

SURREY HEATH BOROUGH COUNCIL

Surrey Heath House
Knoll Road
Camberley
Surrey
GU15 3HD

Tuesday, 8 December 2015

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, Surrey Heath House on Wednesday, 16 December 2015 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. **Apologies for Absence**

To report apologies for absence.

2. **Minutes**

To approve as a correct record, the open minutes of the meeting of the Council held on 14 October 2015.

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. Executive, Committees and Other Bodies

To receive the open minutes of the following bodies (minutes reproduced in the 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 November and 1 December 2015
- (b) Planning Applications Committee – 13 October and 11 November 2015
- (c) Licensing Committee – 4 November 2015
- (d) Appointments Committee – 18 and 20 November 2015
- (d) External Partnerships Select Committee – 24 November 2015
- (e) Performance and Finance Scrutiny Committee – 2 December 2015

9. Urgent Action (Pages 5 - 6)

To report Urgent Action taken under the Scheme of Delegation of Functions to Officers.

10. Portfolio Holder's Question Time (Pages 7 - 8)

Councillor Richard Brooks, the Finance Portfolio Holder to answer questions on issues relating to his areas of responsibility (Areas of Responsibility of the Finance Portfolio Holder are attached).

11. 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 and 13 below on the ground that they involve the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A of the Act."

12. Council, Executive and Committees - Exempt

To receive the exempt minutes (reproduced in the Council Minute Book) and to answer questions (if any) in accordance with Council Procedure Rule 11.5.

13. Review of Exempt Items

To review those items or parts thereof which can be released as information available to the public.

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Urgent Action

Portfolio	N/A
Ward(s) Affected:	n/a

Purpose

To note urgent action taken under the Scheme of Delegation of Functions to Officers.

Background

1. The Scheme of Delegation of Functions to Officers provides for officers to determine, after appropriate consultation, matters of an urgent nature which are not in contravention of established policies of the Council, budgets set, or being key decisions, which will not admit of delay until the next ordinary meeting of the Council, Executive or Committee concerned. All such decisions which are council matters have to be reported to the next meeting of the Council.

Current Position

2. In accordance with the Scheme of Delegation of Functions to Officers, the Executive Head of Corporate, after consultation with the Mayor and the Leader, has authorised an allocation of £2,000 from the Allotment Sand and Gravel Charity to Frimley Business Association. The money will be used to part fund the cost of enhancing the public open space by providing an electricity supply to the green space at the north end of Frimley High Street to facilitate community events and activities such as Christmas Tree lights, farmers markets and music events.
3. The Council is the trustee of the Allotment Sand and Gravel Charity. The capital of £100,000 received from the sale of land, under the terms of the Charity must be retained. However the Council has agreed that any interest over £1,000 should be allocated to deserving cases which met the specific criteria of the Charity. Currently £45,100 is available for allocation in accordance with the Scheme.
4. The application meets the charity criteria of providing, developing or maintaining public open spaces and recreation grounds in the former Frimley and Camberley urban district area.

Resource Implications

5. There is no direct cost to the Council, as the funding will be met from charity funds.

Recommendation

6. The Council is advised to NOTE the urgent action taken under the Scheme of Delegation of Functions to Officers.

Attachments

None

Background Papers:

None

Report Author

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Service Head:

Richard Payne – Executive Head of Corporate

EXECUTIVE PORTFOLIO – FINANCE PORTFOLIO

All the members of the Executive have collective responsibility for decisions taken by the Executive under its terms of reference and for decisions taken by officers in accordance with the Scheme of Delegation as it relates to the functions of the Executive. The responsibilities of the portfolio holders are set out Part 3 Section D of the Constitution.

The role of a Portfolio Holder is to

- (a) to be accountable for those services within the portfolio areas of responsibility, taking the lead publicly in relation to the Executive's activities in those areas, both inside and outside the Council;
- (b) to take the lead on discussions at Executive meetings for those matters falling within the portfolio responsibilities;
- (c) to present any Executive recommendations on matters falling within the portfolio responsibilities to Council; and
- (d) to respond to issues raised by the scrutiny committees relating to the portfolio responsibilities.

The areas of responsibility currently identified for the Finance Portfolio are:

- Audit and Investigations
- Finance
- Legal Services
- Procurement
- Revenues and Benefits

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