



Council Meeting

08 02 24 - 7.30 pm

Supplementary Summons

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a) Chertsey Town Centre Street Licensing - recommendation from the Environment and Sustainability Committee

The report associated with this item was circulated to all members with the [agenda for the 11 January 2024 Environment and Sustainability Committee](#).

Following Full Council approval in June 2023 to commence the process of designating Guildford Street, Chertsey as a Licence Street to enable opportunities for markets and events, a consultation exercise had been undertaken, which had yielded no response from the police or public, and no issues identified from Surrey County Council as highways authority.

The Committee were therefore asked to recommend to the next Full Council meeting that Guildford Street, at the junction of Riverdell close and Heriot Road, and the junction that meets Windsor Street and London Road, be designated as a Licence Street.

The committee were supportive of the proposal and positive about the impact on the local economy of regular markets and the vibrancy this would create.

Responding to questions about the possibility of setting up similar arrangements in Addlestone town centre, it was advised that the design of Addlestone was more complex and would likely require a road closure order for Station Road, impacting bus routes and businesses. Smaller-scale markets had been possible on previous occasions as they took place outside the Civic Centre on land owned by the Council. It was therefore the intention to focus on Chertsey and consider other locations options at a later date when the full impact could be better understood.

The terms and conditions for market operators would be updated and presented to a future committee, but it was confirmed that the vast majority of professional market operators were extremely ethical in their processes and this would be a major consideration in the vetting process.

It was **resolved** that the following be recommended to the Council:

That the Council resolves that:

1. All previous resolutions of the Council made pursuant to paragraph 2 of Schedule 4 to the Local Government Miscellaneous Provisions Act 1982 (the Act) be hereby rescinded
2. Pursuant to Paragraph 2 of Schedule 4 to the Act, that as from the date when this resolution takes effect, all areas of land within the Borough of Runnymede which are “streets” within the definition of that term contained in Paragraph 1 of Schedule 4 to the Act shall be designated as prohibited streets with the exception of any streets referred to in resolution 3 below.
3. The streets and parts of streets set out below be designated as Consent Streets and Licence Streets, as defined in Schedule 4 to the Act:

Consent Streets

- Broadway, New Haw - at the eastern service road adjacent to the street from the northern boundary of the Black Prince Public House for a distance of fifteen (15) metres in a northerly direction

Licence Streets

- High Street, Egham
- Station Road North, Egham
- Guildford Street, at the junction of Riverdell close and Heriot Road, and the junction that meets Windsor Street and London Road

After the Environment and Sustainability Committee met, officers identified the need to set a commencement date for the proposals. An additional recommendation for the Council has therefore been added:

4. The designation comes into effect on 30 March 2024.

g) Council Tax Resolution

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Report title	Council Tax Resolution 2024/25
Report author	Amanda Fahey, Assistant Chief Executive & s151 Officer
Department	Corporate Leadership Team
Exempt?	No
Exemption type	Not applicable
Reasons for exemption	Not applicable

Purpose of report:

- To resolve

Synopsis of report:

Following consideration of its own budget, the Council is required by statute to formally set the level of Council Tax to be levied in Runnymede Borough on behalf of itself and its preceptors (Surrey County Council and the Police and Crime Commissioner for Surrey). Appendix A sets out the draft Council Tax Resolution subject to confirmation by the precepting bodies following their own tax setting meetings.

If this confirmation is not received ahead of Runnymede’s full Council meeting, then the overall level of Council Tax cannot be formally determined at that meeting. If this situation arises, the function will be undertaken at a meeting of the Council Tax Setting Committee under the scheme of delegation, in order to set the Council Tax for the year ahead within the necessary timelines.

Recommendation(s):

1) To approve the formal Council Tax Resolution as set out at Appendix A, (if the requisite notifications from preceptors have been received)

Or:

2) To defer formal approval of the Council Tax Resolution to a meeting of the Standing Council Tax Setting Committee, in accordance with its existing delegation, once all precept notifications have been received.

1. Context and background of report

1.1 Once the Council has considered and formally set its own budget and Council Tax requirement for the year ahead, it is required under the Local Government Finance Act 1992 to set the Council Tax for its area, including the amounts to be levied on

behalf of its local precepting bodies (in Runnymede Borough Council's case, the other precepting bodies are Surrey County Council and the Police and Crime Commissioner for Surrey).

- 1.2 This is delivered via the Council Tax Resolution which provides the formal approval of the figures to be used for the billing of Council Tax for the coming year.
- 1.3 The Resolution simply brings together the Council Tax levels agreed by each body and does not affect the decisions made by each, including the Council, on the amount of tax to be levied.
- 1.4 The Council Tax must be set before 11th March in the financial year preceding the year to which the tax relates and cannot be set before the earlier of:
 - 1st March in the financial year preceding the year to which the tax relates
 - The date of issue to the authority of the last precept from its major precepting authorities for the relevant year

2. Report and, where applicable, options considered and recommended

- 2.1 Supporting Appendix A sets out the Resolution, in its prescribed format, based on the proposed budget requirements of the Council and each preceptor. If the formal precept confirmations are received ahead of the Full Council meeting on 8th February, the Resolution may be considered for approval, subject to any amendments to the Borough Council's budget that may be approved earlier in the meeting.
- 2.2 However, there is a risk that confirmation from preceptors will not be received in time. The County Council is considering its budget at a meeting of its full Council on 6th February, with precept notices expected shortly thereafter. The Surrey Police and Crime Panel will meet to consider its precept on 2nd February, with precept notices to follow thereafter. However, the Panel has a right of veto, which if exercised, means that the Panel will reconvene on the 14th February to consider a revised precept. If such a veto is exercised, it is clear that the precept notice would not be issued in time for the Resolution to be made at Runnymede Borough Council's meeting of its full Council 8th February and therefore it will instead be considered by the Standing Council Tax Setting Committee, to whom the Council has delegated this function to allow for this eventuality.

3. Policy framework implications

- 3.1 The approval of the Council Tax Resolution is key element of the statutory framework for setting the Council Tax in Runnymede. It flows out of the decisions taken under the budget policy framework of the Council, and that of the other major precepting bodies. While the policy framework, including the Council's budget proposals, are required to be considered by Full Council, the Resolution is allowed under statute to be delegated to a committee.
- 3.2 A Standing Council Tax Setting Committee was formally commissioned by the [Council on 7 December 2023 \(see item 67f\)](#). It was agreed that the membership be the same as the existing Corporate Management Committee.

4 Resource implications/Value for Money

- 4.1 The Council's budget sets out the resources required to deliver its objectives for the year ahead, including its Council Tax requirement, which drive the figures in the Resolution relating to Runnymede Borough Council. There are no additional resource implications contained in the report, other than the potential for a meeting of the Standing Council Tax Setting Committee to be convened. If this proves necessary (due to precept notices not being received by the 8th February) then that meeting will be held on the same evening as the Corporate Management Committee (22nd February) to reduce the draw on Member and officer time.

5. Legal implications

- 5.1 Under the Local Government Finance Act 1992, the Council is required to determine the level of Council Tax for the Borough for 2024/25 by 11 March 2024. The Act prescribes the calculations to be set out in the Resolution while s67 of the Act allows for the Resolution to be considered by a committee of the Council following confirmation of the precepts if those are received after the date on which the Council meeting to fix the Council Tax is held.

6. Equality implications

- 6.1 There are no equality implications arising from this report.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 The Standing Council Tax Setting Committee is constituted from the membership of the Corporate Management Committee. If the Committee is required to meet it, it is anticipated that this will be on the same date as an existing meeting, reducing the potential for additional environmental impacts from holding a separate meeting, for example through reducing travel requirements.

8. Risk Implications

- 8.1 The Council Tax Resolution must be approved no sooner than all of the precept notifications have been received and no later than the statutory deadline. The formal resolution also needs to be made in a timely manner to ensure that the annual billing process can commence, enabling the requisite notice for direct debits to be provided to bill payers. The arrangements set out in this report reduce the risk of non-compliance with statutory requirements.

9. Other implications

- 9.1 Not applicable

10. Timetable for Implementation

- 10.1 The Resolution may be approved at the Full Council meeting on 8th February 2024, if the requisite notifications have been received from preceptors. If the notices are not received ahead of the meeting, the Resolution will instead be considered by the Standing Council Tax Setting Committee on 22nd February 2024.

11. Conclusions

- 11.1 Appendix A of this report sets out the draft Council Tax Resolution for 2024/25, including the Council Tax base for the Borough and its gross income and expenditure, the Council Tax Requirement and Band D Council Tax level for Runnymede, as set out in the preceding budget report. In addition, it sets out the Council Tax by valuation bands A – H for Runnymede Borough Council, Surrey County Council and Surrey Police and Crime Commissioner along with the total Council Tax due for each band, before any discounts or premiums are awarded. If the Council has received formal notification of the preceptors' Council Tax amounts by the time of the meeting, then the Resolution can be considered, as set out in Recommendation 1.
- 11.2 Recommendation 2 sets out the alternative process to follow should the precept notifications not have been received in time for the meeting. This route will ensure that the formal setting of the Council Tax can take place within statutory timescales and allow sufficient time for the testing and production of Council Tax demands.

12. Appendices

Appendix A – Council Tax Resolution

COUNCIL TAX RESOLUTION 2024/25

Following consideration of its budget, the Council is required under Statute to make a formal resolution in respect of the amount of Council Tax to be levied in Runnymede Borough for the financial year commencing 1st April 2024.

The figures below have been calculated in accordance with regulations made under Sections 31B (3) and 34 (4) of the Local Government Finance Act 1992 (as amended) (“the Act”).

1. To note that the Corporate Management Committee at its meeting on 14th December 2023, calculated the Council Tax Base 2024/25 for the Council as 35,495.8 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.
2. That the following amounts now be calculated for the year 2024/25 in accordance with Sections 31 to 36 of the Act:
 - (a) £100,600,019.21 being the aggregate of the amount which the Council estimates for the items set out in Section 31A (2) (a) to (f) of the Act;
 - (b) £93,839,844.10 being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act;
 - (c) £6,760,175.11 being the amount by which the aggregate at 2(a) above exceeds the aggregate at 2(b) above, calculated by this Council in accordance with Section 31A (4) of the Act as its Council Tax requirement for the year.
 - (d) £190.45 being the amount at 2(c) above, divided by the Council Tax base (item 1 above), calculated by the Council, in accordance with Section 31B (1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
 - (e) £0.00 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act
 - (f) £190.45 being the amount at 2(d) above less the result given by dividing the amount at 2(e) above by the Council Tax base, calculated by the Council in accordance with Section 34(2) of the Act as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item (Parish precept) relates.
 - (g) That the following amounts be calculated for the year 2024/25 in accordance with Sections 31 to 36 of the Act as amended.

Valuation Band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Runnymede Borough Council	126.97	148.12	169.29	190.45	232.78	275.09	317.42	380.90

Being the amounts given by multiplying the amount at 2(f) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a valuation band ‘D’ calculated by the Council in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

3. To note for the year 2024/25 Surrey County Council and the Police and Crime Commissioner for Surrey have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Act for each of the categories of dwelling in the Council's area as shown below:

Valuation Band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
County Council	1,172.40	1,367.80	1,563.20	1,758.60	2,149.40	2,540.20	2,931.00	3,517.20
Police & Crime Commissioner	215.71	251.67	287.62	323.57	395.47	467.38	539.28	647.14

4. That, having calculated the aggregate in each case of the amounts in 2(g) and 3 above, the Council, in accordance with Sections 30 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011, hereby sets the amounts of Council Tax for the year 2024/25 for each of the categories of dwellings:

Valuation Band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Total Council Tax due	1,515.08	1,767.59	2,020.11	2,272.62	2,777.65	3,282.67	3,787.70	4,545.24

5. The Council has determined that its relevant basic amount of Council Tax for 2024/25 is not excessive in accordance with the principles approved under Section 52ZB of the Act.

As the billing authority, the Council has not been notified by a major precepting authority that their relevant basic amount of council tax for 2024/25 is excessive and therefore the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Act.

6. The payment dates for the statutory ten monthly instalments scheme be set to run from 1 April 2024 to 1 January 2025.

The Council Tax (Administration and Enforcement Regulations 1992 allow customers to opt out of the ten monthly instalment scheme and request payment over a 12-month period. Where this is requested, the Council authorises that the payment dates are to be on such a day in each month as is most efficient for administrative purposes.

Explanatory Note: The following narrative provides some additional explanation of the figures contained within the formal resolution at section 2.

2(a)	£100,600,019.21	This represents the gross expenditure of the Council
2(b)	£93,839,844.10	This represents the total income to the Council, including Government support and share of any Council Tax surplus from prior years
2(c)	£6,760,175.11	This represents the balance to be raised by Council Tax (including any Parish precepts)
2(d)	£190.45	This represents the average Band D Council Tax for the year (including any Parish precepts)
2(e)	£0.00	This represents the amount reapportioned to specific areas under special expenses or Parish precepts. There are no such charges for Runnymede Borough Council
2(f)	£190.45	This represents the average Band D Council Tax excluding the amounts covered by special expenses or Parish precepts. As there are no such charges in Runnymede, the Band D amount remains the same as in 2(d)