

**Minutes of a Meeting of the Executive  
held on 6 December 2022**

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+ Cllr Alan McClafferty (Chairman)

+ Cllr Sarah Jane Croke	* Cllr Rebecca Jennings-Evans
+ Cllr Colin Dougan	+ Cllr Adrian Page
+ Cllr Shaun Garrett	+ Cllr Robin Perry

+ Present

\* In attendance virtually

In Attendance: Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Tim FitzGerald, Cllr Mark Gordon, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Victoria Wheeler, Cllr Helen Whitcroft and Cllr Valerie White

**67/E Minutes**

The minutes of the meeting held on 15 November 2022 were confirmed and signed by the Chairman.

**68/E Questions by Members**

There were no questions received from Members.

**69/E Calculation and setting of the Council Tax Base for 2023/24**

The Executive received a report on the setting of the Council Tax Base for 2023/24, which included detailed breakdowns of the calculations of the Tax Base for each part of the borough and a breakdown of the calculation of the Tax Base for the whole area. Members noted that there had been an increase in the Tax Base of 637.23 Band D equivalent properties.

Technical changes to Council Tax introduced from April 2013 meant that the Council was empowered to set a number of changes to Council Tax discounts and exemptions, as well as introduce a premium for long term empty properties. It was proposed to retain the current premiums that would result in a 100% charge on full amount of rates payable after 2 years of a property being empty, a premium of 200% where the property had been empty for 5 years and a premium of 300%, where the property had been empty for 10 years or more.

Members were advised that, in February 2015, the Government had included money to be provided to compensate parishes for the loss of income from the Local Council Tax Support Scheme within the Council's Revenue Support grant but since 2017/18 the Revenue Support Grant had been reduced to zero and hence the funding lost. Since 2017/18 the Council has been making a payment to Parishes equivalent to the 2016/17 funding. However, it was noted that on 21 June 2022 the Executive had agreed to discontinue this funding with effect from April 2023.

The Executive was reminded that the Council Tax Exceptional Hardship Policy had been substantially amended the previous year. Following discussions on whether the Policy should be reviewed to assess if any further changes were required, in particular in view of the current economic situation, it was agreed to defer any recommendation relating to the Policy pending a review by the Community Support Working Group.

**RESOLVED**

- (i) to note the calculations of the tax base in Annexes A to F to the agenda report, summarised below:

		<b>Band D Equivalent Properties</b>
<b>Bisley</b>		<b>1,666.50</b>
<b>Chobham</b>		<b>2,088.64</b>
<b>Frimley</b>	<b>and</b>	<b>25,116.26</b>
<b>Camberley</b>		
<b>West</b>		<b>2,413.37</b>
<b>End</b>		
<b>Windlesham</b>		<b>8,328.63</b>
<b>Surrey Heath Borough Council</b>		<b>39,613.40</b>

- (ii) that, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by Surrey Heath Borough Council as its Tax Base for the year 2023/24 be 39,613.40 Band 'D' properties; and

- (iii) that the income bands for the calculation of entitlement to Local Council Tax Support for working age claimants be uprated by 10% rounded to the nearest £0.99.

**RECOMMENDED to Full Council that with effect from 1 April 2023 the Empty Homes Premium remains at the maximum levels allowed in the legislation where the property has been empty for 2, 5 or 10 more years as detailed in paragraph 1.8 of the agenda report.**

**70/E Exclusion of Press and Public**

In accordance with Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, 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 1 of Schedule 12A of the Local Government Act 1972 as set out below:

Minute	Paragraph(s)
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- 71/E 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 72/E 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 73/E 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**71/E Asset and Property Management Services Contract for the Council's retail holdings in Camberley Town Centre**

The Executive considered a report seeking authority to award a contract for the provision of the Management Services, specifically asset management and property management, for the Council's predominantly retail holdings in Camberley Town Centre.

**RESOLVED that**

- (i) a contract be awarded to the successful bidder at a value as set out in the agenda report, to undertake Management Services for the Council's predominantly retail holdings in Camberley Town Centre; and**
- (ii) authority be delegated to the Head of Investment & Development to award the contract subject to the satisfactory completion of the standstill process.**

**72/E Award of Contract for 63a High Street, Bagshot refurbishment**

The Executive was reminded that, at its meeting on 21 June 2022, it had agreed to award a contract for the refurbishment and repair works to the Council's 63a High Street, Bagshot property to enable letting and occupation of part as offices. It was reported that the contractor had subsequently withdrawn before works commenced as they considered that they had underpriced the work. The work had subsequently been retendered using the same scope and specification as previously.

**RESOLVED that, subject to completion of the standstill process without challenge,**

- (i) a contract be awarded to the successful bidder at the value set out in the agenda report, to carry out refurbishment works to 63a High Street, Bagshot to enable the opportunity for letting and occupation of part as offices on a commercial basis;**
- (ii) a supplementary estimate for the amount identified in the agenda report to be added to the funding already approved; and**

**(iii) the expenditure of any contingency budget be delegated to the Head of Investment & Development in consultation with the Economic Development and Transformation Portfolio Holder, Strategic Director for Finance & Customer Services and Finance & Customer Services Portfolio Holder.**

**73/E Review of Exempt Items**

The Executive reviewed the reports which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

**RESOLVED that the decisions at minutes 71/E and 72/E be made public following the completion of the standstill processes.**

Chairman