



22.04.22

Dear Councillor

**Summons to a Meeting of the Full Council**

I hereby summon you to attend the meeting of the Full Council to be held on **Thursday, 28 April 2022 at 7.30 pm. The meeting will be held at Council Chamber, Runnymede Civic Centre, Addlestone.**

A handwritten signature in black ink, appearing to read 'Paul Turrell'. The signature is written in a cursive style with a long horizontal stroke at the end.

PAUL TURRELL  
Chief Executive  
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**A G E N D A**

1. **Mayor's Announcements**

2. **Minutes**

To approve and sign, as a correct record, the Minutes of the Meeting of Council held on 3 March, 2022, as circulated by e-mail on 20 April, 2022.

3. **Apologies for Absence**

4. **Declarations of Interest**

If Members have an interest in an item, please record the interest on the form circulated with this Agenda and email it to the Democratic Services Manager by 5pm on the day of the meeting. Members are advised to contact the Corporate Head of Law and Governance prior to the meeting if they wish to seek advice on a potential interest.

5. **Speaking or Questions from Members of the Public under Standing Order 12**

Any Questions received will be circulated separately with this Summons.

6. **Petitions**

To receive any petitions from Members of the Council under Standing Order No 19.

7. **Questions from Members of the Council under Standing Order 13**

**Question from Councillor Williams to the Leader of the Council:**

'Further to the Motion put forward at Full Council on 10<sup>th</sup> February 2022 which proposed increasing Council Tax (CT) payments for dwellings that are unoccupied and substantially unfurnished for more than five and ten years – which was defeated, and reports indicating that there is difficulty experienced when collecting CT from the owners of unoccupied dwellings that are required to pay 150% of CT, could the Leader of the Council tell me what the collection rate is for those CT payers who have empty properties, and who are required to pay CT at 150% of the normal charge?'

**Question from Councillor S Whyte to the Leader of the Council:**

'The last formal monthly update to Members on the status of all outstanding Planning Enforcement cases across the Borough, was received in October 2020. Now that the Enforcement Team has increased from 3 to 5 Officers when will monthly updates recommence?'

8. **Recommendation from Corporate Management Committee 3 March 2022 - Constitution Review 2022**

*To consider the following Minute and recommendation from Corporate Management Committee held on 3 March, 2022. The full agenda report was circulated with the agenda for that Committee and is available on the website.*

The Committee considered proposed changes to the Council's Constitution resulting from periodic updating and recommendations arising from a review of the Constitution by the Constitution Member Working Party (MWP). Section 37 of the Local Government Act 2000 required local authorities to adopt and keep up to date Constitutions. Many of the changes proposed had emanated from the MWP which had met regularly, had achieved cross party consensus on proposed changes and had made a valuable contribution to the review of the Constitution. An updated Constitution would be produced and be made available on the Council's website from 18 May 2022. A hard copy of the updated Constitution would be published in the summer in order to reflect any necessary further changes made since 18 May 2022.

The Committee noted a summary of proposed changes to the Constitution for 2022.

The proposed changes for 2022 included minor updates, corrections and clarifications of wording, changes to dates, spellings, post titles, formatting, revised managerial responsibilities and changes authorised by Committees or the Urgent Action procedure during the Municipal Year. Other changes included alterations to the wording of matters reserved to the Planning Committee and Planning Policy functions delegated to specific officers, authorisation of officers to set fees for deployable (i.e. mobile) CCTV subject to financial thresholds, introducing a provision for Committees to end meetings by resolution and new procedures for appointments to outside bodies, for signing of contracts to expand the range of individuals that could sign them and to contract value thresholds to reflect Government changes to VAT treatment. The 2022 changes would include a new Members Code of Conduct, a new Scheme of Members' Allowances and a

revised Council Management Structure diagram.

The Committee noted that under the new procedure for appointments to outside bodies, the persons appointed would be expected to report back to the Council on the activities of the organisation to which they were appointed. This report would not have to be an annual report, although an annual report would be acceptable if the person appointed chose to report annually. It was agreed that when they were appointed, the persons appointed would be advised that they would be expected to report back to an appropriate Committee of the Council.

The Committee agreed to recommend to Full Council that all of the proposed changes to the Council's Constitution be approved.

**Recommend to Full Council on 28 April 2022 that –**

- i) the changes to the Council's Constitution be approved;**
- ii) the revised Constitution be effective from 18 May 2022;  
and**
- iii) the Corporate Head of Law and Governance be authorised to settle the final form of the Constitution for adoption in accordance with the above decisions, and the Corporate Head of Law and Governance be authorised to incorporate any delegations to Officers subsequently authorised by Committee(s) after 24 March 2022 and prior to printing, and make any minor editing changes necessary to correct errors or omissions discussed after 18 May 2022.**

**9. Recommendations from Corporate Management Committee -21 April,2022**

To consider the recommendation on the matter listed below from the Corporate Management Committee held on 21 April, 2022. As this summons has been published prior to that meeting, the recommendation will be included on the Supplementary Summons which will be circulated in due course. The full Agenda report associated with this recommendation was circulated to all Members with the Agenda for that Committee meeting and is available on the website.

- a) Loan Agreement for RBC Investments (Surrey) Ltd

**10. Notices of Motion from Members of the Council under Standing Order 15**

To consider any Motions registered under Standing Order 15

**11. Minority Group Priority Business**

To consider any item of Minority Group Priority business registered under Standing Order 23. Any item of such business will be circulated separately with this Summons.

**12. Press and Public to be Excluded by Resolution**

To consider any items so resolved at the meeting.