

**MINUTES OF A MEETING OF SURREY  
HEATH BOROUGH COUNCIL held at  
Surrey Heath House, Camberley on  
27 February 2019**

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+ Cllr Dan Adams (Mayor)  
+ Cllr Robin Perry (Deputy Mayor)

- |                               |                             |
|-------------------------------|-----------------------------|
| - Cllr David Allen            | + Cllr Jonathan Lytle       |
| + Cllr Rodney Bates           | + Cllr Katia Malcaus Cooper |
| + Cllr Richard Brooks         | - Cllr Bruce Mansell        |
| Cllr Nick Chambers            | + Cllr David Mansfield      |
| + Cllr Bill Chapman           | - Cllr Charlotte Morley     |
| + Cllr Mrs Vivienne Chapman   | + Cllr Alan McClafferty     |
| - Cllr Ian Cullen             | - Cllr Max Nelson           |
| + Cllr Paul Deach             | + Cllr Adrian Page          |
| - Cllr Colin Dougan           | + Cllr Chris Pitt           |
| + Cllr Craig Fennell          | + Cllr Joanne Potter        |
| - Cllr Surinder Gandhum       | + Cllr Nic Price            |
| + Cllr Moira Gibson           | + Cllr Wynne Price          |
| - Cllr Edward Hawkins         | + Cllr Darryl Ratiram       |
| - Cllr Josephine Hawkins      | + Cllr Ian Sams             |
| - Cllr Ruth Hutchinson        | - Cllr Conrad Sturt         |
| + Cllr Paul Ilnicki           | + Cllr Pat Tedder           |
| + Cllr Rebecca Jennings-Evans | + Cllr Victoria Wheeler     |
| + Cllr David Lewis            | + Cllr Valerie White        |
| - Cllr Oliver Lewis           | + Cllr John Winterton       |

+ Present

- Apologies for absence presented

**54/C Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors David Allen, Ian Cullen, Colin Dougan, Surinder Gandhum, Edward Hawkins, Josephine Hawkins, Oliver Lewis, Bruce Mansell, Max Neson and Conrad Sturt.

**55/C Minutes**

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

**RESOLVED that the open and exempt minutes of the meeting of the Council held on 12 December 2018 and 30 January 2019 be approved as a correct record.**

**56/C Mayor's Announcements**

The Mayor reported on his visits to the emergency services during the Christmas period and informed Members he had had the privilege of meeting the first baby born in 2019 at Frimley Park Hospital.

The Council was informed that the Mayor had attended numerous other events since the meeting in December 2018, including the Windlesham Pram Race on New Year's Day, Camberley Reel Club's Burns Night Supper, the World Darts at Lakeside, and the HATS Pantomime. He had also attended the Lord Lieutenant's Reception for the Surrey nominees for the Queen's awards for voluntary service 2019.

The Mayor reported that he had joined the High Sherriff of Surrey at St Mary's Church, Camberley to present Maureen Hume and her team at the Alzheimer's Café, along with Robin van Creveld from the Man with a Pan initiative, with the High Sherriff's award for recognising great and valuable services in Surrey Heath.

### **57/C Vote of Thanks**

Councillor Mrs Vivienne Chapman moved a vote of thanks to Councillor Moira Gibson for all her years of service as Leader of the Council. Members paid tribute to her hard work and reflected on the numerous roles she had undertaken, her achievements, and anecdotes of her time as Leader.

The Chief Executive, of behalf of the Council's officers, paid tribute to Councillor Gibson and thanked her for her support.

In response, Councillor Gibson said it had been a pleasure to serve as Leader and represent Windlesham. She referred to particular highlights from her time in office and paid tribute to the councillors and officers she had worked with during her 28 years as a councillor. She also paid tribute to her late agent, Alan Cleverly.

### **58/C Appointment of Leader**

It was moved by Councillor Robin Perry and seconded by Councillor Charlotte Morley that Councillor Richard Brooks be appointed Leader of the Council for the remainder of the council term. The motion was put to the vote and carried.

The Leader made and signed the Declaration of Acceptance of Office of Leader of the Council.

**RESOLVED that Councillor Richard Brooks be appointed Leader of the Council for the remainder of the council term.**

### **59/C Executive Arrangements**

In accordance with the Council's governance arrangements, the Leader informed the Council that Councillor Charlotte Morley 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>
Customer Experience & Digital	Councillor Paul Deach
Finance	Councillor Charlotte Morley
Places & Strategy	Councillor Craig Fennell

Environment & Health  
Planning & People  
Support & Safeguarding

Councillor Mrs Vivienne Chapman  
Councillor Adrian Page  
Councillor Josephine Hawkins

He reported that all decisions would be taken collectively by the Executive. He had not reserved any decisions to the office of the Council Leader and no individual decision making powers had been delegated to Portfolio Holders.

#### **60/C Leader's Announcements**

The Leader informed the Council that he had recently attended the Surrey Leaders meeting and a meeting of the Joint Executive with Surrey County Council. He had also met with the Leaders and Deputy Leaders of Guildford Borough Council and Rushmoor Borough Council and hoped to meet more of the Leaders and Deputy Leaders in the nearby boroughs shortly.

The Leader congratulated the SHAPE team for being awarded over £600,000 of grants from One Public Estate monies for Surrey projects, including the Land East of Knoll Road project.

#### **61/C Setting of the Council Budget and Council Tax for 2019/20**

The Council received a report setting out the Council's revenue budget for the coming financial year. Members were reminded that councils were legally obliged to set a balanced budget and it was advised that the budget presented achieved this through a combination of efficiencies, increased returns from investment assets and an increase in Council Tax.

The net cost of services for 2019/20 at £13,427,892 represented an increase of £2,078,892. This was as a result of inflationary pressures in areas such as wages and contracted costs, together with reductions in grants for services the Council provided. This had been offset by increases in investment income and the use of grants and reserves.

Members were reminded that councils would be required to hold a referendum if their Council Tax increase was more than the higher of 2.99% or £5. The budget has been prepared on the basis of slightly below the maximum permissible increase of 2.94%, for rounding purposes. It was noted that Surrey County Council and Surrey Police had opted for the maximum permitted increases.

Overall no general savings target was required this year and none of this year's New Homes Bonus would be needed to support revenue expenditure.

The Council continued to receive no Revenue Support Grant and central funding, which included business rates, had fallen by £2.7m in 8 years. This loss, together with inflationary pressures, had been made up by the Council following a strategy of greater efficiency, investment in property and income generation rather than cuts to services. However, the financial forecast indicated that there were future budget pressures to be addressed if current services were to be maintained.

Government funding in the form of business rates and New Homes Bonus had been based on the provisional settlement announced in December 2018 and confirmed on 29 January 2019.

It was reported that the Section 151 Officer had determined that a surplus of £1,000,000 could be declared on the Collection Fund for the year. Of this, £756,700 would be paid to Surrey County Council, £126,800 to the Police and Crime Commissioner, with the remaining £116,500 to this council. This would be used to support the Budget for 2019/20.

It had been determined that items totalling £2,042,116 of expenditure should be funded from reserves relating to community grants, transformation costs, grounds maintenance for SANGS, grounds and playgrounds maintenance, family support, the Council's elections, a temporary shortfall in rents, and pension deficit payments.

Special expenses reflected the cost of providing services to non-parished areas which in parished areas were funded by a parish precept. The charge was billed as a separate item to non-parished areas in a similar way to a precept in parished areas.

All reserves and provisions were considered appropriate and supportive of future expenditure requirements. Revenue Reserves (including earmarked reserves) were projected to be around £30m at 31 March 2019. However the Council had no capital reserves which meant that all capital expenditure had to be funded through borrowing.

In respect of the General Fund Working Balance, a risk calculation indicated that a minimum balance of £2m was needed to provide financial cover for day to day cash flow and any financial emergencies which might occur during the financial year.

It was noted that a number of fees and charges had been increased and had been approved in accordance with the Financial Regulations. Income from investment property was budgeted to contribute £1.245m to the 2019/20 budget after loans and repayments.

The Council was required to consider a financial forecast which predicted the Council's finances over the short and medium term. This year had proved to be especially difficult as the Government had given no indication as to the level of Local Government funding beyond 2019/20.

Members reviewed the 2019/20 – 2022/23 Financial Strategy annexed to the report and the challenges faced over the next 4 years set out therein.

As the Council had no capital receipts it could only fund its capital plans by borrowing or by way of grant. If these projects were not in themselves self-financing then the interest and Minimum Revenue Provision would have to be covered.

The Council's Chief Financial Officer confirmed he was satisfied that the preparation of the 2019/20 estimates had been undertaken with rigour and due diligence and provided the appropriate level of resources to meet forecast service requirements whichever Budget option was adopted. 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 reliance on income to fund services and the continuing need to make further savings and/or income, as shown by the Medium Term Financial Forecast, if services were to be maintained in to the future.

It was moved by Councillor Charlotte Morley and seconded by Councillor Richard Brooks and

### **RESOLVED**

- (i) to note that under delegated powers the Executive Head of Finance calculated the amount of the Council Tax Base as 38,054.42 (Band D Equivalent properties) for the year 2019/20 calculated in accordance with the Local Government Finance Act 1992, as amended;**
- (ii) to note that expenditure totalling £2,042,116 be charged directly to reserves;**
- (iii) to note that £185,000 be a special expense relating to the non-parished area of the Borough;**
- (iv) to note that the budget includes provision of £250,000 for the proposed pay increase for all staff;**
- (v) to note the comments in respect of the robustness of the 2019/20 Budget and the adequacy of the Council's reserves, provisions and the General Fund Working Balance;**
- (vi) to note the comments in respect of the financial forecast, strategy and future financial sustainability of the Council;**
- (vii) that the Budget Requirement for 2019/20 be £13,157,835 as set out at the end of Annex A to the agenda report;**
- (viii) that the Council Tax Requirement for the Council's own purposes for 2019/20 be £8,324,785 as set out in Annex A and;**
- (ix) that the Council Tax for 2019/20 (excluding special expenses and Parish precepts) be set at £218.66 for a Band D property.**

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 Dan Adams, Richard Brooks, Bill Chapman, Vivienne Chapman, Paul Deach, Craig Fennell, Moira Gibson, Paul Ilnicki, Rebecca Jennings-Evans, David Lewis, Jonathan Lytle, Katia Malcaus Cooper, David Mansfield, Alan McClafferty, Charlotte Morley, Adrian Page, Robin Perry, Chris Pitt, Joanne Potter, Nic Price, Wynne Price, Darryl Ratiram, Ian Sams, Valerie White, John Winterton.

The following Members voted against the decision: Councillors Rodney Bates, Pat Tedder, Victoria Wheeler.

## **62/C Setting of Council Tax 2019/20**

Having determined its Council Tax Requirement for 2019/20, 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 2019/20, the Council noted that the Executive, on 11 December 2018, had approved the draft Council Tax base for 2019/20 but had delegated the final setting of the base to the Executive Head of Finance. The tax base had been set at 38,054.42 Band D equivalent properties.

It was moved by Councillor Charlotte Morley, seconded by Councillor Richard Brooks and

### **RESOLVED**

- 1. To note that the Council Tax Base for 2019/20 calculated in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:**
  - a) for the whole Council area as 38,054.42 (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.**

<b>Bisley</b>	<b>1,640.07</b>
<b>Chobham</b>	<b>2,005.58</b>
<b>Frimley and Camberley</b>	<b>24,103.84</b>
<b>West End</b>	<b>2,189.73</b>
<b>Windlesham</b>	<b>8,115.20</b>

**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 2019/20 (excluding parish precepts and special expenses) is £8,320,979
3. that the following amounts be calculated for the year 2019/20 in accordance with Sections 31 to 36 of the Act:
  - a) **57,892,630** 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) **48,798,817** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - c) **9,093,813** being the amount by which the aggregate at 7(a) above exceeds the aggregate at 7(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) **£238.97** being the amount at 7(c) above (Item R), as divided by Item T (5(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) **185,000** being the aggregate amount of all special items referred to in Section 34(1) of the Act (as per para 1 above)
  - f) **£218.66** being the amount at 7(d) above less the result given by dividing the amount at 7(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 have 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 Basic Precept

Precept	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Basic	900.74	1,050.86	1,200.99	1,351.11	1,651.36	1,951.60	2,251.85	2,702.22
Adult Social Care	68.26	79.64	91.01	102.39	125.14	147.90	170.65	204.78
<b>Total</b>	<b>969.00</b>	<b>1,130.50</b>	<b>1,292.00</b>	<b>1,453.50</b>	<b>1,776.50</b>	<b>2,099.50</b>	<b>2,422.50</b>	<b>2,907.00</b>

*The Adult Social Care precept levied by Surrey County Council can only be used to fund that service. The amount shown is the aggregated amount of the ASC precept*

## Surrey Police and Crime Commissioner

Valuation Bands							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
173.71	202.67	231.62	260.57	318.47	376.38	434.28	521.14

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 2019/20 for each part of its area and for each of the categories of dwellings.

## Parish precepts and special expenses

Part of Area	Valuation Band							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Bisley	40.91	47.72	54.54	61.36	75.00	88.63	102.27	122.72
Chobham	26.26	30.64	35.01	39.39	48.14	56.90	65.65	78.78
Frimley and Camberley	5.12	5.97	6.82	7.68	9.38	11.09	12.79	15.35
West End	30.58	35.68	40.78	45.88	56.07	66.26	76.46	91.75
Windlesham	25.17	29.37	33.56	37.76	46.15	54.54	62.93	75.51

## Surrey Heath Borough Council

Valuation Bands							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
145.77	170.07	194.36	218.66	267.25	315.84	364.43	437.32

## Aggregate of Parish and Surrey Heath Borough Council

Part of Area	Valuation Band							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Bisley	186.68	217.79	248.90	280.02	342.25	404.47	466.70	560.04
Chobham	172.03	200.71	229.37	258.05	315.39	372.74	430.08	516.10

Frimley and Camberley	150.89	176.04	201.18	226.34	276.63	326.93	377.22	452.67
West End	176.35	205.75	235.14	264.54	323.32	382.10	440.89	529.07
Windlesham	170.94	199.44	227.92	256.42	313.40	370.38	427.36	512.83

**Total of all Precepts**

Valuation Band								
	A	B	C	D	E	F	G	H
Part of Area	£	£	£	£	£	£	£	£
<b>Bisley</b>	<b>1,329.39</b>	<b>1,550.96</b>	<b>1,772.52</b>	<b>1,994.09</b>	<b>2,437.22</b>	<b>2,880.35</b>	<b>3,323.48</b>	<b>3,988.18</b>
<b>Chobham</b>	<b>1,314.74</b>	<b>1,533.88</b>	<b>1,752.99</b>	<b>1,972.12</b>	<b>2,410.36</b>	<b>2,848.62</b>	<b>3,286.86</b>	<b>3,944.24</b>
<b>Frimley &amp; Camberley</b>	<b>1,293.60</b>	<b>1,509.21</b>	<b>1,724.80</b>	<b>1,940.41</b>	<b>2,371.60</b>	<b>2,802.81</b>	<b>3,234.00</b>	<b>3,880.81</b>
<b>West End</b>	<b>1,319.06</b>	<b>1,538.92</b>	<b>1,758.76</b>	<b>1,978.61</b>	<b>2,418.29</b>	<b>2,857.98</b>	<b>3,297.67</b>	<b>3,957.21</b>
<b>Windlesham</b>	<b>1,313.65</b>	<b>1,532.61</b>	<b>1,751.54</b>	<b>1,970.49</b>	<b>2,408.37</b>	<b>2,846.26</b>	<b>3,284.14</b>	<b>3,940.97</b>

6. to note that the Council's basic amount of Council Tax for 2019/20 is NOT excessive in accordance with the principles approved under Section 52ZB Local Government Finance Act 1992.

*Relevant amount of Council Tax 2018/19 for the basis of the referendum £217.21*

*Relevant amount of Council Tax 2019/20 for the basis of the referendum £223.52*

*Increase of £6.31*

**As this increase of £6.31 is less than 3% of the 2018/19 level (£6.52) but more than £5 of the basic amount of Council Tax for 2019/20 it is NOT deemed to be excessive.**

***NB: Parishes are not subject to the "Excessiveness Principles" and so are free to levy any increase they wish***

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: Councillor Dan Adams, Rodney Bates, Richard Brooks, Bill Chapman, Vivienne Chapman, Paul Deach, Craig Fennell, Moira Gibson, Paul Innicki, Rebecca Jennings-Evans, David Lewis, Jonathan Lytle, Katia Malcaus Cooper, David Mansfield, Alan McClafferty, Charlotte Morley, Adrian Page, Robin Perry, Chris Pitt, Joanne Potter, Nic Price, Wynne Price, Darryl Ratiram, Ian Sams, Pat Tedder, Victoria Wheeler, Valerie White, John Winterton.

## 63/C Executive, Committees and Other Bodies

- (a) Executive – 11 December 2018 and 22 January, 30 January and 19 February 2019

It was moved by Councillor Richard Brooks, seconded by Councillor Paul Deach, and

**RESOLVED that the open minutes of the meetings of the Executive held on 11 December 2018 and 22 January, 30 January and 19 February 2019 be received and the recommendations therein be adopted as set out below:**

- **71/E – Treasury Strategy 2019/20**

**RESOLVED that**

- (i) **The Treasury Management Strategy for 2019/20;**
- (ii) **The Treasury Management Indicators for 2019/20 at Annex C of the agenda report; and**
- (iii) **The Minimum Revenue Provision policy statement and estimated minimum revenue provision payment table at Annex F of the agenda report**

**be adopted.**

- **72/E – Corporate Capital Programme 2019/2020 - 2021/22**

**RESOLVED that**

- (i) **the new capital bids for £2.348m for 2019/20, as set out in Annex A to the agenda report, be approved and be incorporated into the Capital Programme;**
- (ii) **The Prudential Indicators summarised below and explained in Annex C of the agenda report, including the MRP statement, for 2019/20 to 2021/22 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.**

<b>Prudential Indicator</b>	<b>2019/20 Estimate d £m</b>	<b>2020/21 Estimate d £m</b>	<b>2021/22 Estimate d £m</b>
Capital Expenditure	2.348	0.64	0.6
Capital Financing Requirement	183	181	179
Ratio of net financing costs to net revenue stream	12.36%	11.65%	11.44%

Financing Costs	1.342	1.306	1.306
Operational Boundary	185	185	185
Authorised Limit	190	190	190

- **73/E – Investment Strategy Report 2019/20**

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

- **74/E – Capital Strategy Report 2019/20**

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

- **76/E – Pay Policy Statement**

**RESOLVED** that the Surrey Heath Borough Council Pay Policy Statement 2019/20, as attached at Annex A to the agenda report, be agreed.

- (b) Planning Applications Committee – 13 December 2018 and 10 January and 7 February 2019

It was moved by Councillor Valerie White, seconded by Councillor Katia Malcaus Cooper, and

**RESOLVED** that the minutes of the meetings of the Planning Applications Committee held on 13 December 2018 and 10 January and 7 February 2019 be received.

- (c) Performance and Finance Scrutiny Committee – 5 December 2018 and 6 February 2019

It was moved by Councillor Katia Malcaus Cooper, seconded by Councillor Darryl Ratiram, and

**RESOLVED** that the minutes of the meetings of the Performance and Finance Scrutiny Committee held on 5 December 2018 and 6 February 2019 be received.

- (d) Licensing Committee – 16 January 2019

It was moved by Councillor Adrian Page, seconded by Councillor Nic Price and

**RESOLVED** that the minutes of the meeting of the Licensing Committee held on be received and the recommendations therein be adopted as set out below:

- 6/L – Gambling Act 2005 – Draft Statement of Principles 2019-2022

**RESOLVED that the Gambling Act 2005 Statement of Policy – 31 January 2019 to 30 January 2022, as attached at Annex A to the agenda report, be adopted.**

- (e) Joint Staff Consultative Group – 17 January 2019

It was moved by Councillor Paul Ilnicki, seconded by Councillor Robin Perry and

**RESOLVED that the notes of the meeting of the Joint Staff Consultative Group held on 17 January 2019 be received.**

- (f) External Partnerships Select Committee – 12 February 2019

It was moved by Councillor Rebecca Jennings-Evans, seconded by Councillor Jonathan Lytle and

**RESOLVED that the minutes of the meetings of the External Partnerships Select Committee held on 12 February 2019 be received.**

#### **64/C Governance Working Group**

The Governance Working Group had met on 11 January 2019, where it had reviewed

- a. the ICT Code of Practice for Members;
- b. the size of the committee memberships;
- c. a number of proposed minor changes to the Constitution;
- d. revisions to the Social Media Protocol for Councillors and a new Social Media Guide for Councillors; and
- e. a revised Anti-Fraud and Corruption Strategy;

The Working Group had reviewed revisions to the ICT Code of Practice for Councillors, which had included the addition of a paragraph prohibiting the auto-forwarding of emails to another email account, including to Surrey County Council email addresses; new sections on data protection to reflect recent legislative changes; and the inclusion of a sentence reminding Members to write emails in a business-like manner.

The Working Group had also considered the restriction on councillors using non-council email addresses for council businesses and had recognised that, in some instances, political group work was more appropriately managed through personal email accounts and this provision would need to be treated flexibly. It was also agreed to extend paragraph 8.1 regarding the Council retaining the right to monitor email usage to clarify that this would only take place under the supervision of the Monitoring Officer.

Members were reminded that the Council, at its Annual Meeting in May, would be asked to establish Standing Committees for the 2019/20 municipal year. The Working Group had reviewed the size of the committees, taking into account the reduced Council size from May 2019 onwards, and had a reduction of members appointed to the larger committees, in line with the 12.5% reduction in the Council size. It was felt that the Audit & Standards Committee and Appointments Committee had a suitable number of members, with 7 and 5 members respectively and no changes were proposed to the size of these committees.

The Working Group had noted that the membership of the Planning Applications Committee had traditionally allowed for 1 member per ward; the Council would have 14 wards from May 2019, which would correspond with the proposed reduction by 12.5%. However, it was suggested that an uneven number of members on Planning Applications Committee could help address the issue of using the Chairman's casting vote and it was therefore proposed that this committee would comprise 15 members.

The Working Group had reviewed a number of proposed amendments to the Constitution. The changes proposed principally updated references in the Constitution and ensured that cross references in different sections of the Constitution were consistent.

The maximum number of members of the Executive that could be appointed to the Regulatory Committees and the Joint Staff Consultative Group had been reviewed in view of the reduction in councillors from May 2019, taking into account a potential reduction in the size of committees, whilst also recognising a need to ensure an appropriate balance of members on these non-executive bodies. These reasons had been noted but it was suggested that such an amendment could affect the majority group leader's ability to allocate sufficient members to a committee. It had been agreed to recommend that the rule be amended so it was expressed as a percentage of the body's membership, but the situation would be monitored.

A new Social Media Guide for councillors had been reviewed by the Group. This guide was intended to provide practical guidance for councillors in their use of social media and would sit alongside the Social Media Protocol for Councillors, which formed part of the Documents Which Support the Constitution.

The Social Media Protocol for Councillors had also been reviewed, including an additional paragraph encouraging councillors to share the posts on their own social media channels whilst also requesting that they do not post questions or political statements below the posts on the Council's page. Concerns had been expressed about restricting councillors' ability to express views on the Council's pages and it had been agreed that the paragraph would be revised and circulated to its members for agreement.

The Anti-Fraud and Corruption Strategy had been updated to reflect amendments to job titles and the change of the Council's External Auditor. In accordance with the Scheme of Delegation of Functions to Officers, following feedback from the Working Group, the Executive Head of Corporate agreed the proposed changes to the Anti-Fraud and Corruption Strategy.

**RESOLVED that**

- (i) **the ICT Code of Practice for Members, as attached at Annex A to the agenda report, be agreed;**
- (ii) **from May 2019, membership levels for each of the committees be as follows:**

<b>Planning Applications</b>	<b>15</b>
<b>Licensing</b>	<b>13</b>
<b>Performance and Finance Scrutiny</b>	<b>13</b>
<b>External Partnerships Select</b>	<b>13</b>
<b>Audit &amp; Standards</b>	<b>7</b>
<b>Appointments</b>	<b>5</b>
- (iii) **minor updates to the Constitution, as attached at Annex B to the agenda report, be agreed; and**
- (iv) **the revised Anti-Fraud and Corruption Strategy, as set out at Annex C to the agenda report, be noted.**

**65/C Community Governance Review**

The Council received a report on a request from Windlesham Parish Council (WPC) to conduct a Community Governance Review in order to re-instate an equal number of councillors representing each village in the parish area. WPC had passed a motion at its meeting on 27 November 2019 requesting this review.

In 2016-17 the Local Government Boundary Commission for England (LGBCE) had carried out an electoral review of Surrey Heath Borough and provided revised electoral arrangements for the borough, to be effective from May 2019. These arrangements included alterations to boundaries between Bagshot and Windlesham wards, with 550 households moving from Windlesham ward to Bagshot ward.

As a consequence of the borough review, the LGBCE had provided revised arrangements for Windlesham parish as legislation required that a parish ward must lie wholly within a single borough electoral ward. The revised boundaries for the parish reflected the revised borough boundaries, meaning that the electors in the north of Windlesham ward would transfer from Windlesham parish ward to Bagshot parish ward. Taking into account electoral equality between the parish wards, the LGBCE had also made the following revisions to WPC's electoral arrangements:

<b>Parish Ward</b>	<b>Number of Councillors</b>
Bagshot	8
Lightwater	7
Windlesham	3

The Surrey Heath Borough Council (Electoral Changes) Order 2017 containing the LGBCE's recommendations had been laid in Parliament on 25 October 2017 and made on 13 December 2017.

Members were informed that, as a principal authority, Surrey Heath Borough Council had the power to undertake a Community Governance Review (CGR), as requested by WPC. However, if the Council wished to alter the electoral arrangements put in place by the LGBCE within a 5-year period of that order it was required to consult the LGBCE. In effect this placed a 5 year moratorium on the LGBCE's decision, making the revised electoral arrangements for Windlesham Parish 'protected electoral arrangements'.

Furthermore, in conducting a CGR this Council would need to be mindful of the LGBCE's criteria, including electoral equality requirements. It was therefore considered that, even if the LGBCE was minded to allow the Council to conduct a CGR on its protected electoral arrangements, it was unlikely that the CGR would meet these requirements.

It was moved by Councillor Richard Brooks and seconded by Councillor Charlotte Morley that a Community Governance Review to alter Windlesham Parish Council's electoral arrangements not be conducted at the present time.

The Council was informed that WPC had received legal advice which had indicated that its request carried the same weight as a Community Governance Petition and the Council therefore had a duty to conduct a CGR. Furthermore, the advice WPC had received had advised that the Borough Council could have rejected the alterations to parish ward boundaries at the time of the LGBCE review.

In accordance with Council Procedure Rule 14.11 (c), it was moved by Councillor Katia Malcaus Cooper and seconded by Councillor Rebecca Jennings-Evans that consideration of the request for a Community Governance Review be deferred in order for the legal position to be further clarified. The amendment was put to the vote and carried.

**RESOLVED that consideration of the request from Windlesham Parish Council for a Community Governance Review be deferred in order for the legal position to be further clarified.**

## **66/C Leader's Question Time**

The Leader received a question from Councillor Rodney Bates concerning accessibility in the Town Centre for disabled residents and for those with pushchairs, both within the Centres and for accessing and circulating within shops, and agreed to look into the matter.

In response to a question from Councillor Katia Malcaus Cooper, the Leader advised that the prevention of traveller incursions would continue to be managed in coordination with the Police and Surrey County Council and various moves had been made to look at options for transit sites.

## 67/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 item of business on the ground that it 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>
55/C (part)	3
68/C	3
69/C	3

Note: minute 68/C is a summary of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

## 68/C Executive and Committees - Exempt

(a)Executive - 30 January and 19 February 2019

It was moved by Councillor Richard Brooks, seconded by Councillor Paul Deach, and

**RESOLVED that the exempt minutes of the meeting of the Executive held on 19 February 2019 be received and the exempt recommendation therein be adopted.**

## 69/C Review of Exempt Items

The Council reviewed the items 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.

**RESOLVED that the decision associated with minute 68/C be made public after the completion of negotiations, but all financial and contractual information therein to remain exempt for the present time.**

Mayor