

**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held on
24 February 2021**

+ Cllr Pat Tedder (Mayor)
+ Cllr Sarah Jane Croke (Deputy Mayor)

- | | |
|-------------------------------|--------------------------|
| + Cllr Dan Adams | + Cllr David Lewis |
| + Cllr Graham Alleway | + Cllr David Mansfield |
| + Cllr Peter Barnett | + Cllr Emma-Jane McGrath |
| + Cllr Rodney Bates | + Cllr Charlotte Morley |
| + Cllr Cliff Betton | + Cllr Alan McClafferty |
| + Cllr Richard Brooks | + Cllr Sashi Mylvaganam |
| + Cllr Vivienne Chapman | + Cllr Adrian Page |
| + Cllr Paul Deach | + Cllr Robin Perry |
| + Cllr Colin Dougan | + Cllr Darryl Ratiram |
| + Cllr Tim FitzGerald | + Cllr Morgan Rise |
| + Cllr Sharon Galliford | + Cllr John Skipper |
| + Cllr Shaun Garrett | + Cllr Graham Tapper |
| + Cllr Edward Hawkins | + Cllr Victoria Wheeler |
| + Cllr Josephine Hawkins | + Cllr Helen Whitcroft |
| + Cllr Rebecca Jennings-Evans | + Cllr Valerie White |
| + Cllr Ben Leach | + Cllr Kristian Wrenn |

+ Present

65/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 9 December 2020 be approved as a correct record.**

66/C Mayor's Announcements

The Mayor advised Members of the death of Alderman Mrs Rosemary Corry. Mrs Corry had served as a Councillor for the Heatherside Ward from 1973 until 1991. She had been Mayor in the 1978/1979 municipal year and had become an Alderman in 1992.

Members were also informed of the death of Mrs Gill Axtell, who had died on 24 January 2021. Gill had been a councillor for Chobham ward between 2003 and 2007, during which time she had worked passionately on behalf of the residents of the village.

On behalf of the Council the Mayor sent condolences to Mrs Corry's and Mrs Axtell's families and friends at this sad time.

The Mayor described the events she had virtually attended during the past 2 months. Notably she had presented a bouquet of flowers to resident of Windlesham who had reached 100 years of age.

67/C Leader's Announcements

The Leader updated the Council in relation to a number of events he had been involved with, including a visit to the vaccination centre at Lakeside and meetings with voluntary groups and charities. He also reported that the Surrey Leaders meeting had discussed the need for more assistance from the government for local authorities in dealing with the effects of the pandemic.

68/C Questions from Members of the Public

The Places and Strategy Portfolio Holder, Councillor Rebecca Jennings-Evans, responded to a question from Mr Mark Gordon, regarding the Council's proposals for the future of Bagshot Library. The Leader responded to a supplementary question concerning how the Council would encourage residents back to the High Streets, pubs and restaurants following the pandemic.

Mr Trefor Hogg received a response from the Places and Strategy Portfolio Holder, Councillor Rebecca Jennings-Evans relating to the planting of verges with wild flower seeds. A supplementary question concerning plans for wild life ponds and spaces with water was answered by the Executive Head of Business.

The Mayor, having taken advice from the Returning Officer, provided an answer to a question from Mr Richard Wilson concerning the implementation of the rewarding proposals for Windlesham Parish. Mr Wilson was advised that he would receive a written response to his supplementary question regarding other concessions the Council could offer.

69/C Setting of the Council Budget and Council Tax for 2021/22

The Council received a report which set out proposals for the budget and Council Tax for 2021/22, received details of expected funding including Business Rates and grants for 2021/22 and included a commentary on the financial challenges the Council faced in the future. The 2021/22 budget had been built up from individual service budgets that were shown in detail in the budget book. Where possible inflationary pressures had been absorbed and no allowance had been made for pay or pension increases this year.

A number of fees and charges had been increased and had been approved in accordance with the Financial Regulations. These changes were reflected within the budget.

Although the Council would be part of a Surrey-wide Business Rates pool in 2021/22, expected gains from this exercise had not been included in the budget.

The Council maintained a number of earmarked reserves and provisions. All reserves and provisions were considered appropriate and supportive of future expenditure requirements. Revenue reserves (including earmarked reserves) were

projected to be approximately £33 million at 31 March 2021. These reserves were not only needed for future committed expenditure, such as SANGS, but also to manage the significant financial risks around commercial property and interest rates. They could also be used to balance the budget until new income streams or savings were available.

The shortfall in the Collection Fund arising from the financial year 2019/20 of £1,278,000 had been met from a call on the Council's Business Rates Equalisation Fund.

The Council had acquired significant property holdings over the last five years, which was contributing to support Council services. The pandemic and associated economic downturn had had a significant impact on expected income for 2021/22 and it was proposed to set aside an earmarked reserve of £800,000 (re-purposed from existing reserves) to be drawn down on in the event of any further deterioration in economic conditions.

The Council only had limited capital receipts and so needed to borrow to fund its capital aspirations. If these projects were not in themselves self-financing then the interest and Minimum Revenue Provision must be covered from the overall revenue budget.

The General Fund Reserve, which was the Council's contingency fund, needed to be sufficient to deal with any unexpected expenditure. The draft budget for 2021/22 required a call-down on the Reserve of £300,000. Provided Council Tax was increased as predicted and the budget delivered then the General Fund should be at least £2.0m at 31st March 2022, and this figure was confirmed as achievable by the Council's Section 151 Officer.

In particular Members noted

- The impact of reduction in Government funding and how this had been addressed.
- Costs financed from reserves.
- The use of property income to fund services.
- The underlying assumptions in the budget.
- The financial forecast and its implications in respect of the need for further savings/income if financial stability was to be achieved and the underlying assumptions in its preparation.

The Council's S151 Officer confirmed he was confident that the estimates being presented had been based on sound knowledge of the costs and income, which would aim to deliver on the priorities within the Council's Corporate Plans. The achievement of this balanced budget, would be through the use of tight controls and the success of delivering on the savings programmes.

It was moved by the Leader, Councillor Alan McClafferty, and seconded by the Finance Portfolio Holder, Councillor David Lewis, that the recommendations as set in the agenda report be approved.

An amendment was moved by Councillor Sashi Mylvaganam and seconded by Councillor Kristian Wrenn that the recommendations in the agenda paper be amended. The amended budget had been circulated prior to the meeting and contained the following amended recommendation:

- (i) to note that
 - a. under delegated powers the Interim Executive Head of Finance calculated the amount of the Council Tax Base as 38,810.56 (Band D Equivalent properties) for the year 2021/22 calculated in accordance with the Local Government Finance Act 1992, as amended;
 - b. expenditure totalling £1,100,000 is being charged directly to reserves;
 - c. £187,223 is a special expense relating to the non-parished area of the Borough;
 - d. the comments in respect of the robustness of the 2021/22 Budget and the adequacy of the Council's reserves, provisions and the General Fund Working Balance;
 - e. the comments in respect of the financial forecast, strategy and future financial sustainability of the Council;
- (ii) that the Budget Requirement for 2021/22 be £13,316,998 and that the Table in Paragraph 5.1 of Annex A be amended as set out in the amended budget papers;
- (iii) that the Council Tax Requirement for the Council's own purposes for 2021/22 be £8,680,423 and that the Table at Paragraph 10.1 of Annex A be amended as set out in the amended budget papers;
- (iv) that the Council Tax for 2021/22 (excluding special expenses and Parish precepts) be set at £223.66 for a Band D property;
- (v) that there be no increase in Member Allowances for financial year 2021/22.

Following debate the amendment was put to the vote and lost, the voting was as follows:

In favour of the amendment:

Councillors Peter Barnett, Rodney Bates, Cliff Betton, Tim FitzGerald, Sharon Galliford, Ben Leach, Emma McGrath, Sashi Mylvaganam, Morgan Rise, John Skipper, Graham Tapper, Victoria Wheeler, Helen Whitcroft, Kristian Wrenn.

Against the amendment:

Councillors Dan Adams, Graham Alleway, Richard Brooks, Sarah Jane Croke, Vivienne Chapman, Paul Deach, Colin Dougan, Shaun Garrett, Edward Hawkins, Josephine Hawkins, Rebecca Jennings-Evans, David Lewis, David Mansfield,

Alan McClafferty, Charlotte Morley, Adrian Page, Robin Perry, Darryl Ratiram, Pat Tedder, Valerie White.

A further amendment to the original motion was moved by Councillor Rodney Bates and seconded by Councillor Victoria Wheeler that the budget be adjusted to provide for a consolidated staff pay award of £250 to staff on Grades 1, 2 and 3 at a cost of £10,000 to be met by an equivalent reduction in the Theatre's Artist fee budget. It was noted that this amendment would not affect the overall budget total.

Following debate the amendment was put to the vote and carried. The voting was as follows:

In favour of the amendment:

Councillors Dan Adams, Graham Alleway, Peter Barnett, Rodney Bates, Richard Brooks, Sarah Jane Croke, Vivienne Chapman, Paul Deach, Colin Dougan, Tim FitzGerald, Sharon Galliford, Shaun Garrett, Edward Hawkins, Josephine Hawkins, Rebecca Jennings-Evans, Ben Leach, David Lewis, Alan McClafferty, Emma McGrath, Charlotte Morley, Adrian Page, Robin Perry, Darryl Ratiram, Morgan Rise, John Skipper, Graham Tapper, Pat Tedder, Victoria Wheeler, Helen Whitcroft, Valerie White.

Against the amendment:

Councillor Cliff Betton, Sashi Mylvaganam, Kristian Wrenn.

Abstained:

Councillor David Mansfield.

The original motion plus the amendment relating to the staff pay award became the substantive motion. Following debate the substantive motion was put to the vote and carried.

RESOLVED

(i) to note that

- a) under delegated powers the Interim Executive Head of Finance calculated the amount of the Council Tax Base as 38,810.56 (Band D Equivalent properties) for the year 2021/22 calculated in accordance with the Local Government Finance Act 1992, as amended;**
- b) expenditure totalling £300,000 is being charged directly to reserves;**
- c) £187,223 is a special expense relating to the non-parished area of the Borough;**
- d) the comments in respect of the robustness of the 2021/22 Budget and the adequacy of the Council's reserves, provisions and the General Fund Working Balance;**

- e) **the comments in respect of the financial forecast, strategy and future financial sustainability of the Council;**
- (ii) **that the Budget Requirement for 2021/22 be £12,714,998 as set out in the Table in Paragraph 5.1 of Annex A;**
- (iii) **that the Council Tax Requirement for the Council's own purposes for 2021/22 be £8,874,423 as set out in the Table at Paragraph 10.1 of Annex A;**
- (iv) **that the Council Tax for 2021/22 (excluding special expenses and Parish precepts) be set at £228.66 for a Band D property;and**
- (v) **to note that the budget as set out in the agenda paper would be amended to reflect the consolidated staff pay award of £250 to staff on Grades 1, 2 and 3 at a cost of £10,000 to be met by an equivalent reduction in the Theatre's Artist fee budget**

Note1: In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken.

Voting in favour of the motion:

Councillors Dan Adams, Graham Alleway, Rodney Bates, Richard Brooks, Sarah Jane Croke, Vivienne Chapman, Paul Deach, Colin Dougan, Shaun Garrett, Edward Hawkins, Josephine Hawkins, Rebecca Jennings-Evans, David Lewis, David Mansfield, Alan McClafferty, Emma McGrath, Charlotte Morley, Adrian Page, Robin Perry, Darryl Ratiram, Pat Tedder, Victoria Wheeler, Valerie White.

Voting against the motion:

Councillor Peter Barnett, Cliff Betton, Tim FitzGerald, Sharon Galliford, Ben Leach, Sashi Mylvaganam, Morgan Rise, John Skipper, Graham Tapper, Helen Whitcroft, Kristian Wrenn.

Note 2: It was noted for the record that

- (i) Councillor Rodney Bates declared that he volunteered in a food bank in the Borough;
- (ii) Councillor Dan Adams declared that his company leased property in the Camberley Town Centre; and
- (iii) Councillor Paul Deach declared that he provided social media and marketing services to town centre organisations.

70/C Setting of Council Tax 2021/22

Having determined its Council Tax Requirement for 2021/22, the Council was 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 2021/22, the Council noted that the Executive, at its meeting on 9 December 2020, had approved the draft Council Tax base for 2021/22 at 38,810.56 Band D equivalent properties, that precepts for 2021/22 had been received from the Parishes, the Surrey County Council and the Surrey Police and Crime Commissioner.

It was moved by Councillor David Lewis, seconded by Councillor Alan McClafferty and

RESOLVED

- (i) **to note that the Council Tax Base for 2021/22 calculated in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:**
- (a) **for the whole Council area is 38,810.56 (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 the area to which a Parish precept relates the following:**
- | | |
|-------------------|-----------------|
| Bisley | 1,650.60 |
| Chobham | 2,062.08 |
| West End | 2,393.17 |
| Windlesham | 8,134.78 |
- (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 the area to which special items relate);**
- (ii) **that the Council Tax requirement for the Council's own purposes for 2021/22 (excluding parish precepts and special expenses) is £8,874,423;**
- (iii) **that the following amounts be calculated for the year 2021/22 in accordance with Sections 31 to 36 of the Act:**
- (a) **£44,812,557 being the aggregate for 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) **£35,145,610 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.**
- (c) **£9,666,947 being the amount by which the aggregate at (a) above exceeds the aggregate at (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) £249.08 being the amount at (c) above (Item R), as divided by Item T ((i) (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) £792,524 being the aggregate amount of all special items referred to in Section 34(1) of the Act.**
 - (f) £228.66 being the amount at (d) above less the result given by dividing the amount at (e) above by Item T, calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount for its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.**
- (iv) to note that the County Council and Surrey Police and Crime Commissioner have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwelling as indicated in paragraphs (i) and (ii) of the Table at Annex A to these minutes.**
 - (v) that the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown at paragraphs (iii), (iv), (v) and (vi) of the Table at Annex A to these minutes, as the amounts of Council Tax for 2021/22 for each part of its area and for each category of dwellings.**
 - (vi) to note that the Council's basic amount of Council Tax for 2021/22 is NOT excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992 as the proposed increase is not more than £5.00 at Band D.**

Note: In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken.

Voting in favour of the motion:

Councillors Dan Adams, Graham Alleway, Peter Barnett, Rodney Bates, Richard Brooks, Sarah Jane Croke, Vivienne Chapman, Paul Deach, Colin Dougan, Shaun Garrett, Edward Hawkins, Josephine Hawkins, Rebecca Jennings-Evans, David Lewis, David Mansfield, Alan McClafferty, Emma McGrath, Charlotte Morley, Adrian Page, Robin Perry, Darryl Ratiram, Pat Tedder, Victoria Wheeler, Valerie White.

Voting against the motion:

Councillors Cliff Betton, Tim FitzGerald, Sharon Galliford, Ben Leach, Sashi Mylvaganam, Morgan Rise, John Skipper, Graham Tapper, Helen Whitcroft, Kristian Wrenn.

71/C Executive, Committees and Other Bodies

- (a) Executive –9 December, 15 December 2020 and 19 January 2021

It was moved by Councillor Alan McClafferty, seconded by Councillor Colin Dougan, and

RESOLVED that the minutes of the meetings of the Executive held on 9 December, 15 December 2020 and 19 January 2021 be received and the recommendations therein be adopted as set out below:

90/E Wheelchair swing at Frimley Lodge Park

RESOLVED that the capital programme be increased by £28,000 to include the Wheelchair swing at Frimley Lodge Park.

99/E Treasury Strategy 2021/22

RESOLVED that the following be adopted

- (i) The Treasury Management Strategy for 2021/22 as set out in the Executive agenda report;**
- (ii) The Treasury Management Indicators for 2021/22 as set out at Annex C to the Executive agenda report;**
- (iii) The Minimum Revenue Provision policy statement and estimated minimum revenue provision payment table as set out at Annex F of the Executive agenda report; and**
- (iv) The Treasury Management Policy Statement as set out at Annex G of the Executive agenda report**

100/E Capital Programme 2021/22

The Executive, at its meeting on 16 February 2021, had made a revised recommendation to include an additional £100,000, bringing the total to £1.241m in the 2021/22 Capital Programme to fund the upgrading of technology in the Council Chamber to accommodate virtual and hybrid meetings.

RESOLVED that

- (i) the new capital bids for £1.241m for 2021/22, as set out at Annex A to the agenda report, as amended, be approved and that they be incorporated into the Capital Programme;**

- (ii) The Prudential Indicators summarised below and explained in Annex C of the agenda report, as amended, including the MRP statement, for 2021/22 to 2023/24 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	2021/22 Estimated £m	2022/23 Estimated £m	2023/24 Estimated £m
Capital Expenditure	1.241	0.78	0.78
Capital Financing Requirement	182	179	176
Ratio of net financing costs to net revenue stream	19.2%	18.7%	18.2%
Financing Costs	2	2	2
Operational Boundary	230	230	230
Authorised Limit	235	235	235

101/E Capital Strategy 2021/22

RESOLVED that the Capital Strategy, as set out at Annex A to the Executive agenda report, be agreed.

104/E Security at Old Dean Recreation Ground

RESOLVED that the Capital Programme from 2021/22 be increased by £14,000 for the cost of the additional lighting around the new play area (which would be subject to planning consent and environmental impact assessments).

- (b) Planning Applications Committee – 17 December 2020, 14 January and 11 February 2011

It was moved by Councillor Edward Hawkins, seconded by Councillor Victoria Wheeler, and

RESOLVED that the minutes of the meetings of the Planning Applications Committee held on 17 December 2020, 14 January and 11 February 2011 be received.

- (c) Audit and Standards Committee – 23 November 2020

It was moved by Councillor Cliff Betton, seconded by Councillor Darryl Ratiram and

RESOLVED that the minutes of the meeting of the Audit and Standards Committee held on 23 November 2020 be received.

- (d) Performance and Finance Scrutiny Committee – 25 November 2020, 5 January and 27 January 2021

It was moved by Councillor Sashi Mylvaganam, seconded by Councillor Sarah Jane Croke, and

RESOLVED that the minutes of the meetings of the Performance and Finance Scrutiny Committee held on 17 December 2020, 14 January and 11 February 2021 be received.

- (e) External Partnerships Select Committee – 1 December 2020

It was moved by Councillor Morgan Rise, seconded by Councillor Shaun Garrett and

RESOLVED that the minutes of the meetings of the External Partnerships Select Committee held on 1 December 2020 be received.

- (f) Joint Staff Consultative Group – 14 January and 28 January 2021

It was moved by Councillor Graham Tapper, seconded by Councillor Josephine Hawkins and

RESOLVED that the minutes of the meetings of the Joint Staff Consultative Group held on 14 January and 28 January 2021 be received.

- (g) Employment Committee – 28 January 2021

In relation to Minute 31/EC - Pay Settlement 2021/22, Members were reminded of the decision made by the Council at Minute 69/C above. The decision provided for a consolidated staff pay award of £250 to be made to staff on Grades 1, 2 and 3 at a cost of £10,000 to be met by an equivalent reduction in the Theatre's Artist fee budget. This decision impacted on the recommendation of the Committee

It was moved by Councillor Colin Dougan, seconded by Councillor Alan McClafferty and

RESOLVED that the minutes of the meetings of the Employment Committee held on 28 January 2021 be received and the recommendation adopted as amended.

31/EC Pay Settlement 2021/22

RESOLVED

- (i) **that no percentage cost of living award be agreed for 2021/22 with the exception of a consolidated staff pay award of £250 to be made to staff on Grades 1, 2 and 3;**

- (ii) that a non-contractual additional day's leave be awarded to all staff in 2021/22, to be taken on Christmas Eve, or where the member of staff is required to work on Christmas Eve, added to their annual leave entitlement for 2021/22; and
- (iii) to note that Staff Representatives, whilst recognising the current position, wish to see a pay increase for 2022/23.

72/C Governance Working Group

The Council considered a report of the Governance Working Group relating to Urgent Action and Data Protection Training for Members.

Members were reminded that Urgent Action decisions made by officers relating to Executive functions were made after consultation with the Leader or relevant Portfolio holder and with the Chairman or Vice-Chairman of the relevant Scrutiny Committee. However, Urgent Action Decisions relating to Council or regulatory functions were made after consultation with the Leader and Mayor in relation to Council functions or the Chairman or Vice Chairman of the relevant Committee. The legislation did not provide for scrutiny or call-in procedures in relation to decisions of the Council or Committees as they were not part of the Executive decision making process.

The Working Group reviewed the provisions in the Constitution relating to Urgent Action and consultation with Members, and considered that they were proportionate, relevant and necessary. However Members suggested that when urgent action decisions were made, all Members be notified by email prior to the information report being submitted to the appropriate body.

The Council's Constitution at Part 5, Section C included the ICT Code of Practice for Members. The Officer Corporate Risk Management Group had highlighted the need to ensure that members received regular adequate training in relation to Data Protection. The Working Group had considered and agreed that a provision be added to the ICT Code which required Members to undertake mandatory bi-annual training in relation to Data Protection.

RESOLVED that

- (i) the Constitution at Chapter Part 3, Section B Paragraph 4 be amended as follows:

4. Urgent Action

4.1 The Chief Executive, Executive Head of Service or Head of Service are authorised to determine matters of an urgent nature which cannot wait for the next meeting of the decision-making body which are not key decisions and which do not contravene established policies or budgets,

- 4.1.1** *after consultation with the Leader and Mayor in relation to Council functions;*
 - 4.1.2** *after consultation with the Leader or relevant Portfolio holder and with the Chairman or Vice-Chairman of the relevant Scrutiny Committee in relation to Executive functions;*
 - 4.1.3** *after consultation with the Chairman or Vice Chairman of the relevant regulatory Committee.*
 - 4.2** ~~*All matters will be reported to the next meeting of the appropriate decision-making body.*~~ *All Members will be advised by email as soon as a decision has been made and that decision will also be reported to the next meeting of the appropriate decision-making body.*
- (ii) **the ICT Code of Practice for Members at Part 5, Section C of the Constitution be amended by the addition of the following wording:**

10. Data Protection

10.3 In order to protect themselves and the Council, all Members are required to undertake bi-annual training in relation to Data Protection.

73/C Appointment of Returning Officer and Electoral Registration Officer

The Council was required to appoint an Officer to be the Electoral Registration Officer (Section 8, Representation of the People Act 1983) and an Officer to be the Returning Officer for Borough and Parish elections (Section 35(1)). Arising from these appointments the post holder would take up the following appointments:

Acting Returning Officer – Parliamentary elections
Deputy Returning Officer – County Council elections
Local Returning Officer – Police and Crime Commissioner elections
Counting Officer – local and national referenda.

The Returning Officer had personal responsibility for the conduct of an election.

In the past, this Council had appointed the Chief Executive as the Returning Officer and the Electoral Registration Officer (ERO).

Due to a snap UK Parliamentary General Election in December 2019 when the then Chief Executive had been on an extended period of leave, Richard Payne had been appointed as Returning Officer until such time the Chief Executive returned to the office. Richard Payne had also been appointed as ERO in April 2020. On 1 February 2021, Mr Damian Roberts had commenced his employment as Chief Executive of the Council

On 6 May 2021, the Council would be conducting elections for the Police and Crime Commissioner for Surrey police area, Surrey County Council, along with borough and parish by-elections. The preparation for these elections had been underway for several months and it was considered judicious that Mr Payne's appointment as Returning Officer and ERO continued until these polls had been concluded.

RESOLVED that

- (i) Mr Richard Payne's appointment as Returning Officer be extended until 31 May 2021;**
- (ii) Mr Damian Roberts be appointed as the Returning Officer and the Electoral Registration Officer in accordance with the requirements of the Representation of the People Act 1983, with effect from 1 June 2021; and**
- (iii) from 1 June 2021, Mr Richard Payne be appointed as the Deputy Electoral Registration Officer to act in the absence of the Electoral Registration Officer.**

74/C Leader's Question Time

The Leader answered questions relating to the Basingstoke Canal Authority, the Blackwater Valley Partnership, an event to commemorate the end of the pandemic, Chobham Fire Station, support for local businesses and schools with the provision of flow test and personal protective equipment and the Community Loan Scheme.

Mayor

Annex A

Setting of Council Tax 2021/22

Precepts by Valuation Bands

(i) Surrey County Council

Precept	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Basic	940.05	1,096.72	1,253.40	1,410.07	1,723.42	2,036.77	2,350.12	2,820.14
ASC	92.67	108.12	123.56	139.01	169.90	200.79	231.68	278.02
TOTAL	1,032.72	1,204.84	1,376.96	1,549.08	1,893.32	2,237.56	2,581.80	3,098.16

The Adult Social Care precept levied by Surrey County Council can only be used to fund that service.

(ii) Surrey Police and Crime Commissioner

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
190.38	222.11	253.84	285.57	349.03	412.49	475.95	571.14

(iii) Surrey Heath Borough Council

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
152.44	177.85	203.25	228.66	279.47	330.29	381.10	457.32

(iv) Parish Precepts and Special Expenses

Precept	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Part of Area	£	£	£	£	£	£	£	£
Bisley	41.31	48.20	55.08	61.97	75.74	89.51	103.28	123.94
Chobham	27.27	31.82	36.36	40.91	50.00	59.09	68.18	81.82

Frimley & Camberley	5.08	5.93	6.77	7.62	9.31	11.01	12.70	15.24
West End	31.06	36.24	41.42	46.59	56.95	67.30	77.66	93.19
Windlesham	25.17	29.37	33.56	37.76	46.15	54.54	62.93	75.51

(v) Aggregate of Parish and Surrey Heath Borough Council

Precept	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Part of Area	£	£	£	£	£	£	£	£
Bisley	193.75	226.05	258.33	290.63	355.21	419.80	484.38	581.26
Chobham	179.71	209.67	239.61	269.57	329.47	389.38	449.28	539.14
Frimley & Camberley	157.52	183.78	210.02	236.28	288.78	341.30	393.80	472.56
West End	183.50	214.09	244.67	275.25	336.42	397.59	458.76	550.51
Windlesham	177.61	207.22	236.81	266.42	325.62	384.83	444.03	532.83

(vi) Total of all Precepts

Precept	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Part of Area	£	£	£	£	£	£	£	£
Bisley	1,416.85	1,653.00	1,889.13	2,125.28	2,597.56	3,069.85	3,542.13	4,250.56
Chobham	1,402.81	1,636.62	1,870.41	2,104.22	2,571.82	3,039.43	3,507.03	4,208.44
Frimley & Camberley	1,380.62	1,610.73	1,840.82	2,070.93	2,531.13	2,991.35	3,451.55	4,141.86
West End	1,406.60	1,641.04	1,875.47	2,109.90	2,578.77	3,047.64	3,516.51	4,219.81
Windlesham	1,400.71	1,634.17	1,867.61	2,101.07	2,567.97	3,034.88	3,501.78	4,202.13