

**MINUTES OF A MEETING OF SURREY  
HEATH BOROUGH COUNCIL held at  
Surrey Heath House, Camberley on  
20 April 2022**

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+ Cllr Sarah Jane Croke (Mayor)  
+ Cllr Helen Whitcroft (Deputy Mayor)

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

- + Present  
- Apologies for absence presented  
\* In attendance virtually but did not vote

**70/C Suspension of Council Procedure Rules**

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

**RESOLVED that Council Procedure Rule 21.2 (requirement to stand) be suspended for the meeting.**

**71/C Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Graham Alleway, Peter Barnett, Stuart Black, David Lewis, Charlotte Morley, and Liz Noble. It was noted that some councillors had joined the meeting virtually but would not be entitled to vote.

**72/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 23 February 2022 be approved as a correct record.**

### **73/C Report of the Returning Officer**

The Council received the report of the Returning Officer in relation to results of the by election of a councillor for the Bisley & West End Ward of the Borough of Surrey Heath held on 14 April 2022 and noted that Liz Noble had been elected.

### **74/C Mayor's Announcements**

The Mayor shared a video presenting the numerous events she had attended since the last Council meeting. She also paid tribute to the residents of the borough for their efforts in relation to the collections for Ukraine.

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

The Leader reflected on the Council's many achievements during the previous 12 months, thanked Councillors and Officers and highlighted its priorities for the coming year.

### **76/C Executive, Committees and Other Bodies**

- (a) Executive – 28 February and 15 March 2022

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 28 February and 15 March 2022 be received.**

- (b) Performance and Finance Scrutiny Committee – 17 February and 9 March 2022

It was moved by Councillor Sashi Mylvaganam, seconded by Councillor Valerie White, and

**RESOLVED that the minutes of the meetings of the Performance and Finance Scrutiny Committee held on 17 February and 9 March 2022 be received.**

- (c) External Partnerships Select Committee – 1 March 2022

It was moved by Councillor Vivienne Chapman, seconded by Councillor Morgan Rise, and

**RESOLVED that the minutes of the meeting of the External Partnerships Select Committee held on 1 March 2022 be received.**

- (d) Joint Staff Consultative Group – 3 March and 29 March 2022

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 3 March and 29 March 2022 be received.**

**77/C      Motions**

It was moved by Councillor Rodney Bates and seconded by Councillor Sharon Galliford that

“the Council

- (i) notes
  - a. that since 2001, over 600 communities across the UK have secured Fairtrade status;
  - b. that Surrey County Council achieved Fairtrade status in September 2015 and that Rushmoor, Guildford and Addlestone also have Fairtrade status within its vicinity;
  - c. the principles of an area with Fairtrade status namely any community that:
    - supports Fairtrade and deepens understanding of the benefits that Fairtrade brings;
    - takes action by choosing Fairtrade products whenever possible and encourages others to do likewise;
    - achieves and continues to take action on the five Fairtrade goals set by the Fairtrade Foundation;
- (ii) believes that Fairtrade is an important value within our community and that we should take positive action towards achieving Fairtrade status across the Borough;
- (iii) supports Fairtrade and serve Fairtrade products wherever possible and practical at Council events, meetings and within Council buildings;
- (iv) promotes awareness and understanding of Fairtrade across Surrey Heath using its Council communication channels and to highlight the Council’s commitment to this principle;
- (v) establishes a local Fairtrade steering group including representatives from this Council, local business, education, relevant community groups and the faith community to develop a Fairtrade campaign and action plan for Fairtrade status; and
- (vi) submits the application for formal Fairtrade status for the Borough of Surrey Heath by no later than 31 March 2023.”

It was moved by Councillor Sashi Mylvaganam and seconded by Councillor Graham Tapper that the motion be amended by

- 1. inserting at the end of (i)c “- that the cost of living crisis has put Surrey Heath residents under huge pressure and, as a result, the cost implications of

Fairtrade status should be established before the Borough fully commits to it”;

2. inserting a paragraph stating “requests the Chief Executive to undertake a cost analysis of the Council committing to Fairtrade status and submits that analysis to the Performance and Finance Scrutiny Committee;”
3. amending (ii) by inserting “subject to the cost implications” between ‘that’ and ‘we’; and
4. amending (vi) by deleting “by not later than 31 March 2023” and inserting “after referral to the Performance and Finance Scrutiny Committee who should make a recommendation to a future meeting of the Full Council.”

Members discussed the potential resource implications associated with undertaking the action requested in the motion and heard differing views on the expected cost to the Council. It was also suggested that the actions sought in the amendment could involve greater resource than those required from the original motion. The amendment was put to the vote and lost.

## **RESOLVED**

### **(i) to note**

- a. that since 2001, over 600 communities across the UK have secured Fairtrade status;
- b. that Surrey County Council achieved Fairtrade status in September 2015 and that Rushmoor, Guildford and Addlestone also have Fairtrade status within its vicinity;
- c. the principles of an area with Fairtrade status namely any community that:
  - supports Fairtrade and deepens understanding of the benefits that Fairtrade brings;
  - takes action by choosing Fairtrade products whenever possible and encourages others to do likewise;
  - achieves and continues to take action on the five Fairtrade goals set by the Fairtrade Foundation;

### **(ii) that the Council believes Fairtrade is an important value within its community and that it should take positive action towards achieving Fairtrade status across the Borough;**

### **(iii) supports Fairtrade and serve Fairtrade products wherever possible and practical at Council events, meetings and within Council buildings;**

### **(iv) that awareness and understanding of Fairtrade be promoted across Surrey Heath using its Council communication channels and to highlight the Council’s commitment to this principle;**

- (v) that a local Fairtrade steering group be established including representatives from this Council, local business, education, relevant community groups and the faith community to develop a Fairtrade campaign and action plan for Fairtrade status; and**
- (vi) that the application for formal Fairtrade status be submitted for the Borough of Surrey Heath by no later than 31 March 2023.**

#### **78/C Governance Working Group**

The Council received a report from the Governance Working Group on the issues it had discussed at its meeting on 8 April 2022. The Group had reviewed and made a number of recommended changes to the Council Procedure Rules, the Executive Procedure Rules, and the Committees, Sub Committees and Other Bodies Procedure Rules. These documents had been reviewed as part of the holistic review of the Constitution being undertaken by the Monitoring Officer.

Members reviewed the changes proposed to the Council Procedure Rules, in particular the proposal to remove the section on the State of the Borough debate. The Working Group had recognised that the State of the Borough debate had not been used in previous years. Also, as it was something that could be carried out at the Leader's discretion, if the Leader was inclined to make such an address he could do so during Leader's Announcements.

#### **RESOLVED that**

- (i) Council Procedure Rules be amended, as set out at Annex A to the agenda report;**
- (ii) the Executive Procedure Rules be amended, as set out at Annex B to the agenda report; and**
- (iii) the Committees, Sub Committees and Other Bodies Procedure Rules be amended, as set out at Annex C to the agenda report.**

#### **79/C Committee Memberships**

The Council was required by law to allocate seats in proportion to the political composition of the Council, with the aggregate membership of all the committees also being proportionate. The Council received a report setting out a proposed revised scheme of proportionality following the Bisley & West End ward by-election on 14 April 2022. Members also noted revised memberships proposed by the respective Group Leaders to the Planning Applications Committee and the Performance & Finance Scrutiny Committee.

It was moved by Councillor Alan McClafferty, seconded by Councillor Sashi Mylvaganam and

**RESOLVED that the revised the scheme of proportionality, as set out at Annex A to the agenda report, be adopted for the remainder of the 2021/22 municipal year.**

**80/C      Leader's Question Time**

The Leader of the Council, Councillor Alan McClafferty, confirmed to Councillor Morgan Rise that he would be happy to meet with Mytchett & Deepcut ward councillors to discuss the problem of fly tipping in Bellew Road.

Following a question from Councillor Mark Gordon on the reintroduction of the Green Waste Service, the Council was informed that two collection cycles would be completed for existing customers before the scheme was opened to new customers at the end of May 2022.

The Leader and the Portfolio Holder for Support & Safeguarding, Councillor Shaun Garrett, updated Members on the current position on Ukrainian refugees in the borough, in response to questions from Councillor Rodney Bates and Councillor Sashi Mylvaganam. The Leader also undertook to seek further clarity from Michael Gove MP on the Government's proposals on the removal of asylum seekers to Rwanda, including confirmation that Ukrainian refugees would not be affected by this policy.

In response to a question from Councillor Liz Noble, the Leader confirmed that he had worked with the Chief Executive to review the processes for reviewing and signing off communications sent to residents.

Following a question from Councillor Vivienne Chapman the Leader undertook to submit suggestions on highlighting popular facilities within the borough in the next edition of Heathscene.

**81/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>
82/C	3
83/C	3

**82/C      Urgent Action**

The Council noted Urgent Action undertaken in accordance with the Scheme of Delegation of Functions to Officers.

## **83/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. It was agreed that the principles of the decision and its budgetary implications should be made public, but the Council would need to advise its relevant partners of this decision prior to any release of any information.

**RESOLVED that the principles of the decision contained in the Urgent Action reported at minute 82/C and its overall budgetary impact be made public following discussions with the Council's relevant partners.**

Mayor