

# Agenda

## Council

Thursday, 24 September 2020 at 7.45 pm

Remote meeting via video link



This meeting will be held **remotely**. Committee Members will be provided with the details of how to connect to the meeting one day before the meeting.



Members of the public may observe the proceedings live on the Council's website.

**All Members of Reigate and Banstead Borough Council are respectfully summoned to remotely attend a meeting of the Borough Council on Thursday 24 September 2020 at 7.45pm**

**Mari Roberts-Wood**  
Interim Head of Paid Service

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Published 17 September 2020

**Reigate & Banstead**  
**BOROUGH COUNCIL**  
Banstead | Horley | Redhill | Reigate

## **Remembrance of Councillor Derek Allcard**

Prior to the commencement of the business of the meeting, the Mayor will call upon the Leader of the Council to speak in tribute to Councillor Derek Allcard, who sadly passed away on 7 September 2020. Upon the conclusion of the tribute, the Mayor will conduct a Minute's silence, in remembrance.

**1. Minutes** (Pages 5 - 12)

To approve the Minutes of the meeting of the Council held on 30 July 2020.

**2. Apologies for absence**

To receive any apologies for absence.

**3. Declarations of interest**

To receive any declarations of interest.

**4. Urgent business**

To consider any urgent business.

**5. Public questions**

To consider any questions received from members of the public under Council Procedure Rule 2.14.

**6. Questions by Members**

To consider any questions received from Members under Council Procedure Rule 2.15.

**7. Recommendations** (Pages 13 - 16)

To receive and consider the recommendations of the Council's Executive, committees and sub-committees.

- i) To receive the recommendation of the Executive (Minute 28) concerning the Treasury Management Outturn Report 2019/20, for adoption.
- ii) To receive the recommendation of the Standards Committee (Minute 9) concerning the Annual Standards Report 2019/20, for adoption.

**8. Statements**

To receive any statement from the Leader of the Council, Members of the Executive, Chairmen of Committees or the Head of Paid Service.

## 9. Quarterly report on Special Urgency Decisions

To note, in accordance with Executive Procedure Rule 3.5.12, that the Special Urgency provision (3.5.8) was used in relation to *Project Baseball*, at a meeting of the Commercial Ventures Executive Sub-Committee on 11 May 2020.

<https://reigate-banstead.moderngov.co.uk/ieListDocuments.aspx?CId=328&MId=1677&Ver=4>

## 10. Council Procedure Rule 4.5

To note the use of Council Procedure Rule 4.5 by the Chief Executive in relation to the *Business and Planning Act 2020*

<https://reigate-banstead.moderngov.co.uk/ieDecisionDetails.aspx?ID=738>

## 11. Posthumous recognition of former Councillors

**Recommendation:** That the Council, in posthumous recognition of the contribution of former Councillors Joan Spiers and Brian Stead, do so agree that a suitable form of appreciation and acknowledgement be reported to the next Ordinary meeting of Council.

## 12. Leader's announcements

To receive any announcements by the Leader of the Council.

## 13. Mayor's announcements

To receive any announcements from the Mayor.



### **Our meetings**

As we would all appreciate, our meetings will be conducted in a spirit of mutual respect and trust, working together for the benefit of our Community and the Council, and in accordance with our Member Code of Conduct. Courtesy will be shown to all those taking part.



### **Streaming of meetings**

Meetings are broadcast live on the internet and are available to view online for six months. A recording is retained for six years after the meeting. In attending any meeting, you are recognising that you may be filmed and consent to the live stream being broadcast online, and available for others to view.



### **Accessibility**

The Council's agenda and minutes are provided in English. However, the Council also embraces its duty to anticipate the need to provide documents in different formats, such as audio, large print or in other languages. The Council will provide such formats where a need is identified prior to publication or on request.



**Notice is given** of the intention to hold any part of this meeting in private for consideration of any reports containing "exempt" information, which will be marked accordingly.

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## **BOROUGH OF REIGATE AND BANSTEAD**

### **COUNCIL**

Minutes of a meeting of the Council held as a Remote - Virtual Meeting on 30 July 2020 at 7.30 pm.

Present: Councillors R. Absalom (Mayor), M. A. Brunt (Leader), T. Schofield (Deputy Leader), G. Adamson, R. H. Ashford, R. Biggs, M. S. Blacker, J. S. Bray, G. Buttironi, J. C. S. Essex, R. J. Feeney, K. Foreman, P. Harp, R. Harper, N. D. Harrison, A. C. J. Horwood, J. Hudson, E. Humphreys, G. J. Knight, S. A. Kulka, J. P. King, V. H. Lewanski, A. M. Lynch, S. McKenna, R. Michalowski, N. C. Moses, C. M. Neame, S. Parnall, J. Paul, J. E. Philpott, S. J. G. Rickman, R. Ritter, D. A. Ross, K. Sachdeva, S. Sinden, C. Stevens, R. S. Turner, S. T. Walsh and C. T. H. Whinney.

#### **16. MINUTES**

**RESOLVED** that the Minutes of the Annual meeting of the Council held on 28 May 2020 be approved as a correct record.

#### **17. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Allcard, Archer, Brown and Kelly.

#### **18. DECLARATIONS OF INTEREST**

There were none.

#### **19. URGENT BUSINESS – LOCAL GOVERNMENT REORGANISATION**

In accordance with Council Procedure Rule 2.11, the Mayor specified the circumstance by which the report had been allowed to be taken as urgent business. This was to ensure that Reigate & Banstead Borough Council would be able to contribute to the current debate about the future shape of local government in Surrey and to ensure that the interests of the borough and its residents would be represented in any proposals that were developed.

The Leader of the Council, Councillor Brunt, introduced the report which proposed that the full range of options for the future of local government within Surrey should be properly investigated before any decision was made. It was considered premature to conclude that a single county wide unitary council was the most appropriate structure until that had been done. There may be other models that would be equally or more appropriate in balancing the wide range of considerations (for example, options that were more consistent with the government's guideline size criteria). The other Boroughs and Districts in Surrey had also expressed concerns about the principle of pursuing a single-unitary solution for Surrey when no business case had yet been presented and when other options had not been fully investigated.

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At the invitation of the Mayor, Members spoke in endorsement of the recommendations, whereupon it was:

**RESOLVED** that the Council

1. Supports further investigation into the future structure of local government in Surrey and in so doing utilises the funding set out at paragraph 19 of the report
2. Agrees that the Leader, supported by officers, should work with other authorities across the County to develop a proposal which is place-based, close to local communities and continues to provide residents with the support and services they need; and
3. Agrees that the Leader establishes a cross party member working group to feed into the above work

## 20. PUBLIC QUESTIONS

Mr Jonathan White asked a question about the use of Helium Balloons on Council sites, and a response was given by the Leader of the Council in accordance with Council Procedure Rule 2.14.

**Note:** For more information on responses to Council questions please see this page on the Council's website:

<https://reigate-banstead.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13260>

## 21. QUESTIONS BY MEMBERS

Notice of six questions had been received, two of which would receive a written answer. Four questions were asked at the meeting and responses given in accordance with Council Procedure Rule 2.15. The details were as follows:

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<b>Question by</b>	<b>Answered by</b>	<b>Subject</b>
Councillor Essex	Councillor Knight, Executive Member for Housing and Benefits	Proposed Monthly Rents and Purchase Price at Council-led Housing Developments
Councillor Ritter	Councillor Bramhall, Executive Member for Neighbourhood Services	Pollinator Action Plan
Councillor McKenna	Councillor Biggs, Executive Member for Planning Policy	Extension of Permitted Development Rights
Councillor Sinden	Councillor Ashford, Executive Member for Community Partnerships	Ground Floor Community Space – Former Youth Association Hall, Marketfield Way
Councillor Brown	Councillor Humphreys, Executive Member for Place and Economic Prosperity	Communal Working Hubs <b>(Written response)</b>
Councillor Brown	Councillor Horwood, Executive Member for Wellbeing and Intervention	Theatre on Earlswood Common <b>(Written response)</b>

**Note:** For more information on responses to Council questions please see this page on the Council's website:

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## 22. RECOMMENDATIONS

**RESOLVED** that the recommendation of the Overview and Scrutiny Committee of 11 June 2020 (Minute 11), concerning the Overview and Scrutiny Committee Annual Report 2019/20, be adopted.

## 23. REPORT OF THE COUNCIL'S IRP ON MEMBERS' ALLOWANCES FOR 2020/21

The Acting Chief Executive introduced the report of the Council's Independent Remuneration Panel which recommended a Members' Allowances Scheme to apply from 1 April 2020, with applicable elements applied retrospectively back to that date.

Councillor Brunt proposed and Councillor Blacker seconded the recommendations, and it was noted that the report identified that consideration should be given for future reviews to be conducted on a lighter-touch or less frequent basis.

**RESOLVED** that

1. Recommendations (1) to (12) of the Independent Remuneration Panel (IRP) be adopted
2. The Proper Officer be authorised to make any necessary changes to the Members' Allowances Scheme for 2020/21 (approved under Recommendation 1 above) arising from any amendment or non-adoption of the IRP's recommendations on Allowances
3. The payment to IRP members for producing their report be increased, in line with the general principle of adopting the January 2020 CPI (1.8%), from £563.20 to £573.34, in accordance with the general principle of the approach agreed by Council in December 2018
4. The IRP be thanked for its report
5. The Council agree to recruit two IRP Members for a three-year period

## 24. REVISED MEMBER CODE OF CONDUCT

The recommendation of the Governance Task Group was moved by Councillor Walsh and seconded by Councillor Rickman, whereupon it was:

**RESOLVED** that the revised Member Code of Conduct, and Member / Officer Protocol be adopted; and that consequential amendments to the Constitution of the Council be made accordingly.

## 25. STATEMENTS

There were none.

## 26. LEADER'S ANNOUNCEMENTS

The Leader shared the sad news of the passing of former Councillor Mike Miller, who had been a Chairman of the Planning Committee, prior to holding a role as an Executive Member, during his time on the Council.

## 27. MAYOR'S ANNOUNCEMENTS

Since the last meeting of the Council, the Mayor had:

- Supported local businesses by safely attending those shops, cafés and restaurants that had re-opened due to the easing of lockdown restrictions
- Observed a flag raising ceremony, in recognition of Armed Forces Week
- Thanked volunteers by video link during Volunteers Week

The Mayor explained that her Charity, The Community Fund for Reigate & Banstead, had in response to the Covid-19 pandemic, been converted into a local Reigate & Banstead Coronavirus Emergency Fund which was assisting with the local social and welfare response. Since the start of the Covid-19 emergency, grants had been awarded to seven local organisations, including Citizens Advice Reigate and Banstead, and the Children's Trust.

Whilst fundraising activities were limited due to the circumstances of the pandemic, donations to the Mayor's Charity were welcome. The first fundraising opportunity planned by the Mayor and Consort would be a sponsored walk around the borough.

Members noted that Heritage Open Day, with an emphasis on online content, and a theme of *Hidden Nature*, would run from 11 - 20 September.

Lastly, the Mayor congratulated Councillor Kanika Sachdeva on the birth of her daughter, and wished her and her family well.

## 28. EXEMPT - SENIOR MANAGEMENT UPDATE

**RESOLVED** that members of the Press and public be excluded from the meeting for this item of business under Section 100A(4) of the Local Government Act 1972 on the grounds that:

- i. it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act; and
- ii. the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The Council considered an exempt report, with seven recommendations relating to the senior management of the Council. At the request of five Members, voting was recorded in accordance with Council Procedure Rule 2.21.2, as follows:

For: Councillors Absalom, Ashford, Biggs, Blacker, Brunt, Buttironi, Horwood, Hudson, Humphreys, King, Knight, Kulka, Lewanski, Lynch, Michalowski, Moses, Neame, Parnall, Paul, Philpott, Rickman, Ross, Sachdeva, Schofield, Stevens, Turner and Walsh. (27)

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Against: Councillors Adamson, Bray, Essex, Feeney, Harp, Harper, Harrison, McKenna, Ritter, Sinden and Whinney. (11)

Abstentions: (0)

**RESOLVED** that the seven recommendations set out in the exempt report, be approved.

**Clerk's note:** i) Councillor Foreman left the meeting prior to the vote being called; ii) the Acting Chief Executive, Mari Roberts-Wood left the meeting upon the conclusion of this item, and did not return.

## 29. EXEMPT - INTERIM APPOINTMENT OF STATUTORY OFFICERS AND RESPONSIBILITIES

**RESOLVED** that members of the Press and public be excluded from the meeting for this item of business under Section 100A(4) of the Local Government Act 1972 on the grounds that:

- i. it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act; and
- ii. the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The Council considered an exempt report, with two recommendations relating to the interim appointment of statutory officers and responsibilities.

### **RESOLVED**

1. That Mari Roberts Wood, Director of People, be appointed as the Interim Head of Paid Service, Interim Returning Officer and the Interim Electoral Registration Officer.
2. That the Recruitment Plan to appoint an Interim Chief Executive, Interim Head of Paid Service, Interim Returning Officer and Interim Electoral Registration Officer, be noted.

The Meeting closed at 9.11 pm

## Recommendation from the Executive – 28 July 2020

Minute  
reference  
28

### Treasury Management Outturn Report 2019/20

Councillor Schofield, Executive Member for Finance and Deputy Leader of the Council, reported that with one exception, the Council had complied with its legislative and regulatory requirements. The exception related to the year-end when the Government paid over tens of millions of pounds in emergency funding to the Council at short notice as part of the national COVID-19 pandemic response. It had not been possible to spread those funds across a range of banks and financial institutions to ensure compliance with the limits set out in the Treasury Management Strategy. Councillor Schofield explained that this was now being resolved, through opening additional accounts with new institutions to spread the counterparty risk. Overall, the report showed that the Council's treasury management activity for the last year had been robust, and complied with the limits that had previously been approved.

In response to questions and observations from Visiting Members, Executive Members explained that:

- Each commercial opportunity explored by the Council would continue to take account of statutory guidance on Minimum Revenue Provision (MRP) and the Council's own MRP Policy
- Loans to subsidiaries, to date, had been made from internal borrowing
- The interim Head of Finance would provide a clarification briefing note on the company loans and Minimum Revenue Provision, to those Members present, after the meeting.

**Resolved to Recommend to Council:**

- 1. To note the Treasury Management Performance for 2019/20;**
- 2. To approve the outturn against the 2019/20 Prudential and Treasury Management Indicators and the Annual Treasury Management Report (Annex 1).**

# Agenda Item 7

## Recommendation from the Standards Committee – 1 September 2020

Minute  
reference  
9

### Annual Standards Report 2019/20

The Monitoring Officer presented the report which summarised the discharge of the Standards function during 2019/20, including:

- The Member Code of Conduct
- Complaints against Members
- The role of the Monitoring Officer
- Maintenance of the Register of Interests

Members acknowledged that since the receipt of the last Annual Report in 2018, a new Monitoring Officer had been appointed. Good progress had been made by the Governance Task Group in delivering a refreshed Member Code of Conduct and Member Officer Protocol, and training on the Member Code of Conduct had been delivered to all Members after the local elections in 2019.

The Committee in 2018 had expressed that it was desirable to improve the transparency of those complaints which were not brought to the Standards Committee. The Monitoring Officer acknowledged that resources had been focussed on updating the Code of Conduct, and subsequently, resources had been shifted to the COVID-19 response. Members were assured that a review of the process for Member complaints was timely.

Members noted that a review to ensure there was no overlap or confusion between the distinct remits of the Standards Committee and the Governance Task Group was necessary. Members urged that the operation of the Code of Conduct, and associated matters, should remain with the Standards Committee.

Members welcomed that the Monitoring Officer had consulted with the Chair of the Committee throughout the year. However, it was felt that the update meetings with Group Leaders should be scheduled as a minimum twice per year, by the Monitoring Officer.

In response to a question about recent complaints, the Monitoring Officer and Deputy Monitoring Officer would work with the Standards Committee and its Chair to implement learning points and bring forward an updated protocol to provide increased clarity and transparency to the process.

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Members agreed and emphasised that where any Assessment Panels or Sub-Committee meetings had taken place, a summary of those meetings should be presented to the Committee. The Committee should also be timetabled in the annual calendar of meetings to meet more than once per year.

**RESOLVED** that the Annual Standards Report 2019/20 be noted.

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