie would fulfill the requirements for the government scheme depending on their use.

It was estimated that there would be 530 properties eligible for this relief under the Government scheme at a total cost of £530,000 per year.

Resolved

- 1) for 2014/15 and 2015/16 only, using the powers given under Section 47 of the Local Government Finance Act 1988 as amended, to create a “Business Rates Retail Relief Scheme” which would grant a reduction of £1,000 in each year to properties where:**
 - i) the rateable value of the property is less than £50,000 and;**
 - ii) the property is occupied and;**
 - iii) the property is wholly or mainly being used as a shop, restaurant, café or drinking establishment and falls within one of the occupancy types listed in Annex C to the agenda report.**

- 2) the relief to be granted on a daily basis according to the formula**
Amount of relief to be granted = £1000 x A/B
Where A is the number of days in the financial year that the hereditament is eligible for relief; and B is the number of days in the financial year

- 3) that the relief to be granted after all other reliefs and cannot result in the outstanding liability being less than zero; and**

- 4) that the Executive Head of Finance be authorised**

- i) to determine whether a property is eligible or not for the “Business Rates Relief Scheme”;**
- ii) to make amendments to the scheme as required in consultation with the Portfolio holder for Finance.**

Note: Further to Minute 62/C above, Declarations of Interest, Cllr Allen and Cllr Gandhum left the room during the debate and vote on the above item.

67/C Governance Working Group

The Council was informed that the Governance Working Group, at its meeting on 6 December 2013, had considered revised Contract Standing Orders which addressed a number of ambiguities, in particular in relation to how low value contracts would be handled. A Purchasing Guide had been produced which explained in more detail how the Procedure Rules would operate.

The Working Group had recommended that provision be made to notify the relevant Portfolio Holder when a waiver had been granted and for the details of any such exemptions to be reported annually to the Performance and Audit Scrutiny Committee. The Working Group had also proposed that provisions for opening late tenders be removed. It was noted that the revised Standing Orders allowed for an electronic contract portal to be used for tendering and that instructions for managing electronic tenders had been included in the Standing Orders.

The Working Group reviewed the Social Media Protocol for Councillors and considered that it was still relevant and would assist the Standards Hearing and Determination Committee should a matter be referred to the Committee. The Working Group however advised the Executive Head of Corporate to make a minor change to the Social Media Protocol.

Further to the review of the Council’s scrutiny arrangements in August 2013, the Group, at its meeting on 6 December, had agreed to ask the Chairman and Vice Chairman of the scrutiny committees to note the allocation of subjects between the committees as follows:

- Complaints – Performance and Audit Scrutiny Committee
- Equalities – Performance and Audit Scrutiny Committee
- Family Support – External Partnerships Select Committee
- Social Media – Community Services Scrutiny Committee

The Working Group discussed the reports submitted to scrutiny committees and, whilst it was recognised that items considered by Performance and Audit often necessitated an officer report, it was suggested that the agenda for Community Services should only contain brief outline reports, with the majority of information reported orally at the meeting.

The Working Group had also considered the wording of the paragraph relating to overview and scrutiny in the Summary and Explanation in respect of External Partnerships’ role as a Select Committee. It was advised that, although External Partnerships was called a select committee, under the provisions of the Local Government Act 2000 it had responsibility for overview and scrutiny functions. The Working Group considered the paragraph and agreed that no alternative wording be proposed.

Resolved that the revised Contract Standing Orders, as attached at Annex A to the agenda report, be adopted.

68/C Freedom of the Borough – Royal Military Academy

The Royal Military Academy had been established in 1720, gaining 'Royal' status in 1841 and moving to its current site in 1947. Since then, the Academy had had a major impact on the life, growth and development of the Borough, recently cementing the already strong links to Surrey Heath with initiatives resulting from joint work under the auspices of the Surrey Heath Community Covenant Group. Given the longstanding links between the Borough and the Royal Military Academy and in recognition of the one hundredth anniversary of the First World War, it was proposed to mark and celebrate its rich and significant contribution to the Borough and its community, by conferring the Honorary Freedom of the Borough on all ranks of the Royal Military Academy.

It was proposed that the Council exercises its powers under Section 249 of the Local Government Act 1972 to confer the Honorary Freedom of the Borough on all ranks of the Royal Military Academy and to invite the Academy to march through the streets of the Borough on 14 June 2014, with the full privileges conferred thereon.

Resolved that

- (i) In exercise of the powers conferred by Section 249 of the Local Government Act 1972, the Council of the Borough of Surrey Heath, being sensible of the heritage of distinguished service and achievement of the Royal Military Academy and being desirous of recognising, confirming and continuing the ties of friendly association which have long existed between the Borough and the Academy, DO HEREBY CONFER upon All Ranks of the Royal Military Academy, for the time being, the HONORARY FREEDOM OF THE BOROUGH OF SURREY HEATH and thereby the right, privilege, honour and distinction of marching through the streets of the Borough on all ceremonial occasions with colours flying, bands playing, drums beating and bayonets fixed; and the Chief Executive be authorised to cause the Common Seal of the Council to be affixed to the Scroll signifying the Grant of the Freedom of the Borough to the Royal Military Academy; and**
- (ii) the Commandant of the Royal Military Academy, Major General Stuart Skeates CBE, be invited to consider the Royal Military Academy marching ceremonially through the Borough, on Saturday 14 June 2014, with Colours flying and bayonets fixed.**

69/C Portfolio Holder's Question Time

The Leader of the Council, Councillor Moira Gibson answered questions on issues relating to her areas of responsibility in relation to the funding for the special grant to parishes to compensate them for the impact of the introduction of the Local Council Tax Support Scheme, on what was, in her view, her greatest achievement, her greatest disappointment and what she hoped to achieve in the next 12 months.

70/C Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 3 of Schedule 12A of the Act as set out below:

<u>Minute</u>	<u>Paragraphs</u>
73/C	1, 2, 3, 6 & 7
74/C	1, 2, 3, 6 & 7

71/C Executive, Committees and Other Bodies – Exempt

The Council received the exempt minutes of the Executive held 10 December 2013 and 7 January and the Planning Applications Committee held on 16 December 2013 and made a decision in relation to an exempt recommendation from the Executive at its meeting on 7 January 2013.

72/C Review of Exempt Items

The Council reviewed the minutes and decision which had been considered at the meeting following the exclusion of members of the press and public, as they involved the likely disclosure of exempt information.

Mayor