

**Minutes of the Meeting of the STRATEGY AND RESOURCES COMMITTEE held on  
29 September 2022**

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**PRESENT -**

Councillor Neil Dallen (Chair); Councillor Hannah Dalton (Vice-Chair); Councillors Kate Chinn, Liz Frost, David Gulland, Graham Jones, Eber Kington and Humphrey Reynolds (as nominated substitute for Councillor Monica Coleman)

In Attendance:

Absent: Councillor Monica Coleman, Councillor Colin Keane and Councillor Alan Williamson

Officers present: Jackie King (Interim Chief Executive), Clare Lawrence (Director of Environment, Housing & Regeneration), Andrew Bircher (Head of Policy and Corporate Resources), Mark Shephard (Head of Property and Regeneration), Sue Emmons (Chief Accountant), Tony Foxwell (Senior Surveyor) and Tim Richardson (Democratic Services Manager)

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**20 QUESTION TIME**

No questions were asked by members of the public.

**21 ORDER OF ITEMS ON THE AGENDA**

The Chair informed the Committee that items 6 (IT Strategy Review) and 8 (Horton Cemetery) of the agenda pack had been withdrawn from the agenda and would not be considered at the meeting. The Chair also informed the Committee that an additional urgent item in relation to the extension of the Interim Monitoring Officer appointment had been added to the agenda and would be considered as item 8 of the meeting, as a decision regarding the renewal of the Monitoring Officer's contract was required.

**22 DECLARATIONS OF INTEREST**

The following declarations were made in relation to Items of business to be discussed at the meeting:

Horton Chapel

Councillor David Gulland, Other Interest: In the interests of openness and transparency, Councillor David Gulland declared that he had been the Treasurer

and a Trustee of the Horton Chapel Arts & Heritage Society, but had resigned these positions and did not consider that he had a pecuniary or prejudicial interest with regard to this item.

**23 IT STRATEGY REVIEW**

This item was withdrawn from the agenda and was not considered at the meeting.

**24 HORTON CEMETERY**

This item was withdrawn from the agenda and was not considered at the meeting.

**25 MINUTES OF PREVIOUS MEETING**

The Minutes of the meetings of the Committee held on 29 March 2022, 4 July 2022 and 26 July 2022 and Restricted Minutes of the meetings of the Committee on 29 March 2022 and 26 July 2022 were agreed as a true record and signed by the Chair.

**26 COMMUNITY & WELLBEING CENTRE BOILER REPLACEMENT CAPITAL PROJECT**

The Committee received a report requesting authorisation to increase the budget for the Community & Wellbeing Centre boilers replacement project.

The following matters were considered:

- a) **Alternative heating sources.** The Committee noted that officers had investigated the possibility of providing a ground-source heat pump or air-source heat pump for the premises, but that these had been found to not be viable for the building due to its insulation.
- b) **Savings provided by new boilers and controls.** The Committee noted that the proposed new boilers and controls were estimated to provide a 25% saving in the electricity running costs. This reduction would be relative to the energy costs at the time.
- c) **Arrangements during works.** Following a question from a member, officers informed the Committee that the works would be undertaken in such a manner as to not disrupt the normal operation of the Centre.
- d) **Securing project at current costs.** The Committee noted that it was proposed that the works to replace the boilers would be undertaken in the summer of 2023 and considered that Officers should be approved to confirm arrangements with suppliers to avoid inflationary costs.
- e) **Amendment to recommendation.** Councillor Hannah Dalton proposed and Councillor Liz Frost seconded an amendment to include an additional recommendation as follows:

“That the Committee authorise the purchase of the equipment required now to carry out the works.”

Upon being put the amendment was carried unanimously.

Following consideration, the Committee unanimously resolved to:

- (1) Authorise additional funding of £55,000 from the Capital Receipts Reserve to deliver replacement boilers and controls at the Community & Wellbeing Centre.**
- (2) Authorise the purchase of the equipment required now to carry out the works.**

## **27 BUSINESS IMPROVEMENT DISTRICT (BID) BUSINESS PLAN AND BALLOT**

The Committee received a report presenting the Epsom Business Improvement District (BID) Business Plan and recommending that the Council votes “Yes” in the forthcoming renewal and alteration ballot for the BID’s continuation. The report also recommended that the Council does not exercise its veto of the BID proposals.

The following matters were considered:

- a) **Council’s veto.** The Committee noted that the Council could only exercise its veto of the BID proposal under certain grounds set out in the Regulations. These related to the cost of the proposals in relation to the benefit that they would provide.
- b) **Administration costs of BID.** The Committee was informed that a levy collection cost of £20,000 per annum had been agreed with the BID Directors, but that the BID Business Plan incorrectly stated the figure as £17,000 per annum. This error would be highlighted to the BID Manager for correction.

Following consideration, the Committee unanimously resolved to:

- (1) Consider the BID Business Plan as defining the scope and purpose of the BID.**
- (2) Agree to support the proposed bid and authorise the Chief Executive to vote “yes” in the forthcoming ballot on behalf of the Council.**
- (3) Determine (commensurate with (2) above), in its capacity as Billing Authority, not to use its right of veto under Section 51(2) of the Local Government Act 2003.**

**28 APPOINTMENT OF MEMBERS AND CHAIRMAN OF THE SHAREHOLDER SUB-COMMITTEE**

The Committee received a report requesting it to agree the appointment of Members and a Chair to the Shareholder Sub Committee for the 2022-23 Municipal Year.

The following matters were considered:

- a) **Arrangements for meetings.** A committee member raised a concern about the arrangements for meetings of the Shareholder Sub-Committee. The Committee noted that the Council had agreed the dates of meetings of the Shareholder Sub-Committee within the Municipal Calendar at its Annual Meeting in May 2022. The Chair noted the committee member's concerns and agreed to discuss them with the member following the meeting.

Following consideration, the Committee unanimously resolved to:

- (1) **Appoint Members and a Chair for the Shareholder Sub Committee as required by its Terms of Reference, and set out in paragraph 3.3 of the report, namely:**

- **Councillor Neil Dallen (Chair)**
- **Councillor Hannah Dalton**
- **Councillor Graham Jones**
- **Councillor Colin Keane**
- **Councillor Kate Chinn**

**29 EXTENSION OF INTERIM MONITORING OFFICER APPOINTMENT**

The Committee received a report seeking approval to the extension of the Interim Monitoring Officer arrangement.

The following matter was considered:

- a) **Extension of appointment.** The Interim Chief Executive informed the Committee that the 12-month contract for the appointment of the Council's Interim Monitoring Officer was due to expire on the day of the meeting. The Committee was requested to approve an extension for a period of up to 6 months or until a permanent Head of Legal Services and Monitoring Officer, whichever was sooner. The Committee was informed that officers had trialled a shared legal service over the past year, but it had become apparent that the Council needed to appoint its own Head of Legal Services and Monitoring Officer.

Following consideration, the Committee unanimously resolved to:

- (1) Approve the extension of the Interim Monitoring Officer for a period of up to 6 months from 1 October 2022 or until the appointment of a permanent Head of Legal Services and Monitoring Officer, whichever is sooner.**

**30 EXCLUSION OF PRESS AND PUBLIC**

The Committee resolved to exclude the Press and Public from the meeting in accordance with Section 100A (4) of the Local Government Act 1972 on the grounds that the business involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

**31 HORTON CHAPEL**

The decision on this item is recorded in a separate (not for publication) restricted Minute.

*The meeting began at 7.30 pm and ended at 8.13 pm*

COUNCILLOR NEIL DALLEN (CHAIR)