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EPSOM & EWELL BOROUGH COUNCIL

06 May 2022

SIR OR MADAM

I hereby summon you to attend a meeting of the Annual Council of the Borough of Epsom and Ewell which will be held at the Bourne Hall, Spring Street, Ewell on **MONDAY, 16TH MAY, 2022** at **7.00 pm**. The business to be transacted at the Meeting is set out on the Agenda overleaf.

Prayers will be said by the Mayor's Chaplain prior to the start of the meeting.



Chief Executive

COUNCIL

Monday 16 May 2022

7.00 pm

Bourne Hall, Spring Street, Ewell

For further information, please contact Democratic Services, democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

EMERGENCY EVACUATION PRECAUTIONS

No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- The Evacuation Point is at the front of the building, in the car park, away from the building

AGENDA

1. TO ELECT THE MAYOR

2. TO ELECT THE DEPUTY MAYOR

- a) Vote of Thanks to the retiring Mayor
- b) Presentation of badge to the retiring Mayor and gift to the Mayoress
- c) Retiring Mayor's retiring address

The retiring Mayor will vacate the Chair and, with the consent of the Council, will leave the Hall with the Dias Party and the Deputy Mayor and Deputy Mayoress elect.

On returning to the Hall, the newly elected Mayor will take the Chair.

- d) Declaration of Acceptance of Office by the newly elected Mayor and Deputy Mayor.

3. DECLARATIONS OF INTEREST

To receive declarations of the existence and nature of any Disclosable Pecuniary Interests from Members in respect of any item to be considered at the meeting.

4. MINUTES (Pages 5 - 8)

To confirm the Minutes of the Meeting of the Council held on 19 April 2022.

5. EPSOM AND EWELL BOROUGH COUNCIL'S CONSTITUTION (Pages 9 - 12)

The purpose of this report is to seek the Council's approval of the Constitution.

6. APPOINTMENT OF COMMITTEES 2022-23 (To Follow)

Report to follow.

7. REPRESENTATION ON EXTERNAL BODIES (To Follow)

Report to follow.

8. CALENDAR OF MEETINGS 2022-23 (Pages 13 - 18)

To approve a programme of ordinary meetings of the Council for the year.

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EPSOM AND EWELL

Minutes of the Meeting of the COUNCIL of the BOROUGH OF EPSOM AND EWELL held at the Town Hall, Epsom on 19 April 2022

PRESENT -

The Mayor (Councillor Peter O'Donovan); Councillors Arthur Abdulin, John Beckett, Steve Bridger, Kate Chinn, Christine Cleveland, Alex Coley, Neil Dallen, Chris Frost, Liz Frost, Bernice Froud, Rob Geleit, David Gulland, Christine Howells, Previn Jagutpal, Colin Keane, Eber Kington, Steven McCormick, Debbie Monksfield, Julie Morris, Bernie Muir, Barry Nash, Phil Neale, David Reeve, Humphrey Reynolds, Guy Robbins, Alan Sursham and Peter Webb

Absent: The Deputy Mayor (Councillor Clive Woodbridge), Councillors Monica Coleman, Nigel Collin, Hannah Dalton, Luke Giles, Graham Jones, Jan Mason, Lucie McIntyre, Clive Smitheram and Chris Webb

The Meeting was preceded by prayers led by the Mayor's Chaplain

46 DECLARATIONS OF INTEREST

No declarations of interest were made by Councillors regarding items on the agenda.

47 MINUTES

The Minutes of the Meeting of the Council held on 15 February 2022 were agreed as a true record and the Mayor was authorised to sign them.

48 MAYORAL COMMUNICATIONS/BUSINESS

The Mayor made a number of announcements relating to noteworthy events which he had attended over the past 2 months.

49 CHAIRS' STATEMENTS

Council received a written statement from the Chair of the Strategy and Resources Committee.

2 questions were asked relating to the statement and responded to by the Committee Chair.

50 CONSTITUTION WORKING GROUP PAPER

Council received a report proposing amendments to the Constitution.

Councillor Colin Keane **MOVED** the recommendations in the report.

Upon being put the recommendations were **CARRIED** unanimously.

Accordingly, it was resolved to:

- (1) Agree to the Terms of Reference for the Health Liaison Panel and Human Resources Panel as set out in Appendix 1, for inclusion in Part 3 of the Constitution.**
- (2) Agree that the Crime and disorder Sub-Committee will be politically proportionate, with 5 members as set out in paragraph 1.4.1 of this report.**
- (3) Agree that the Member Champion profile (Appendix 2) be included in Part 2 of the Constitution as a revision to Article 17.**

51 MOTIONS

Council received one Motion submitted under FCR 14 of Part 4 of the Council's Constitution.

Motion 1: "Stand together with Ukraine"

The Council resolved by a majority vote to consider this Motion at the meeting. In pursuance of the Council's Rules of Procedure, Councillor Alex Coley **MOVED** and Councillor Christine Cleveland **SECONDED** the following Motion:

"This Council notes:

That the recent attack on Ukraine by Russia is more than an attack on Ukraine's territorial integrity and sovereignty, it is an attack on democracy and freedom, and we condemn these acts of aggression by Russia.

We deplore the use of violence against the civilian population of Ukraine, and sexual violence as a weapon of war. We support the International Criminal Court's announcement of an investigation into alleged war crimes and crimes against humanity.

We stand in solidarity with Ukraine and the Ukrainian people.

This Council resolves to:

1. Note the commitments already made by the Government to house displaced Ukraine families.
2. Utilise the support funding provided by the Government to meet the welfare and care needs of Ukrainian families arriving in the borough via the Homes for Ukraine scheme.
3. Signpost those residents who house people displaced by this act of aggression to the information and support they are seeking”

An amendment to the motion was **MOVED** by Councillor Kate Chinn and **SECONDED** by Councillor Debbie Monksfield:

The proposed amendment was as follows:

For inclusion after the second paragraph:

“We believe that, as the invasion of the Donbas region continues, this government must do more to help people fleeing the war by providing more support at the borders of Ukraine to enable the smooth passage of people. Also, to immediately relax the current draconian rules before granting visas to enable Ukrainian citizens to arrive safely in the UK.”

Upon being put the amendment was **LOST** with a majority vote against it.

Following the resolution of the amendment, the substantive motion was debated and put to a vote.

Upon being put the motion was **CARRIED** unanimously.

Accordingly the Council resolved:

This Council notes:

That the recent attack on Ukraine by Russia is more than an attack on Ukraine’s territorial integrity and sovereignty, it is an attack on democracy and freedom, and we condemn these acts of aggression by Russia.

We deplore the use of violence against the civilian population of Ukraine, and sexual violence as a weapon of war. We support the International Criminal Court's announcement of an investigation into alleged war crimes and crimes against humanity.

We stand in solidarity with Ukraine and the Ukrainian people.

This Council resolves to:

1. **Note the commitments already made by the Government to house displaced Ukraine families.**

- 2. Utilise the support funding provided by the Government to meet the welfare and care needs of Ukrainian families arriving in the borough via the Homes for Ukraine scheme.**
- 3. Signpost those residents who house people displaced by this act of aggression to the information and support they are seeking.**

The meeting began at 7.30pm and ended at 8.22pm

COUNCILLOR PETER O'DONOVAN
MAYOR

EPSOM AND EWELL BOROUGH COUNCIL'S CONSTITUTION

Head of Service: Gillian McTaggart, Head of Corporate Assurance

Wards affected: (All Wards);

Appendices (attached):

Summary

The purpose of this report is to seek the Council's approval of the Constitution.

Recommendation (s)

The Council is asked to:

(1) Approve the Constitution.

1 Reason for Recommendation

- 1.1 The Council's Rules of Procedure, FCR 2, set out in Part 4 of the Constitution, require approval of the Constitution, with or without changes at the annual meeting.

2 Background

- 2.1 The Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure business is conducted in an efficient, transparent, and accountable manner. Some of the content of the Constitution is required by law; the remainder is for the Council itself to determine.
- 2.2 The Monitoring Officer has a duty to keep the Constitution under review and has delegated authority to amend the Constitution where there has been a change in law, job title, and structure, rearrangement of job responsibilities or for general administrative convenience. All extensive changes to the Constitution, however, must be approved by Full Council.
- 2.3 The Council last amended the Constitution at its meeting on 19 April 2022, approving revisions to Parts 2 and 3. A review of the rest of the Constitution will be undertaken by the Standards and Constitution Committee over the next year, with recommendations to the Council for adoption at the appropriate time.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

4 Financial Implications

4.1 None.

4.2 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

5.1 The Council's Rules of Procedure require approval of the Constitution, with or without changes at the annual meeting.

5.2 **Legal Officer's comments:** None arising from the contents of this report.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** Good Corporate Governance underpins delivering all the Council's Key Priorities.

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** None.

6.4 **Sustainability Policy & Community Safety Implications:** None.

6.5 **Partnerships:** None.

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- [Constitution Working Group Paper, Council, 19 April 2022](#)

Other papers:

- [Constitution of Epsom and Ewell Borough Council](#)

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CALENDAR OF MEETINGS 2022-23

Head of Service:	Gillian McTaggart, Head of Corporate Assurance
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 – Calendar of meetings 2022-23

Summary

To approve a programme of ordinary meetings of the Council for the year.

Recommendation (s)

The Council is asked to:

- (1) **Approve a programme of ordinary meetings for the year.**

1 Reason for Recommendation

- 1.1 In accordance with its Rule of Procedure FCR 2.1, set out in Part 4 of the Constitution, the Council is required to approve a programme of ordinary meetings for the year at its annual meeting.

2 Background

- 2.1 A draft programme of meetings for 2022-23 was agreed by Council at its meeting of 7 December 2021. The final calendar attached to this report at Appendix 1, includes the following amendments:
- 2.1.1 Inclusion of the Crime and Disorder Sub-Committee as agreed by Council at its meeting of 15 February 2022.
- 2.1.2 The meetings of the Financial Policy Panel on 6 September and 29 November 2022 have been removed in accordance with the agreement of the Council at its meeting of 15 February 2022.
- 2.1.3 The meeting of the Planning Committee on 19 May 2022 has been removed with the agreement of the Chair as there are no matters requiring a formal decision by the Committee.
- 2.1.4 The meeting of the Environment Committee on 24 May 2022 has been removed with the agreement of the Chair as there are no matters requiring a formal decision by the Committee.

2.1.5 Meetings of the Licencing and Planning Policy Committee have been added on 26 May, 28 July and 27 September 2022 with the agreement of the Chair.

2.2 To enable clearer forward-planning, the Calendar is extended beyond the end of the Municipal year, to July 2023.

2.3 Dates cannot be scheduled for the Licensing Sub Committee meetings as these will need to be convened when needed to be able to respond to applications.

2.4 In drawing up the Calendar of Meetings for 2022-2023 (Appendix 1), the main considerations have been the need to retain certain reporting chains as far as practicable and the timing of fiscal requirements. Consideration has also been given as far as practicable to school holidays.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

4 Financial Implications

4.1 The need to preserve reporting lines and other constitutional considerations means that at certain times of the year policy committee meetings are bunched together. The timetable is challenging for officers at certain points of the year, and whilst not the overriding consideration, the calendar has been devised to try and manage peaks in workload.

4.2 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

5.1 None arising from the contents of this report.

5.2 **Legal Officer's comments:** None arising from the contents of this report.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged:
Effective Council.

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** None.

6.4 **Sustainability Policy & Community Safety Implications:** None.

6.5 **Partnerships:** Dates of meetings of outside and joint bodies, such as the Epsom and Walton Downs Conservators and Nonsuch Park Joint Management Committee are agreed by those bodies, but included within the Council's calendar of meetings for reference.

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- [Calendar of meetings 2021-22, Council, 7 December 2021](#)
- [Committee Terms of Reference, Council, 15 February 2022](#)
- [Financial Regulations review, Council, 15 February 2022](#)

Other papers:

- None

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Meetings open to the public (start time as stated, unless otherwise amended on agenda papers)	MEETINGS OF THE COUNCIL AND COMMITTEES – MAY 2022 TO JULY 2023															
		2022								2023						
	Normal Time	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
COUNCIL	19.30 hrs	16a		19					6		14b		18	23a		18
AUDIT & SCRUTINY COMMITTEE	19.30 hrs		14			15		17			2		6		27	
COMMUNITY & WELLBEING COMMITTEE	19.30 hrs		9				4			17		16			22	
CRIME & DISORDER SUB COMMITTEE	19:30 hrs							10					4			
ENVIRONMENT & SAFE COMMUNITIES COMMITTEE	19.30 hrs						18			24		21			12	
EPSOM & WALTON DOWNS CONSERVATORS	18:00 hrs		20					7		TBA					TBA	
EPSOM & WALTON DOWNS CONSULTATIVE COMMITTEE	18:00 hrs					TBA						TBA				
FINANCIAL POLICY PANEL	18.00 hrs		23			6		29		31					20	
HEALTH LIAISON PANEL	19.00 hrs			5				8				7				11
HUMAN RESOURCES PANEL	17.00 hrs			7					13							6
LICENSING & PLANNING POLICY COMMITTEE (<i>Note: LICENSING SUB COMMITTEES arranged as required</i>)	19.30 hrs	26	21	28		27	27		1		7	30			15	
NONSUCH PARK JMC	Nonsuch Mansion House at 10:00 hrs		20				17			23		27			TBA	
PLANNING COMMITTEE	19.30 hrs		16	21		1	6	3	8	12	9	9	20		8	27
SHAREHOLDERS SUB COMMITTEE	18.30 hrs							22			23					
STANDARDS & CONSTITUTION COMMITTEE	19.30 hrs		7					1							6	
STRATEGY & RESOURCES COMMITTEE	19.30 hrs	5		26		20		15		26		28				25
SURREY COUNTY COUNCIL EPSOM & EWELL LOCAL COMMITTEE (<i>all at 19.00 hrs except December meeting at 14.00hrs – venues various</i>)	all at 19.00 hrs except December meeting at 14.00 hrs		TBA					TBA				TBA			TBA	
NOT open to the public																
Briefing Evenings			30	11		22	17	14	12	9	13	23	3	15	19	10

a	Annual Meeting (Mayor Making) at 19.00 hrs
b	Budget meeting (determination of Council Tax)

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