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**EPSOM & EWELL**

**TOWN HALL**

**EPSOM**

8 May 2017

SIR OR MADAM

I hereby summon you to attend the Annual meeting of the Council of the Borough of Epsom and Ewell which will be held at the Town Hall, The Parade, Epsom on **TUESDAY, 16 MAY, 2017** 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.

A handwritten signature in black ink, appearing to read 'S. Young'.

Head of Legal and Democratic Services

## COUNCIL

Tuesday 16 May 2017

7.00 pm

**Council Chamber - Epsom Town Hall**

For further information, please contact Fiona Cotter, tel: 01372 732124 or email:  
fcotter@epsom-ewell.gov.uk

### **FIRE PRECAUTIONS**

No fire drill is planned to take place during the meeting. If an alarm sounds, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate. Do not use the lifts.

On leaving the building, please make your way to the Fire Assembly point on Dullshot Green.

### **AGENDA**

#### **1. TO ELECT THE MAYOR**

- a) Election of Mayor
- b) Vote of Thanks to the Ex-Mayor
- c) Presentation of badge to the Ex-Mayor and brooch to the Ex-Mayoress
- d) Ex-Mayor's retiring address

**The retiring Mayor will vacate the Chair and with the consent of the Council he will leave the Chamber with the Dias Party and the Deputy Mayor and Mayor's Consort elect**

**On returning to the Chamber, the newly elected Mayor will take the Chair**

- e) Declaration of Acceptance of Office by the newly elected Mayor

#### **2. TO ELECT THE DEPUTY MAYOR**

- a) Election of Deputy Mayor
- b) Declaration of Acceptance of Office by the newly elected Deputy Mayor

3. **APPOINTMENT OF MAYOR'S CHAPLAIN**
4. **THE CHIEF EXECUTIVE TO REPORT APOLOGIES FOR ABSENCE (IF ANY)**
5. **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.

6. **MINUTES** (Pages 5 - 8)

To confirm the Minutes of the Meeting of the Council held on 25 April 2017.

7. **MAYORAL COMMUNICATIONS/BUSINESS**

To receive such communications or deal with such business as the Mayor may decide to lay before the Council.

8. **CONSTITUTION OF COMMITTEES AND ADVISORY PANELS;  
ALLOCATION OF SEATS ON COMMITTEES AND ADVISORY PANELS;  
APPOINTMENTS TO COMMITTEES AND ADVISORY PANELS;  
APPOINTMENTS OF CHAIRMEN AND VICE CHAIRMEN** (Pages 9 - 12)

9. **REPRESENTATION ON EXTERNAL BODIES AND NOMINATION TO  
EXTERNAL BODIES AS A REPRESENTATIVE OF THE SURREY LEADERS'  
GROUP** (Pages 13 - 16)

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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  
25 April 2017**

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**PRESENT -**

The Mayor (Councillor George Crawford); The Deputy Mayor (Councillor Liz Frost); Councillors Michael Arthur, Tony Axelrod, Richard Baker, Rekha Bansil, Steve Bridger, Kate Chinn, Alex Clarke, Graham Dudley, Robert Foote, Chris Frost, Rob Geleit, Omer Kokou-Tchri, Jan Mason, Tina Mountain, Barry Nash, Peter O'Donovan, Martin Olney, Keith Partridge, Jane Race, David Reeve, Humphrey Reynolds, Guy Robbins, Vince Romagnuolo, Clive Smitheram, Jean Steer, Mike Teasdale, Peter Webb, David Wood, Clive Woodbridge and Tella Wormington

Absent: Councillors John Beckett, Lucie Dallen, Neil Dallen, Hannah Dalton, Eber Kington and Alan Sursham

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

**51 DECLARATIONS OF INTEREST**

No declarations of interest were made by councillors regarding items on the Agenda.

**52 MINUTES**

The Minutes of the Ordinary and Extraordinary meetings of the Council held on 14 February 2017 and 7 March 2017 respectively were agreed as a true record and signed by the Mayor.

**53 MAYORAL COMMUNICATIONS/BUSINESS**

The Mayor had no communications/business about which he wished to inform the Council.

**54 QUESTIONS FROM COUNCILLORS**

Six questions had been addressed to Committee Chairmen to which written answers had been provided and published.

**55 TREASURY MANAGEMENT STRATEGY 2017/18 TO 2019/20**

Council received a report from the Director of Finance and Resources regarding the updated Treasury Management Strategy 2017/18 to 2019/20.

Councillor Clive Woodbridge **MOVED**, and Councillor Clive Smitheram **SECONDED** the recommendation in the report. Upon being put the recommendation was **CARRIED** (without a division) and it was

**RESOLVED** that:

**The updated Treasury Management Strategy 2017/18 to 2019/20 be adopted.**

**56 AUDIT, CRIME & DISORDER AND SCRUTINY COMMITTEE; ANNUAL REPORT**

In accordance with Article 6 of the Council's Constitution, the Annual Report of the Audit, Crime & Disorder and Scrutiny Committee was presented to the Council.

Councillor David Reeve **MOVED** its reception, highlighting in particular the Council's outstanding audit performance, **SECONDED** by Councillor Clive Smitheram. Upon being put, it was thereupon **CARRIED** (without a division) and

**RESOLVED** that

**the annual report of the Audit, Crime & Disorder and Scrutiny Committee be received and noted.**

**57 MOTIONS TO COUNCIL**

Pursuant to FCR 79, Councillor Omer Koukou-Tchri **MOVED** and Councillor Alex Clarke **SECONDED**, the following Motion:

- (1) *The Audit, Crime & Disorder and Scrutiny Committee be requested to establish a review group comprising representatives from each political group, to undertake a review of the proposal to explore the opportunities to twin the Borough of Epsom & Ewell with Graubünden and to report to the Strategy & Resources Committee at the earliest opportunity.*
- (2) *Strategy & Resources Committee consider the report of the Audit, Crime & Disorder and Scrutiny Committee, and make such recommendations to Council as they think fit by December 2017.*

- (3) *Officers be asked to consider whether it might be possible, within existing resources, to hold or support holding a Swiss themed event this year 2017, either on or around the Swiss national day of "1 August", or at such other time as may be considered appropriate.*

In accordance with the advice given by the Chief Executive, the Council **RESOLVED** (without a division) to debate the motion.

Upon being put, the **MOTION** was **LOST** there being 4 members in favour and the majority against.

The meeting began at 7.30 pm and ended at 8.13 pm

GEORGE CRAWFORD  
MAYOR

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**CONSTITUTION OF COMMITTEES AND ADVISORY PANELS; ALLOCATION OF SEATS ON COMMITTEES AND ADVISORY PANELS; APPOINTMENTS TO COMMITTEES AND ADVISORY PANELS; APPOINTMENTS OF CHAIRMEN AND VICE CHAIRMEN**

<u>Report of the:</u>	Chief Executive
<u>Contact:</u>	Kathryn Beldon
<u>Annexes/Appendices</u> (attached):	Schedule of Nominations to Committees <b>(to follow)</b>
<u>Other available papers</u> (not attached):	The Local Government and Housing Act 1989 Local Government (Committees and Political Groups Regulations 1990 (as amended)

**REPORT SUMMARY**

**This report, in accordance with the relevant legislation, seeks the approval of the allocation of seats on Committees and Advisory Panels, the appointments to Committees and Advisory Panels and the appointments of Chairmen and Vice Chairmen to those Committees and Advisory Panels.**

**RECOMMENDATION (S)**

The Council is requested to:

- (1) Approve the recommended allocation of seats;**
- (2) Allocate seats on the Committees and Advisory Panels in accordance with the wishes of the political groups set out in the Annexe to the report (to follow);**
- (3) Appoint Chairmen and Vice Chairmen in light of the nominations received as set out in the Annexe to the report (to follow).**

*Notes*

**1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

- 1.1 There are no direct implications for the above matters arising from this report.

**2 Background**

- 2.1 Section 15 of the Local Government & Housing Act 1989 requires the allocation of seats on committees, advisory panels and certain other bodies to reflect the political make-up of the authority.

- 2.2 In performing this duty the authority must make only such determinations as give effect, so far as is reasonably practicable, to the following principles:
- 2.2.1 That not all the seats on the body are allocated to the same political group
- 2.2.2 That the majority of seats on the body are allocated to the group which is a majority of the authority's membership;
- 2.2.3 Subject to paragraphs 2.2.1 and 2.2.2 that the number of seats on the ordinary committees of the authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority;
- 2.2.4 Subject to paragraphs 2.2.1 and 2.2.3 that the number of seats on the specific body which are allocated to each political group bears the same proportion to the number of members of that group to the membership of the authority.
- 2.3 There are 38 members of the Council and 62 seats in total on all of the Council's ordinary committees. Consequently, the number of seats each group should be allocated is as follows:

Residents' Association	31 of 38 = 0.816 x 62	50.592 (round to 50 or 51)
Conservative	4 of 38 = 0.105 x 62	6.526 (round to 6 or 7)
Labour	3 of 38 = 0.079 x 62	4.898 (round to 4 or 5)

### 3 Allocation of Seats on Ordinary Committees

- 3.1 The seats available on ordinary Committees are as follows:

Ordinary Committees	Total Seats
Planning	13
Licensing and Planning Policy	10
Strategy and Resources	10
Community and Wellbeing	10
Standards	9
	<b>62</b>

3.2 Accordingly, taking into account the principles set out in paragraph 2.2 above, this has resulted in the following recommended allocation of seats:

	Total Seats	RA	Con	Lab
Planning	13	11	1	1
Planning and Licensing Policy	10	8	1	1
Strategy and Resources	10	8	1	1
Environment	10	8	1	1
Community and Wellbeing	10	8	1	1
Standards	9	7	1	1
		<b>50</b>	<b>6</b>	<b>6</b>

3.3 As was the case in 2016/17, the allocation above results in a seating allocation which does not give best effect to the principle set out at paragraph 2.2.3 as it gives the Labour Group one more seat than its overall entitlement. It is considered “reasonably practicable” adjustments could be made to the allocation to result in an allocation which more closely gives effect to this principle and, in pure percentage terms, it is suggested that the Labour Group does not have a seat on the Standards Committee.

#### 4 Allocation of seats on other committees and panels

4.1 The principles set out in paragraph 2 apply to allocation of seats on other committees and panels, and the suggested composition (based on the current allocation) is as follows:

Other Committees & Panels				
	Total Seats	RA	Con	Lab
Audit Crime & Disorder and Scrutiny Committee	10	8	1	1
Financial Policy Panel	8	6	1	1
Health Liaison Panel	7	6	1	0
Human Resources Panel	6	5	1	0
Licensing Hearings Panel	13	11	1	1
Nonsuch Park Joint Management Committee	3	2	1	0
Surrey First	1	1	0	0
Surrey Police and Crime Panel	1	1	0	0

**5 Individual Membership of Committees and appointment of Chairmen and Vice Chairmen**

- 5.1 Once the Council has approved the manner of constituting the main Committees, then, in accordance with the 1989 Act and Standing Orders, it is necessary to make appointments on each Committee so as to give effect to the wishes of the relevant Groups.
- 5.2 The final wishes of the Groups are asset out in the **Annexe** to this report **(to follow)**.
- 5.3 After the composition of each committee has been agreed, the Council will need to appoint Chairmen and Vice Chairmen and the majority group nominations are also set out in the **Annexe** to this report **(to follow)**.

**6 Financial and Manpower implications**

- 6.1 ***Chief Finance Officer's comments:** There are no financial or manpower implications for the purposes of this report.*

**7 Legal Implications (including implications for matters relating to equality)**

- 7.1 ***Monitoring Officer's comments:** There are no implications relating to matters of equality arising directly from this report and the relevant legal issues have been considered in the body of the report.*

**8 Sustainability Policy and Community Safety Implications; Partnerships**

- 8.1 There are no implications arising from this report.

**9 Risk Assessment**

- 9.1 Provided the Council allocates seats on committees, so far as reasonably practicable in accordance with the requirements of the 1989 Act, there are no significant risks arising from the report.

**10 Conclusion and Recommendations**

- 10.1 It is recommended that committees and panels be appointed as set out above and seats on committees be allocated, and appointed, in accordance with the relevant legislation.

**WARD(S) AFFECTED: (All Wards);**

**REPRESENTATION ON EXTERNAL BODIES AND NOMINATION TO EXTERNAL BODIES AS A REPRESENTATIVE OF THE SURREY LEADERS' GROUP**

<u>Report of the:</u>	Chief Executive
<u>Contact:</u>	Fiona Cotter
<u>Annexes/Appendices</u> (attached):	Schedule of existing and recommended appointments to External Bodies <b>(to follow)</b>
<u>Other available papers</u> (not attached):	None stated

**REPORT SUMMARY**

**This report seeks appointments to representation on external bodies and nominations to external bodies as a representative of the Surrey Leaders' Group**

**RECOMMENDATION (S)**

**The Council is requested to:**

- (1) Appoint representatives to the external bodies listed in the Annexe to this report (to follow);**
- (2) Note that the appointment of Borough members who are nominated as substitutes on Surrey County Council's Local Committee will be subject to a decision by the Local Committee in June as to whether it wishes to have substitute members;**
- (3) Delegate to the Chief Executive, in consultation with the Chairman of the Strategy and Resources Committee, the nomination of a councillor to the vacancy advised by the Surrey Leaders' Group should more than one candidate be put forward in relation to the particular vacancy.**

*Notes*

**1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

- 1.1 There are no direct implications for the above matters arising from this report.

**2 Representation on External Bodies**

- 2.1 The Council is asked to approve the appointments and nominations to external bodies as set out in the Annexe to this report.

### **3 Substitute Members on Surrey County Council's Local Committee**

- 3.1 No substitutes are permitted for District/Borough Council co-opted members of Local Committees unless a Local Committee agrees otherwise at its first meeting following the Annual Council meeting and in relation to all meetings in the following year that substitutes may be appointed

### **4 Nominations to External Bodies as representatives of the Surrey Leaders Group**

- 4.1 Currently, the Borough Council is requested annually to make nominations to a variety of external bodies as Surrey Leaders' Group (SLG) representatives. Nominations, which are made by all constituent authorities, are subsequently determined by the SLG at its annual meeting. It does not necessarily follow, therefore, that a nominee of this Council will be appointed to the Body concerned.
- 4.2 Appointments are usually for three years. There are two positions to be filled this year which are one of the three joint positions on the SCC Wellbeing and Health Scrutiny Board (either for a two or three year term of office) and a position on the Countryside Access Forum (a three year term of office).
- 4.3 The SCC Wellbeing and Health Scrutiny Board (formerly Health Scrutiny Select Committee) performs a statutory function looking at the work of the Clinical Commissioning Groups (CCGs) and National Health Service (NHS) provider trusts. It acts as a 'critical friend' by suggesting ways that health related services might be improved. It also looks at the way the health service interacts with our social care services, the voluntary sector, independent providers and other council services to jointly provide better health services to meet the diverse needs of Surrey residents and improve their well-being. It is a scrutiny committee of the County Council.
- 4.4 The Board meets during the day at County Hall in Kingston. The frequency of meetings varies.
- 4.5 The Countryside Access Forum advises the Countryside Agency on arrangements for countryside access including rights of way and open access to land. It consists of 22 members, including two County Councillors and the Borough/District representative appointed by the SLG.
- 4.6 The Forum meets during the day at various venues around central Surrey. It meets four times a year.
- 4.7 The deadline for receipt of nominations by the SLG is Friday 26 May 2017 and it is therefore proposed that, should more than one candidate, if any, be put forward, authority be delegated to the Chief Executive, in consultation with the Chairman of the Strategy and Resources Committee, to nominate a councillor to the vacancies advised by the Surrey Leaders' Group.

- 4.8 Should any nominations be forthcoming, the successful nominee would also need to complete the appropriate nomination form and return it to the Democratic Services Manager by Friday 26 May 2017 at the very latest

## **5 Financial and Manpower implications**

- 5.1 *Chief Finance Officer's comments: There are no financial implications arising from this report.*

## **6 Legal Implications (including implications for matters relating to equality)**

- 6.1 *Monitoring Officer's comments: There are no legal implications arising from this report.*

## **7 Sustainability Policy and Community Safety Implications**

- 7.1 There are no direct sustainability or community safety implications arising from this report.

## **8 Partnerships**

- 8.1 The Council works in a number of different ways with a number of outside bodies, who undertake a wide range of activities for the benefit of the Borough and its residents and businesses. Active and engaged representatives appointed by the Council can help to build and sustain good relationships, and further that good work.

## **9 Risk Assessment**

- 9.1 There are risks for individuals depending on the nature of the appointment being sought. For example, where members are asked to become trustees of a charity, they need to ensure that they understand the personal duties which trustees owe to the charity concerned. Any members unsure of their status and obligations should ask the outside body for information and advice and/or seek advice from the Council's Head of Legal & Democratic Services.

## **10 Conclusion and Recommendations**

- 10.1 In conclusion it is recommended that Council agree the recommendations so that the relevant appointments can be made.

**WARD(S) AFFECTED: (All Wards);**

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