

MINUTES OF THE SPELTHORNE BOROUGH COUNCIL MEETING

**At the Annual Meeting of the Borough Council held in the Council Chamber,
Council Offices, Knowle Green, Staines on Thursday 26 May 2011 at 7.30pm**

Present:

Ayers F.	P.C. Forbes-Forsyth	Nichols Mrs C.E.
Ayub A.	Forsbrey G.E	Patel D.
Bannister Mrs C.A.	Francis M.P.	Patterson A.C.
Beardsmore I.J.	Frazer C.M.	Pinkerton Mrs J.M.
Broom Ms P.A.	Friday A.E.	Rough Mrs M.W.
Budd S.E.W.	Gething N.	Sexton J.
Bushnell Ms M.	Gohil D.	Sider R.W.
Dale J.A.	Harman A.C.	Smith-Ainsley R.A.
Davis C.A.	Leighton Mrs V.J.	Spencer Caroline
Dunn R.D.	Madams Ms M.	Taylor S.
Dunn Mrs S.A.	Mitchell A.J.	Watts R.
T.J.M. Evans	Napper Mrs I.	Webb S.

133/11 ELECTION OF MAYOR

The retiring Mayor, Councillor Euan O'Hara, welcomed all Members and guests to the Annual General Meeting of the Council. He reported that it had been a great honour to serve as Mayor and that he had represented the Borough at over 300 events during his term of office. He highlighted some of the many and varied community events which he had enjoyed during the year, in particular the Civic Day in September, Spelthorne Young Carers' Awards, and the Charity cricket match between two teams from Spelthorne and Haringey.

He warmly thanked his Mayoress, Miss Gillian Karaviotis, for her support and his Secretary, Tracy Bragger, who had given him wonderful service throughout the year.

He thanked Councillor Budd for his support as Deputy Mayor and wished him well in his term of office as Mayor with his Mayoress, Ms. Helen Budd and Mayor's Consort, Mrs Margaret Lloyd.

In doing so, he acknowledged the sad loss of the Deputy Mayoress, Rosemary Budd.

It was moved by Councillor Mrs J.M. Pinkerton and seconded by Councillor Mrs M.W. Rough that Councillor S.E.W. Budd be elected Mayor for the Municipal Year 2011/2012.

Councillor Mrs Pinkerton spoke about Councillor Budd and said he would make an excellent ambassador for Spelthorne and would place the Council at the forefront of the Surrey Districts. In addition, he would undertake the role of Mayor with enthusiasm and dignity.

RESOLVED that Councillor S.E.W. Budd be appointed Mayor for the Municipal Year 2011/2012.

The new Mayor, Councillor Sam Budd, made the declaration of acceptance of office as Mayor of the Borough of Spelthorne and took the Chair.

He thanked his proposer and seconder and the Council for supporting him in his election as Mayor. He presented Mr Euan O'Hara with the past Mayor's badge and a scrapbook commemorating his year in office.

The retiring Mayoress Ms Gillian Karaviotis presented the new Mayoress, Ms Helen Budd, with the Mayoress' Badge and she in turn presented her with the past Mayoress' badge. Ms Gillian Karaviotis also presented the new Mayor's, Consort, Mrs Margaret Lloyd with a Mayor's Consort Badge.

The Mayor paid tribute to Mr Euan O'Hara and Gillian Karaviotis for their excellent service during the past year.

The Mayor has appointed a Chaplain for his Mayoral Year, the Reverend Rod Cosh, Area Dean of Spelthorne, and he invited him onto the dais to receive a badge of office.

The Mayor was delighted to be given the opportunity to promote Spelthorne as Mayor and he wished to continue building a community spirit with the help of the Council, its partners and the voluntary groups. He said it was a great honour to be elected as Mayor and he would work tirelessly to put Spelthorne "on the map". The Mayor announced that his Mayor's Charity Fund would be supporting Spelthorne Young Voices, The Penrose Club and reSTORE.

134/11 APOLOGIES

Apologies for absence were received from Councillors R.B. Colison-Crawford, Mrs D.L Grant and C.V. Strong.

135/11 MINUTES

The minutes of the meeting held on 28 April 2011 were approved as a correct record.

136/11 ELECTION OF DEPUTY MAYOR

It was moved by Councillor G.E. Forsbrey and seconded by Councillor Frank Ayers and

RESOLVED that Councillor R.W. Sider be appointed Deputy Mayor for the Municipal Year 2011/2012.

Councillor R.W. Sider made the declaration of acceptance of office as Deputy Mayor of the Borough of Spelthorne and thanked his proposer and seconder and the Council for appointing him to this office.

The Mayor congratulated Councillor Sider on his election and invested him with the Badge of Office of Deputy Mayor.

The Mayoress, Ms Helen Budd presented the Deputy Mayoress, Mrs. Jeanette Sider, with the Deputy Mayoress's Badge.

Councillor Sider briefly addressed the Council and said he and the Deputy Mayoress looked forward to supporting the Mayor and the Mayoress over the coming Mayoral year.

137/11 ANNOUNCEMENTS FROM THE MAYOR

Mayoral Events

The Mayor announced the following civic event with full details being notified nearer the time:

Civic Service, St. Peter's Church, Staines – 17 July 2011

138/11 ELECTION OF COUNCIL LEADER

It was moved by Councillor R.W. Sider and seconded by Councillor Mrs J.M. Pinkerton and

RESOLVED that Councillor Mrs V.J. Leighton be appointed Leader of the Council for the Municipal Year 2011/2012.

139/11 THE LEADER'S ANNOUNCEMENTS

The Leader made an announcement as follows:

"First of all, I would like to take this opportunity to congratulate you upon your election as Mayor and I wish you every success for your Mayoral year. I feel sure that you will find it a very fulfilling role and that you will be an excellent ambassador for the Borough. I hope that I speak for all of the Chamber when I say that you take with you our very best wishes and fullest possible support as you start your Mayoral year.

Secondly, I would like to congratulate Cllr Sider on his election as Deputy Mayor. I know that you will bring a great deal of experience to the role and you will be a tremendous supporter for the Mayor in the year ahead. You have my very best wishes as you start this new appointment.

I also have to make some announcements in my capacity as the new Leader. Councillors will be aware that from today, the role of the Leader changes in that all Executive powers are now concentrated in this office. It is not my intention to exercise all of those powers because to do so would, firstly, be an impossible task and secondly, it would be a waste of the talents in this room. It is my intention to delegate the majority of Executive powers to the Cabinet to make those decisions on a collective basis as we have done in the past.

Mister Mayor I would like it to be recorded that apart from those decisions which as Leader I must make in appointing a deputy, appointing and dismissing the Cabinet and deciding Cabinet roles and responsibilities, all those functions which were the responsibility of the Cabinet or Cabinet Members in the last administration will remain as such in this administration.

I do this for two reasons; first to ensure there is some continuity from the last administration to this one, and secondly, to allow me time to review the current arrangements with the new Cabinet. It is my intention to look carefully

ANNUAL COUNCIL, 26 MAY 2011 - Continued

at all the Cabinet roles and responsibilities and I will report back later in the year, if I see the need to make further changes.

This leads me on to the next matter which is the appointment of my Cabinet. I am pleased to announce that I am appointing the following councillors to my Cabinet:

Councillors Smith-Ainsley, Pinkerton, Ayers, Davis, Evans, Forbes-Forsyth, Gething and Watts.

I look forward to working with you all. The Council has some very challenging years ahead as we continue to deliver excellent services for our residents and at the same time make financial savings.

I will take the Cabinet lead on overall strategy and budget setting. I will also be the Cabinet Member responsible for Human Resources policy.

Councillor Smith-Ainsley will retain the portfolio for Planning Policy and Housing Strategy.

Cllr Pinkerton will change portfolio to take responsibility for Older People and Health.

Cllr Ayers will retain the portfolio for Community Safety and the Council's Assets.

Cllr Davis will retain the portfolio for Economic Development.

I warmly welcome four new councillors to the Cabinet.

Cllr Watts takes on the Environment portfolio.

Cllr Gething takes on the Communications portfolio.

Cllr Forbes-Forsyth will be responsible for the Parks and Leisure portfolio which is also the portfolio for providing services and support for younger people.

Last but not least, I hand over the Finance portfolio to Cllr Evans.

For the benefit of all councillors, a handout has been provided (**Appendix B**) which gives details of the Cabinet roles and responsibilities for the time being.

My next official duty is to appoint a deputy. I have decided that in order to give better support to the Leader, and to develop increased resilience in the team, I am going to appoint two deputies. I am very pleased to announce that Councillors Richard Smith-Ainsley and Mrs Jean Pinkerton will serve as my deputies and I very much look forward to working with you.

One of these deputies needs to be designated to take over my role if I am unable to act by reason of any incapacity and so to fulfil that legal requirement I ask Cllr Smith-Ainsley to fulfil that role. Apart from that minor difference both deputies will have the same role and authority to help me perform my duties as Leader and I would ask all councillors to give them their full support in this new arrangement.

I would also say to Council that this initiative to appoint a further deputy is not made lightly, but reflects my wish to promote strength and depth in the new team and so support delivery of the best outcomes at lowest cost for our residents. The small financial adjustment required for this leadership is entirely appropriate in view of the size of the business we are running and recognises the difficulties we face and the work that will be needed, to deliver further ongoing savings whilst protecting services, when so many reductions have already been achieved to our overall budget.

One of the first jobs for the new deputies will be to work with me to ensure that the new roles and responsibilities for Cabinet are fit for purpose given the challenges faced by the Council in the forthcoming years.

Thank you Mister Mayor.”

140/11 COMMITTEES 2011-12

Details of the Committees, their size, the political allocation of seats and the members to serve on them had been circulated as **Appendix A** to all Members of the Council. The Council also had regard to the information set out at Agenda item 9.

It was moved by Councillor Mrs V.J. Leighton and seconded by Councillor R.A. Smith-Ainsley and

RESOLVED to agree:

- (a) The appointment of the Committees shown at Agenda Item 9(1), of the size indicated and with the terms of reference and functions set out in Part 3 (a) of the Council’s Constitution.
- (b) The allocation of seats as shown at Agenda Item 9(2).
- (c) The Members to serve on Committees as shown on Appendix A [**shown at the end of these Minutes**].
- (d) That Mr Murray Litvak and Miss Sue Faulkner be appointed as Chairman and Vice-Chairman, respectively, of the Standards Committee.

140/11A DISCRETIONARY HOUSING PAYMENTS REVIEW BOARD

It was moved by Councillor Mrs V.J. Leighton and seconded by Councillor R.A. Smith-Ainsley and

RESOLVED that all Members of the Council, other than those appointed to the Cabinet, be appointed to form a Panel from which Discretionary Housing Payments Review Boards could be drawn, as necessary.

140/11B APPOINTMENT BY THE COUNCIL TO OUTSIDE BODIES

It was moved by Councillor Mrs V.J. Leighton and seconded by Councillor Mrs J.M. Pinkerton and

RESOLVED that Councillor Mrs D.L. Grant be appointed as the Council's representative on the South West Middlesex Crematorium Board and that Councillor Mrs. J.A. Dale be appointed as her Deputy.

It was moved by Councillor R.A. Smith-Ainsley and seconded by Councillor Mrs J.M. Pinkerton and

RESOLVED that Councillor Mrs. V.J. Leighton be appointed as the Council's representative on the Surrey First Joint Committee.

APPOINTMENTS TO COMMITTEES

Audit Committee

[7 seats – 6 Conservative – 1 Liberal Democrat]

Councillors

P. C. Forbes-Forsyth

A.E. Friday

D.L. Grant

M. J. Madams

D. Patel

A.C. Patterson

C.V. Strong

Licensing Committee

[15 seats – 13 Conservative – 2 Liberal Democrat]

Councillors

F. Ayers

A. Ayub

C.A. Bannister

M. Bushnell

R.B. Colison-Crawford

J.A. Dale

Mrs S.A. Dunn

C.M. Frazer

D. Gohil

D.L. Grant

A.C. Harman

A.J. Mitchell

Mrs. I. Napper

Mrs. M.W. Rough

R.W. Sider

Overview and Scrutiny Committee

[15 seats – 12 Conservative – 3 Liberal Democrat]

Councillors

A. Ayub

C.A. Bannister

I.J. Beardsmore

Ms. P.A. Broom

M. Bushnell

R.D. Dunn

M.P.C. Francis

D. Gohil

Mrs. I. Napper

Mrs C.E. Nichols

D. Patel

A.C. Patterson

Mrs M.W. Rough

J.R. Sexton
S. Webb

Planning Committee

[15 seats – 12 Conservative – 2 Liberal Democrat – 1 Independent]

Councillors

I.J. Beardsmore
Mrs S. A. Dunn
G.E. Forsbrey
M.P.C. Francis
A.E. Friday
N. St. J. Gething
A.C. Harman
A.J. Mitchell
D. Patel
J.R. Sexton
R.W. Sider
R.A. Smith-Ainsley
Mrs C.L. Spencer
S.D. Taylor
S. Webb

Standards Committee

[6 seats – 5 Conservative – 1 Liberal Democrat]

Councillors

R.D. Dunn
P.C. Forbes-Forsyth
G.E. Forsbrey
C.M. Frazer
M.J. Madams
S.D. Taylor

Staffing and Appeals Committee

[5 seats – 4 Conservative – 1 Liberal Democrat]

[Nominations as and when required]

CABINET PROCEDURE RULES - DETAILS OF THE CABINET AREAS OF RESPONSIBILITY

Cabinet Member	Community Plan Theme	Corporate Plan Theme	Cabinet Areas of Responsibility
Leader of the Council Councillor Mrs. V.J. Leighton	Overall plan	Overall plan	<ul style="list-style-type: none"> • Strategic issues affecting the Borough • Corporate business planning • Strategic financial management and budget setting • Surrey First Joint Committee • Human Resources
Deputy Leader Planning and Housing Councillor R.A. Smith-Ainsley	Housing Infrastructure and Environment	Supporting Housing Needs	<ul style="list-style-type: none"> • Planning policy, strategic planning and the Local Development Framework • Strategic housing services, housing options, housing advice and housing benefits • Affordable housing and homelessness • Corporate approach to information technology • ICT and data quality
Deputy Leader Older People and Health Councillor Mrs. J.M. Pinkerton	Health and Well-being	Help for Older People in Need	<ul style="list-style-type: none"> • Service and support to promote the health of the population of Spelthorne • Service and support to meet the needs, health and well-being of adults and older people, both in their home life and leisure activities • Assistance for older people • Day Centre provision • SPAN • Meals on wheels • Spelride, disability issues and access • Concessionary fares • Supporting People • Public health • Health and safety enforcement (external) • Food safety enforcement

Cabinet Member	Community Plan Theme	Corporate Plan Theme	Cabinet Areas of Responsibility
Community Safety and Council Assets Councillor F. Ayers	Safer Stronger	A Safer Spelthorne	<ul style="list-style-type: none"> • Crime and disorder activities • Liaising/consultation with the community and other organisations relating to community safety • Community safety • Spelthorne safer, stronger partnership • Anti-social behaviour • Perception of crime • Asset Management (including security of our Assets) • Corporate Health and Safety • Business Continuity
Economic Development Councillor C.A. Davis	Economic Development	Economic Development	<ul style="list-style-type: none"> • Economic development • Regeneration • Lifelong learning and skills development • Encouraging use of public transport • Liaison with and representations to Surrey County Council as the Highways and Passenger Transport authority • The sustainable vitality of local shopping communities • Taxi licensing • Democratic arrangements and the Constitution • Corporate legal duties including Committee Services

<p>Finance and Resources Councillor T. Evans</p>	<p>Economic development</p>	<p>Economic development</p>	<ul style="list-style-type: none"> ● Internal financial support services, audit and risk management ● Business improvement ● Parking services ● Procurement champion ● Accountancy ● Audit ● Customer services ● Budgeting ● Financial Management ● Revenues
<p>Parks and Leisure Councillor P. Forbes-Forsyth</p>	<p>Children and Young People</p>	<p>Supporting Young People</p>	<ul style="list-style-type: none"> ● Services and support to meet the needs and promote the health and well-being of younger people ● Leisure and cultural opportunities ● Leisure activities and development ● Links with Spelthorne Youth Council, youth groups and other organisations for children and young people ● Parks and open spaces ● Allotments ● Cemeteries
<p>Communications Councillor N.S. Gething</p>	<p>General liaison/consultation arrangement with the community</p>	<p>All aspects of the Council's communications and publicity</p>	<ul style="list-style-type: none"> ● Communication, publicity and media liaison ● Borough bulletin ● Reputation management and customer satisfaction ● Consultation and community engagement arrangements ● Equalities and social inclusion ● Have Your Say events ● Neighbourhood grants ● Voluntary sector liaison ● Grants to outside organisations ● Member development and information

<p>Environment Councillor R.L. Watts</p>	<p>Housing, Infrastructure and Environment</p>	<p>A Cleaner and Greener Environment</p>	<ul style="list-style-type: none"> • Waste strategy and management • Street scene – including litter, graffiti and fly tipping • Pollution control (including noise) and contaminated land • Carbon management • Climate change • Promotion of sustainability and other environmental issues • Emergency Planning (including flooding)
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