

Corporate Management Committee

Thursday, 14 December 2023 at 7.30 pm

Council Chamber - Civic Centre

Members of the Committee

Councillors: T Gracey (Chairman), C Howorth (Vice-Chair), D Coen, MD Cressey, L Gillham, S Jenkins, R King, M Nuti, S Ringham, P Snow, D Whyte and M Willingale

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr G Lelliott, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425620). (Email: gary.elliott@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.
- 5) Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

List of matters for consideration	<u>Page</u>
Part I	
Matters in respect of which reports have been made available for public inspection	
1. Notification of Changes to Committee Membership	
2. Minutes	5 - 12
	To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 23 November 2023.
3. Apologies for Absence	
4. Declarations of Interest	
	Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda.
5. Social Media Work Plan 2024-26	13 - 32
6. Social Media Policy	33 - 55
7. Medium Term Financial Strategy	To Follow
8. Council Tax - determination of tax base and estimated collection funds surplus or deficit	56 - 61
9. Review of Local Council Tax Discounts	62 - 74
10. Financial Inclusion and Housing Benefit Overpayment Recovery	75 - 91
11. Exclusion of Press and Public	
Part II	
Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection	
12. Microsoft Procurement	92 - 97
13. Procurement exercises relating to Runnymede owned trees incorporating the procurement of a borough wide tree audit and procurement of a contractor or contractors to deliver tree maintenance and emergency works	98 - 101
14. Procurement of Grave Digging Contractor	102 - 105
15. Waste Management IT upgrades	106 - 117
16. Bid Acceptance	118 - 124
17. Potential Letting at Building 5, Pine Trees	125 - 131
18. Asset Disposal	To Follow
19. Referral from Environment & Sustainability Committee: Environmental Services Restructure	132

